



**Telephone: 406-629-3229**

**Fax: 855-556-1457**

**Primary email: [maria.hopkins@mt.nacdnet.net](mailto:maria.hopkins@mt.nacdnet.net)**

**Secondary email: [bighorn@macdnet.org](mailto:bighorn@macdnet.org)**

**REGULAR MEETING**

**July 11, 2019**

Chairman Roy Neal called the regular district meeting to order at 7:05 pm at the USDA building in Hardin. Additional supervisors present were Steve Schanaman, Jerry Lunde, and Phillip Miller. Also present were Maria Hopkins, District Administrator, Seanna Torske with NRCS, and Carter Miklovich.

Following discussion Jerry motioned, seconded by Phillip to dispense with the reading of the June 6th, 2019 meeting minutes and approve the minutes as mailed. Motion carried – unanimous.

Maria presented the treasurer’s report. The checking account has \$5,609.11; the county account as of 6/30/2019 has \$42,630.39. The following bills were presented:

Maria Hopkins	\$1,117.55	June 2019 Wage
MT Dept Revenue	\$25.00	June 2019 State Withholding
UI Insurance	\$11.93	2nd Qrt 2019 Premium
US Treasury	\$260.76	2nd Qrt 2019 SS & Medicare Withholding
US Treasury	\$260.76	2nd Qrt 2019 FICA
MACDEO	\$15.00	FY 2019 Dues
Big Horn County News	\$81.00	Job Add
Maria Hopkins	\$162.52	Business Clinic & AIS Training Mileage & Registration Cost
OfficeMax	\$59.58	Supplies
The Original Briefs	\$89.60	Job Add

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

Scott Bockness was unable to attend the meeting. Discussion on Big Horn County Weed Management were tabled for the September meeting.

Ross Stalcup, CPA has been contacted multiple time to review the district’s 2018 financials. Ross has stated that he will not be available for our financial review and that a different practitioner should be contacted. Maria will contact and new CPA and set up a financial review. No action taken.

The AIS station is nearly up and running. The location will be at the Garrison Stoker Resort with the station starting July 18<sup>th</sup> with training on the 17<sup>th</sup>. The station will be run three days a week, Thursday to Saturday form 7 am – 7 pm. Interviews were completed the week of June 24<sup>th</sup>. The grant will be funded through the McCone Conservation District. After reviewing the McCone Agreement Steve motioned, seconded by Phillip to approve and sign the agreement. Motion carried – unanimous.

Secondly, the Garrison Stoker Resort rental agreement was reviewed. Jerry motioned, seconded by Phillip to approve and sign the lease agreement. Motion carried – unanimous.

Next, the Fish, Wildlife, and Parks MOU was reviewed. Jerry motioned, seconded by Steve to approve and sign the lease agreement. Motion carried – unanimous.

It was decided to move the process of reviewing applications and selecting new hires to a closed meeting following the regular meeting.

Maria reviewed a General Liability Insurance proposal that was produced by PayneWest. Due to the time constrict of getting a policy up and going before the AIS Station, Steve motioned seconded by Phillip to approve and sign the coverage with PayneWest but wait to submit the contract and see if a better policy can be found. If a better policy can be found in time, a contract will be completed with the better policy. 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. After discussion it was decided to contact the Methodist Ladies and see what their rate would be. Tabled for the August meeting.

This year's Youth Range Camp to be held in Gallatin County was cancelled due to not receiving enough attendance. If any other youth camps become available, the Big Horn County Youth that were sponsored will be notified of the opportunity. No action taken.

Maria presented the health insurance options the MACD EO had found for the districts. Summit Insurance found a policy that will view the districts as a coalition and will be able to offer coverage to employees and supervisors. The proposed monthly health premium is \$534.94 for employees and \$809.80 for supervisor. Additional ancillary benefits will also be offered, but the plans are still being built. It had been decided that each district will have the option to offer the policy to employees and supervisors at their own discretion. Since no supervisors or Maria need the coverage Jerry motioned, seconded by Steve to not sign up and offer the coverage. Motion carried – unanimous.

Maria reviewed the different training that she attended during June. The first was the State-Wide Administrators Training (SWAT) held the first week of June in the Highwood Mountains. The training covered different techniques and options for District to help promote what they do for the community. One option is building a website. Maria contact Kate Arpin, technical support with Soil and Water Conservation District of Montana (SWCDM) to see what the options would be with building and operating a website. SWCD works on a multisource network with WordPress where they can build the website and the district would have an account to make changes and add content as needed. The cost to the district would be under \$50 for the year including the domain fee and the hosting cost. About 20 districts currently use this service. Steve motioned, seconded by Phillip to proceed with getting a district website. Motion carried – unanimous.

Maria's next training was the AIS Educators Training held in Billings on June 25<sup>th</sup>. The training went over different actives and techniques that can be used to educate youth and adults on the importance of protecting our waters from Aquatic Invasive Species. The MSU Extension Office runs an Earth Day fair where different organizations have a booth at the local schools and different topics are presented. The fair would be a great opportunity to run an educational program on AIS.

