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## REGULAR MEETING

August 1, 2019

Chairman Roy Neal called the regular district meeting to order at 7:04 pm at the USDA building in Hardin. Additional supervisors present were Steve Schanaman, Dan Kern, and Phillip Miller. Also present were Maria Hopkins, District Administrator, Seanna Torske with NRCS, and Carter Miklovich.

Following discussion a few typos were pointed out on the July 11<sup>th</sup> mailed minutes. Steve motioned, seconded by Phillip to approve the minutes with the typos corrected. Motion carried – unanimous.

Maria presented the treasurer's report. The checking account has \$ 5,297.05; the county account as of 7/31/2019 has \$ 36,859.59. The following bills were presented:

MT Dept Revenue	\$64.00	July 2019 State Withholding
Summit Structures of MT	\$2,649.00	Shed
Montana Tech	\$9,648.93	Groundwater Recharge Project
Montana State Fund	\$1,190.32	Work Comp Premium
Phillip Miller	\$121.80	Big Horn River Alliance Meeting Mileage
Daniel Lowe	\$96.45	Beartooth RC&D Meeting Mileage
Maria Hopkins	\$672.33	Mileage and AIS Expense Reimbursement
Denice Garrison	\$59.34	Supplies Reimbursement
Taylor Haug	\$15.00	Supplies Reimbursement
Cincinnati Insurance Companies	\$148.00	Liability Insurance Premium
Ashley Garrison	\$556.18	July 2019 Wage
Denice Garrison	\$497.69	July 2019 Wage
Amber Garrison (Haug)	\$556.18	July 2019 Wage
Taylor Haug	\$402.26	July 2019 Wage
Maria Hopkins	\$1,323.63	July 2019 Wage
Phillip Miller	\$693.17	July 2019 Wage
Henry Rides Horse	\$775.90	July 2019 Wage
Big Horn Museum	\$150.00	Program Room Rental
Big Horn Museum	\$500.00	Program Room Deposit

Following discussion, Dan K. motioned, seconded by Steve to approve the report and pay the bills presented. Motion carried – unanimous.

One of the district's certificates of deposit is up for renewal. Steve motioned, seconded by Phillip to release the matured certificates to Maria for reinvesting. Motion carried – unanimous.

The district's administrator in Columbus would be available to complete the district's external financial review. Dan K. motioned second by Steve to have Sharon complete the review. Motion carried unanimous.

The Watercraft Inspection Station needs a ramp for the previously purchased shed. Phillip motioned seconded by Dan K. to purchase the 4x6 ramp from Pink Hill Cabins. Motion carried – unanimous.

The inspection station has recently received some backlash. Many boaters and guides have sent complaints to MT Fish, Wildlife and Parks (FWP). Boaters are concerned with having two stations being run within 10 miles of each other, the location of the station, and that some boater may be receiving special treatment.

FWP has coordinated with National Park Service and their station in Fort Smith will only run on the days that our Saint Xavier Station isn't open. Secondly, some are concerned with the station being located on private land. Many stations in the state are operated on private land. The Saint Xavier station was selected based on being just south of Good Luck Road, being on the right side and on a straight road with no turns. The location also has a large parking lot with plenty of space for trailers to safely turn around. The final concern is that some boaters are receiving special treatment and not being inspected. Inspectors have been reminded that all boaters must be treated equally.

After discussion, it was brought up that purchasing and setting up a camera at the station may help to decrease the strong backlash the inspectors are receiving. Individuals tend to be more polite when they realize their actions are being recorded. In addition, the camera can record and show that all boaters are receiving equal treatment. Steve motioned, seconded by Phillip to purchase a camera for the station. Motion carried – unanimous.

The Big Horn Conservation District will host this year's MACD Area IV meeting. The meeting will be September 16th. The Big Horn County Historical Museum's program room is reserved for the day. Maria reviewed a catering quote from Bud's Catering (\$12 a plate) and the Methodist ladies (\$8 a plate). Carter mentioned that he could donate some meat for catering. After discussion, Dan K. motioned seconded by Phillip to go with the Methodist ladies and ask if they could use donated meat. Motion carried – unanimous.

Maria received quotes from Annie's Deli and Mojoes for morning treats. They both charge about \$3 per cinnamon roll. It was noted that Annie's cinnamon rolls are very large. Dan K motioned, seconded by Phillip to have Maria check IGA's prices and select the best option. Motion carried – unanimous.

For this year's door prize, Big Horn Fly and Tackle will be contacted for handmade flies for all attendees. Maria received the owner's phone number and will contact him for a quote. No action taken.

An Emergency 310 was received to repair an existing bridge. Mike Ruggles with FWP recommended that since the bridge was existing and photos were provided of the project, an onsite inspection is not needed. Steve motioned seconded by Phillip to approve the project without an onsite inspection. Motion carried – unanimous.

No Conservation Projects were completed at the fair this year. Different ideas to promote the project for next year were presented. These included mailing out the project to each 4-H chapter and hanging posters in the school. No action taken.

Kate Arpin, technical support with Soil and Water Conservation District of Montana (SWCDM) created a great website template for the district. Maria has added many pages including the following: about us, newsletter, tree sales, meeting minutes and agendas, and 310 permits. Maria has asked that supervisors write a short bio on themselves to include on the about us page. No action taken.

Seanna presented one new Conservation Compliance Plan. Steve motioned, seconded by Phillip to approve the plan. Motion carried – unanimous.

Montana Tech has been working hard on the 23G-18-3594 Measuring Ground Water project but has noticed that the previously signed MOU had the incorrect end date. The grant ends December 31<sup>st</sup>, 2020 and the MOU needs to correspond with that, but previously said end of 2019. Dan K. motioned seconded by Steve the approve the MOU amendment. Motion carried – unanimous.

The district needs Wildlife Ramps. Roy will contact Ty Neal with Lodge Grass FFA about getting some built. No action taken.

The district has received a 310 application from the same individual who had the emergency 310. This permit is to repair the road around the bridge. Phillip motioned, seconded by Dan K that it is a 310 project. Motion carried – unanimous. Mike Ruggles has been notified of the application and suggested that an onsite is not necessary since it was an existing road. He recommended having the board decide if they would like an onsite or not. Dan K. motioned, seconded by Steve to not do an onsite inspection. Motion carried – unanimous. Dan K. motioned, seconded by Phillip to approve the project and ask the applicant to provide photos once the project is completed. Motion carried – unanimous.

The districts work comp premium has increased due to having new seasonal employees. Montana State Fund has the option to join the Montana Small Business Group and have the potential to receive some of the premium back. The requirement is having a comprehensive, written workplace safety program. The district currently has a written policy, but it was agreed that it needed to be more specific. Steve motioned, seconded by Dan K. to sign up for the program and update our safety manual. Motion carried – unanimous.

The option for the district to start using QuickBooks was presented. Due to using a government computer, QuickBooks cannot be installed. Many districts purchase a separate laptop for the accounting software. Through the Administrative Grant there is an option to receive additional funds to help purchase a laptop. Karl Christians with DNRC was contacted for information on the process. We must provide him with a request that has a couple laptop options included. They can pay up to \$550 or 75% of the cost of the computer. Steve motioned, seconded by Dan K. to move forward with the grant. Motion carried –unanimous.

The district has been awarded an Administrative Grand for fiscal year 2020. Steve motioned, seconded by Phillip to sign and approve the grant agreement. Motion carried – unanimous.

The district's current fiscal year is calendar year, but the state and most districts run July to June. To change to the state's fiscal year the district would have to close out 2019 as a short year and open 2020 on July 1<sup>st</sup>. Since we are only a month past July, it is still possible to make the change. Dan K motioned seconded by Phillip to close out fiscal year 2019 and open 2020. Motion carried – unanimous.

The option to nominate a supervisor or employee of the year was presented. Maria will have copies of the applications if anyone is interested in putting in a nomination. No action taken.

Maria reviewed DEQ public notice no. MT-19-13 and MT-19-14. No action taken.

The MACD state convention will be held in Kalispell this year from November 18<sup>th</sup> to 21<sup>st</sup>. No action taken.

Seanna reviewed the field office report. No action taken.

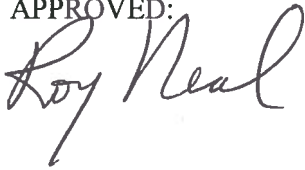
As there was no response to a call for public comment and no further business to come before the meeting the chairman declared the meeting adjourned at 8:45 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Maria A. Hopkins". The signature is written in a cursive style with a large initial "M".

Maria A. Hopkins  
District Administrator

APPROVED:

A handwritten signature in black ink that reads "Roy Neal". The signature is written in a cursive style with a large initial "R".