Finally, Maria attended the Business Clinic that was held in Billings on June 26<sup>th</sup>. The class covered basic accounting, bookkeeping, and human resources. Maria learned what forms need to be collected from the new hires and the labor laws. Currently, the district does not withhold Federal Tax from employee's paycheck due to the current salary not requiring withholdings. Maria is working on setting up an online Federal account that requires the district bank routing information. Phillip motioned, seconded by Jerry to sign the account information and proceed with creating on the online account. Motion carried – unanimous.

Seanna presented on seven new Conservation Compliance Plans:

- Ventenata Targeted Implementation Plan (TIP) Project: 40 acres of herbaceous weed treatment, and 2231 acres of prescribed grazing planned. Steve motioned, seconded by Phillip to approve the plan. Motion carried – unanimous.
- RCPP Irrigation Project: 73.2 acres of Cover Crop, 73.2 ac Nutrient Management, 5360 ft. of Irrigation Pipeline, 2000 ft. of Gated Pipe, 73.2 acres of Irrigation Water Management, three flow meters, and one medium Structure for Water Control. Phillip motioned, seconded by Jerry to approve the plan. Motion carried – unanimous.
- RCPP Irrigation Project: 4680 ft. of Irrigation Pipeline, 137.4 ac of Irrigation Water Management, 137.4 ac of Nutrient Management, two Pumping plants, 137.4 ac of Sprinkler System, and 1 large Structure for Water Control. Steve motioned, seconded by Phillip to approve the plan. Motion carried – unanimous.
- Animal Feeding Operation (AFO) Relocation: 1205 ft. of Access Road, 0.4 ac of Critical Area Planting, 330 ft. of Fence, 1 Groundwater Test, 1 Livestock Confinement Facility, 500 ft. of Livestock Pipeline, 1 Livestock Shelter Structure, 0.9 ac of Obstruction Removal, 0.8 ac of Precision Land Forming, 1 Pumping Plant, 1 Step Drawdown Well Test, 0.2 ac of a Vegetated Treatment Area, 1 Water Well, and 1 Livestock Watering Facility. Steve motioned, seconded by Jerry to approve the plan. Motion carried – unanimous.
- Bozeman Area Grazing Project: 34,400 ft. of Permanent Electric Fence, 60 ac. of Forest Stand Improvement, 60 ac of Woody Residue Treatment, 25 ac of Herbaceous Weed Treatment, 131,450 ft. of Livestock Pipeline, 30,161.1 ac of Prescribed Grazing, 1 Pumping Plant, 1 Step-Drawdown Well Pump Test, 34,400 ft. of Fence Marking, and 13 Livestock Watering Facilities. Jerry motioned, seconded by Phillip to approve the plan. Motion carried – unanimous.
- Crow Tribal Project: 18.1 ac of Herbaceous Weed Treatment, 2950 ft. of Livestock Pipeline, 6 Spring Developments, and 6 Livestock Watering Facilities. Phillip motioned, seconded by Jerry to approve the plan. Motion carried – unanimous.
- Crow Tribal Project: 5500 ft. of Fence, 71.1 ac of Forage and Biomass Planting, 500 ft of Livestock Pipeline, 1 Watering Facility, and 1 Spring Development. Steve motioned, seconded by Jerry to approve the plan. Motion carried – unanimous.

Resolutions are due to MACD. The district does not currently have a need for a resolution. No action taken.

Emergency 310 was received to repair an existing bridge. Mike Ruggles with FWP recommended that since the bridge was existing an onsite inspection may not be needed if photos of the completed project are provided for him to review. The applicant provided the photos but, Mike was unable to review before the meeting. Steve motioned, followed by Phillip that it is a project and we should wait to hear from FWP to see if an on-site inspection will be needed. Motion carried –unanimous.

The district has received a lot of interest in the Cover Crop program this year. \$2,384 are remaining with the 223-14-3341 grant but \$3,480 had been applied for. Steve motioned, seconded by Phillip to have the district cover the difference and close the program. A field tour will be done this fall to close finish the grant. Motion carried – unanimous.

Maria reviewed the minutes from the Area III meeting on June 28<sup>th</sup> and the MACD Board Conference Call on July 8<sup>th</sup>. Dan McGowan was relieved of his position as MACD executive Director without cause during the Spring Meeting. Jeff Tiberi will stand in as the executive director until hiring can be completed. In addition, a program manager for SWCD will be hired. Per SWCDM bylaws they have no obligation to local districts at all. Finally, during the spring board meeting the board approved a motion to hold all Montana district in good standing for three year. This motion went against the bylaws and thus a motion to null and void the original motion was approved during the June 28<sup>th</sup> phone conference. Overall, there is a lot of restructuring and changes that will be coming. No action taken.

Seanna presented the field office report and passed out the latest Long-Range Plan Draft. Steve motioned, seconded by Phillip to cover the cost of lunch for the Grass Class scheduled September 18<sup>th</sup> and 19<sup>th</sup>. Motion carried – unanimous.

Phillip motioned, seconded by Steve to cover the cost of lunch for the Water Qualify workshop scheduled October 3rd. Motion carried – unanimous.

As there was no response to a call for public comment and no further business to come before the meeting the chairman declared the open meeting adjourned at 10:15 p.m.

Respectfully submitted,

Maria A. Hopkins  
District Administrator

APPROVED:

