

Petroleum County Conservation District

P.O. Box 118, Winnett, MT 59087-0118

406-429-6646 ext. 104

petroleumcd@macdnet.org

Local Common Sense Conservation

www.petroleumcd.com

Jay King – Chairman, Rodney Rowton, Vice-Chairman, Ralph Corbett - Supervisor,
Laura Kiehl –Treasurer & MRCDC, Brenda Brady – Supervisor & MSCA, Nathan Descheemaeker- Supervisor,
Diane Ahlgren – Associate Supervisor, MWC & MSGOT

April 28, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:12 pm. Those present were Rodney Rowton, Ralph Corbett, Laura Kiehl, Brenda Brady, and Diane Ahlgren. Others in attendance were Katie Lund-CD Interim Financial Manager Laura Nowlin-Musselshell Watershed Coalition, Brent Smith-Winnett ACES, and guest Kelly Beever. Virtual attendance was Mike Lucas-NRCS and Veronica Grigaltchik-DNRC.

Roll Call: Nathan Descheemaeker was absent.

Approval of Minutes: Ralph moved to approve the March 31, 2022, regular meeting minutes. Brenda seconded. Motion carried.

Brenda moved to approve the April 8, 2022, special meeting minutes. Rodney seconded. Motion carried.

Guest/Public Comment: Kelly invited the CD Board to the May 9, 2022, 5 pm, Conversation on Drought Response held by Winnett ACES. The meeting will be at the Oddfellows building, Bring Your Own Beverage and chair, and also consider discussing the recent trial at the meeting. Also, three trainings and eight grant opportunities about recognizing and supporting mental health issues are available. The CD could help with advertising, promoting and working with several partners.

Partner Reports:

MRCDC: Laura Kiehl reported that the annual River Rendezvous will be held in Petroleum County. A planning committee is working out the details. Molly, with suggestions from the Council, wrote letters requesting emergency grazing on the CMR and on MT FWP Wildlife Management Areas. The next meeting will be a Quarterly meeting in Sidney on May 17, 2022.

MWC: Laura Nowlin reported that three engineers with Pioneer Technical surveyed and visited the proposed Rowton bank stabilization project sight to put together a Preliminary Engineering Report. The Cushman Bridge sight was also visited. NRCS will look at the Delphia-Melstone project on May 11. Corrie Williamson, APR, sent an email with a map about the 73 Ranch recreation plans and will send one to the CD, also.

MSGOT: Diane Ahlgren reported that the website is updated. Conservation projects to develop credits can be entered into an “app” on the website to get a preliminary idea of how the project will work for a producer. On May 31st, the pre-application is due for conservation projects, then the main application will be due three months later. There will be a mitigation adjustment request meeting at the end of May to cover oil well drilling operations.

MSU Extension: Laura Nowlin handed out a survey to fill out with requests for what needs the Extension Service can help fulfill.

NRCS: Mike reported that there will be a Civil Rights audit for Montana and that the CD has a checklist to go through. The Civil Rights Checklists need to be signed at the next meeting. Also, the Memorandum of Agreement should be reviewed annually but doesn’t need to be signed again. Once this is done, preferably in the next month, the CD will have to sign it. NRCS is obligating EQIP contracts, and no CSP were approved for Petroleum County this year. Tom Watson wants a Local Working Group meeting done by this fall.

DNRC: Veronica gave a report which is included with these minutes. Also, tomorrow, April 29, 2022, is the deadline for the Administrative Grant Application. The CD can create it in submittables and, if necessary, corrections can be made later. Jay will see to it that the application is turned in. On May 6, proposals for additional funding are due. The Envirothon went well. The Resource Advisory Council will meet publicly later this month in Lewistown to review 223 Grant Applications and District Development Grant Applications.

Winnett ACES: Brent reported that the NFWF 2019 Grant was extended to June 30, 2022. There is \$25,000 out on projects still, but producers encouraged to finish by May 19. The Sage Grouse fence markers for Antelope Springs and some extras will be billed soon to the CD. July 1st is the deadline for the next round of applications. May 5 is the next ACES Board meeting. May 15, 7 pm, Kelsey Malloy will give a class on declining bird species at the ACES office, and there will be in the field monitoring the next morning. May 19 is the Land Committee meeting. Partners for USFWS will look at funding for conifer encroachment in the Musselshell Plains. Laura Nowlin reported that a Big Sky Watershed Corp member needs to be considered for 2023-2024. In the past they have been employed 1/3 CD, 1/3 MRCDC, 1/3 Musselshell Watershed Coalition. By that work cycle, they could live in the Courthouse apartments. The Community Enhancement Committee is progressing on Oddfellows and Courthouse funding and work. The 406 Grazing Academy deadline to apply is May 19, with classes in Lewistown and Winnett ranch visits.

BLM: No Report Submitted

MCC(Montana Conservation Corp): Autumn Holzgen sent a report. See it attached.

Supervisor Reports:

Ralph, none. Brenda, none.

Rodney-The bank stabilization project is to be done as a willow lift. He announced that since his sister Trisha is applying for the CD Administrator job, he can’t participate by law in any of the process. He will resign before any of the hiring process begins and be assigned to the open position after the hiring process is complete.

Diane-Almost 2 inches of rain in the last 10 days!

Laura-will transplant Eastern Red Cedar trees to the rodeo ground tree rows. Also suggested that the CD may want to consider a more active relationship with the Petroleum County Weed District.

Jay, none.

Old Business:

Administrative Grant Application-Katie Lund and Laura Nowlin have done preliminary work on the budget and Jay has worked on the narrative and the application. The Long Range plan and mill levy report from Pam at the Courthouse will be included. The board, Laura Nowlin, Veronica, and Katie worked through finalizing the application and budget for submitting tomorrow, April 29, 2022.

Brenda moved to approve the next fiscal year budget. Ralph seconded. Motion carried.
Ralph moved to approve the Administrative Grant Application. Laura Kiehl seconded. Motion carried.

New Business:

310 Permits-LMCD-The CD had requested a 310 for Horse Coulee Dam and Lower Musselshell CD said the 310 isn't necessary. Jay signed a confirmation of this.

Cochell-David Cochell's 310 maintenance permit of 10 years started in 2014 and he wants to renew it. Ralph moved to put this 310 on next month's agenda. Rodney seconded. Motion carried.

Interview Planning-Brenda suggested a hiring committee to conduct the interviews for the administrator and financial manager, and they would make a recommendation to the board. Jay, Ralph, Laura Kiehl, Mike, and Veronica will conduct the interviews in the next two weeks and will use DNRC and MRCDC lists of interview questions. Also, travel to trainings and meetings, and tree care schedule will be mentioned to the applicants.

New Employee Orientation Planning-Veronica and Dusty with Garfield CD will conduct an Employee Organization employee orientation with the new administrator in person and virtually. The CD board should plan to be involved. The Personnel Policy and lists of jobs Carie developed will also be presented.

Employee Handbook and Policy Review- These need to be reviewed for clarity and to be sure that our language in them is on par with DNRC and MCA. As for the final payment for Makayla, the CD will follow the MCA guideline. Ralph moved to pay 25% of sick leave, and no vacation pay because she hadn't reached six months continuous work, and table any action on the Handbook and Policy review and updates until the next meeting. Rodney seconded. Motion carried.

Board Member Mileage Log- Katie gathered information to create a Supervisor Mileage Log for the 2nd half of 2021. Each Supervisor will indicate on the Log whether they want paid or not. She will have the log and the check at the next meeting.

ACES Fiscal Sponsorship- The CD receives a 10% administrative fee for being the fiscal sponsor the Brent Smith and Laura Nowlin's jobs. This will end on June 30, 2022. Ralph moved to discontinue this sponsorship July 1, 2022. Brenda seconded. Motion carried.

Administrative:

Grant Status Report and Contracts-Laura Nowlin presented a report. Please see it attached. Orren Kiehl will call Performance Engineering to ask for a reimbursement of \$2201 to the CD for a Capital Improvement Plan that wasn't produced. Grant reimbursement requests were signed by Ralph and Jay. A grant extension was signed by Jay. The next grant reporting will be done in July with the new administrator and Laura Nowlin.

District Updates-Makayla turned in her keys and they will be given to Katie. A new set will be given to the new administrator.

Ralph moved to pay the yearly MACD \$750 dues. Rodney seconded. Motion carried.
The 40A and 40C Decrees still show that the CD owns the Horse Coulee water right.

Airstrip Upgrades and Funding-Laura Kiehl and Austin Kiehl hosted the first meeting for Winnett Airport Improvements. It was well attended with nine people from the Central Montana Pilots Association, and several community members. The poor condition of the current runway, possibilities for improvements to it or to possibly moving the airport to a new location were discussed.

No Till Drill-Jay reported that Sig Pugrud is offering to donate a 1982 model, 750 series, John Deere, 10 foot no till drill. Jay will visit with Levi Nowlin and JR Lund who have both used the drill and Jay will go look at the drill.

Outreach and Office Updates-none

Financial: These reports were submitted and explained by Katie.

Petroleum CD-Ralph moved to pay the unpaid bills and to approve the financial report. Rodney seconded. Motion carried.

MRCDC-Ralph moved to pay the unpaid bills and to approve the financial report. Rodney seconded. Motion carried.

Katie will look into a \$250 biennial transfer from checking to savings done in the past by Carie. Once the purpose is known, then it may need to be done retroactively. Also, Katie will determine if we have a termination account.

Correspondence: Was handed out and reviewed.

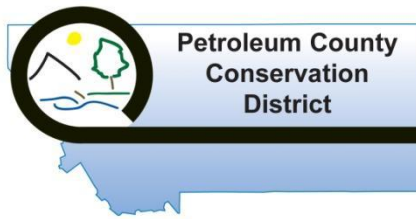
Announcements:

Rodney announced his resignation. Brenda moved to accept his resignation. Laura Kiehl seconded. Motion carried. His letter of resignation will be filed by Katie in the supervisor file at the CD office.

Meeting adjourned at 9:10 pm.

Jay King, Chairman

Laura Kiehl, Supervisor taking minutes



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Diane Ahlgren – *Associate Supervisor, MWC & MSGOT*

May 26, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:09pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Nathan Descheemaeker and Laura Kiehl. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES, Brent Smith, Winnett ACES, Mike Lucas, NRCS and Veronica Grigaltchik, DNRC. In attendance remotely was Molly Masters, MRCDC Coordinator. Diane Ahlgren was absent.

Approval of Minutes: Brenda moved to approve the April 28, 2022 regular meeting minutes as corrected. Ralph seconded. Motion passed. Trish will make the corrections to be signed at the next meeting.

Guest/Public Comment:

No public comment.

Partner Reports:

MRCDC: Molly Masters reported that there is continuing work with the Fort Peck test flow. They presented to the Water Policy Interim Committee on May 17th. Montana Salt Cedar Team is meeting June 22nd in Lewistown at 10:30am. Molly is currently the Coordinator/Moderator but there could be a potential for re-shifting to include more of the whole state and become its own program. They will be talking about it more at the Montana Invasive Species Council meeting June 1st, along with the Yellowstone County Conservation District. MRCDC is cleaning up ground rules. They approved amendments at their main meeting and ratified their July quarterly meeting. There is a CMR committee working group meeting July 14th in Malta – recovering after drought will be the broad topic. The River Rendezvous will be in Winnett July 22nd. She mentioned the 223 grant was approved and funded. Part of that grant was getting a bus for the tour. Molly emailed Lindsey Wilkerson at the Winnett School – most likely hiring a bus from there, but will need our own insurance. Laura Kiehl mentioned that the MRCDC quarterly meeting will be July 21st before the River Rendezvous and the tour on the 22nd will end at the Flatwillow Hall with a BBQ. Ralph mentioned that there will be a need to give participants a map to the Flatwillow Hall due to the detour since there is no bridge yet.

MWC: Laura Nowlin reported that the next meeting for the MWC will be June 14th in Roundup at noon. The watershed plan will be done June 30th and the preliminary plan for the Rowton bank project.

MSGOT: Laura reported for Diane that they are taking project applications for anyone wanting to do conservation projects and they are due the end of June.

MSU Extension: No Report.

NRCS: Mike Lucas reported that they are currently working on obligating EQIP contracts, and they are still working on the Tin Can Hill Road TIP project. One CSP contract has been approved and working on that. New pipelines going in and hoping to get some new range inventory this summer. Trying to get thinking about getting a local working group meeting – the last one was a few years ago. The CD is tasked with putting together and organizing. This meeting will be used to update county long-range plans. One question: does this application go in line with local working groups? Hoping to do this meeting before the fall. Need to think about the partners the board would like to invite including the BLM, ACES, DNRC and other partners and in general it will be open to the public. Brenda mentioned inviting the Grazing Districts. Jay mentioned that an email needs to be sent out (before the next meeting) to folks to start the process and to have a meeting scheduled for this fall. Veronica suggested sending out a questionnaire to local producers. Mike asked about the future PCCD meetings; if they would be held at the ACES office or be brought back over to the NRCS office. Brenda stated they would be kept at ACES for now, but Veronica mentioned that it should be clarified better so PCCD is not lumped into being part of ACES.

DNRC: Veronica handed out a report about procurement training and upcoming events and opportunities. She stated that the info graphic in the hand out was from the Procurement training and is basically how the conservation districts procure, whether it is engineering services, other services or just purchasing, and there are different legal requirements depending on which type of service and what amount. If you are up to \$50K in engineering services, you can just do direct negotiations, and if you are over \$50K you have to do something called a *request for qualifications* and a certain amount of dates you need to run that for. For other services it is a lower dollar amount. Over \$25K you need to do a request for proposals and then for purchasing, up to \$80K you can just do direct negotiations. She mentioned there were upcoming events that including the Environmental Quality Council that met May 24/25th looking at ways to fund conservation districts moving forward because of the decrease in the Coal Severance Tax. They have a bill drafted –MACD requested a ballpark and they are landing around \$6 million which would be around double of what CDs are getting now. They are looking at a combination of funds between the Coal and Marijuana Tax. The DNRC is hiring a marketing firm to market CDs to legislators, and also helping CDs with outreach tools. Veronica stated she is going to the Northern Plains Regional Meeting in Fargo in June. There are also some opportunities coming up in June. MACD is having their Spring Board meeting in Helena with helpful Financial/QuickBooks trainings. She also mentioned that the Montana Sage Grouse Habitat Conservation Program has extended their Sage Grouse Stewardship Fund Grants to June 30th.

Pheasants forever: Brent Smith stood in for Josh and reported that Josh has been working with the MCC crew on Mesic area restoration and saw training. They are with WWF for the next couple weeks working on Mesic area restoration in Garfield County. They will return to Petroleum Co. in July for BDAs and Conifer Encroachment.

Winnett ACES: Brent reported the next ACES board meeting is June 2nd at 5pm. June 15th the conservation committee is meeting at 10am discussing the structure of the committee and how the committee is functioning. There will be discussion regarding the new RCPP program and Musselshell plains for ACES; RCPP is a different focus area. Completed final inspections on the last two projects with the NFWF NGP19 grant. Inspected and signed off on and have been invoiced on both of them; grant is finished June 30th. Working through details regarding Laura and Brent separating from PCCD and going over to ACES. Laura N. mentioned that they have tentatively planned Cultural events for the summer. June 29th will be a culinary arts event with a southern Cajun theme sponsored by Laredo Oil. July 13th there will be a visual arts themed event, in combination with the All ACES meeting. It will be a film festival with the “Life of the Lands” series and sometime in August will be a fine arts event and local art show. Brent mentioned that the FWP in early august would like to host a public meeting (if enough interest in the area) in regards to hunting district 410 out north.

Kendall is also working on a drought workshop for this summer. Brenda stated that Katie is working on the transfer of employees over to ACES from the PCCD.

BLM: No report.

MCC (Montana Conservation Corp): No Report.

Supervisor Reports:

Brenda Brady: Nothing to report.

Ralph Corbett: Nothing to report *see below

Nathan Descheemaeker: Nothing to report.

Laura Kiehl mentioned that she has the firetruck back to get water up to the trees. She also talked to the city about the storm drain issue and there will be no change made to the storm drain outlet. *Ralph said Jeremy has been doing storm drain cleaning and found that the drain going into the state shop has a fiber optic line going through the pipe. The city said it will be fixed.

Jay mentioned the open supervisor spot should be posted on the next meeting agenda and he talked to the attorney; it should be enough time that he should be able to rejoin. Rodney had mentioned he would come back to fill that supervisor position. Ralph mentioned that the open urban position should be mentioned as well. Brenda stated the city will appoint that urban spot. Jay mentioned he thinks there should be a resolution started to get the nepotism law changed for the CD that is more in aligned with the commissioners.

Old Business:

- A. **Administrative Grant:** Jay mentions that the Administrative Grant application is completed. He did not sign the budget but Veronica opened that back up and it was then completed. He gave a copy of that to Katie to file.
- B. **ACES Fiscal Sponsorship:** Brenda mentioned working into a smooth transition of moving Brent and Laura over to ACES from the NRCS by July 1st.
- C. **Employee Orientation Planning:** This will be scheduled and organized between Veronica and Dusty via email/phone in the coming weeks for in-house training for Trish.
- D. **Employee Handbook and Policy Review:** Brenda discussed the need to update the job description in the handbook, and add the fiscal manager position and job description and the new admin job description. Laura Kiehl mentioned there is some overlap in duties that need to be clarified such as the MRCDC council vehicle. Veronica stated there should be a vehicle maintenance log in the vehicle. Molly mentioned there is a mileage log. Laura stated Trish and Katie can figure out who is doing what and the handbook will be adjusted. Motion was made by Ralph to table the Employee Handbook and Policy Review and amendment changes, Brenda seconded. Motion Passed.

New Business:

- A. **310 Permits:** David Cochell - 10 year permit for maintenance. He wanted to re-up his 10 year plan if needed. Trish will call David Cochell back next week to let him know he has two years left. Veronica mentioned to have notes on the computer of notes for 310 Permit conversations.

- B. **Office Equipment:** Asked Trish if she has questions on admin and office equipment. Trish said she will get an overview once in the office the following week. Laura mentioned getting our own zoom TV equipment so can have meetings at the NRCS/CD office. Trish and Mike will look into it. Trish will look into prices for new equipment.
- C. **Draft Budget for County:** Brenda stated there needs to be a draft budget for the County by the 1st Monday in July. Katie has most of the numbers already they just need to be put into the draft budget. Trish will ask Katie about finishing this up for the County.
- D. **Office Hours:** Discussed to have general administrator hours but not posted officially. Monday-Thursday 8:30-4:30 (1/2 hour lunch). If Administrator has to be gone for any reason (meetings, etc.) they will post at the office and change the office machine message.

Administrative:

- A. **Grant Status Report and Contracts:** Laura discussed that Trish and Laura will get together Mid-June. She handed out a Grant report. Trish mentioned that she would be unavailable and out of the office July 7-10th. Laura mentioned about a grant opportunity. Cascade county District – DNRC funding CEMIST (Central and Eastern Montana Invasive Species team) – looking for a different CD to sponsor, but will be a few months before this takes place. Katie and Trish agreed to take this on. Ralph made motion to sponsor the CEMIS grant and Laura seconded. The motion passed.
- B. **District Updates:** Katie Lund was hired as the district fiscal manager and Trish Smith was hired as the new District Administrator. Mike getting another key made. Trish signed the hire letter and will get the personnel page signed.
- C. **Airstrip Upgrades and Funding:** Laura K. said Austin has visited with the engineer that will be working on the airstrip (out of Helena). It has been deemed unusable. Laura visited with KellyAnne Terry that are Port Authority in Lewistown but they haven't handled money. They have just facilitated people to bring to the table but have a revolving fund of money that they have not tapped in to. Snowy Mountain Development will take on the Port Authority name and will facilitate improvements within Fergus County. There should be members on the SMDC Board. The county has two –a commissioner and another. There should be two from the city.
- D. **No-Till Drill:** Ralph said there was a note from Reba that the old no-till drill is still out at their place. Tony Kuhry would like to rent it but it really isn't ours to rent; Laura agreed to talk to Tony Kuhry that the old drill is not available. Jay looked at Sig Pugrud's no-till drill but it needs some work on it before can rent. Sig said at any point we want to take the drill it can be ours to lease out. Veronica mentioned the leaser needs to give a copy of their insurance. Laura mentioned the producer at the MRCD meeting said that is the best model that is made and should be a good no-till drill. Dean Roge offered any end of the year maintenance. Veronica mentioned they charge a fee of \$8/acre Cultivated and \$10/acre native sod. There needs to be a disclaimer for the operator to calibrate properly and the CD is not responsible for user error.
- E. **Outreach and Office Updates:** No updates

F. **District Email:** Jay will set up Trish with the district emails after the meeting.

Financial:

- A. **Petroleum CD:** It was discussed to have Katie transfer \$250 into savings. Decided to table until the next meeting. Ralph made a motion for getting a credit card for Trish, Brenda seconded for Katie to make a credit card for Trish. Motion was passed. Laura asked about setting up a petty cash fund for the MRCDC for meeting lunches, etc. Molly would be in charge of this and Katie would track it. Motion by Brenda to create a petty cash fund for MRCDC in the amount of \$100 (that Molly Masters will hold); Ralph seconded and the motion passed. Ralph made a motion to pay Petroleum CD bills. Brenda seconded; motion passed.

Laura made a motion to approve the financial report. Ralph seconded; and the motion passed.

- B. **Missouri River CD Council:** No updates

Correspondence: Affidavit of publication for the job announcements was received and Trish will file it.

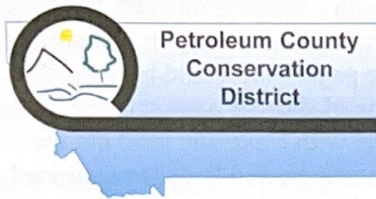
Announcements:

- A. Next Board meeting June 30th, 2022

Meeting adjourned at 7:58 pm.

Jay King, Chairman

Trish J. Smith, District Administrator



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Diane Ahlgren – *Associate Supervisor, MWC & MSGOT*

June 30, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:05pm. Those present were Jay King, Brenda Brady, Ralph Corbett, and Laura Kiehl. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES, Brent Smith, Winnett ACES, and Veronica Grigaltchik, DNRC. In attendance remotely was Molly Masters, MRCDC Coordinator. Diane Ahlgren and Nate Descheemaeker were absent.

Approval of Minutes: Ralph moved to approve the May 26, 2022 regular meeting minutes; Laura seconded. Ralph moved to approve the May Special Meeting minutes; Laura seconded. Both motions passed.

Guest/Public Comment:

No public comment.

Partner Reports:

MRCDC: Molly discussed the River Rendezvous coming up and registration is due July 8th; Laura K. mentioned sending out a reminder email. Laura stated that the Fort Peck Test Flows for Pallid Sturgeon recovery are on hold for now until the lake levels have recovered sufficiently to allow for release of water. In the meantime, there have been suggestions to look at the Vandalia dam on the Milk River. It is in disrepair. If a repair was to be made with a fish passage, this would open up 150 miles of river for the sturgeon. Molly mentioned that the CMR working group meeting will be in Malta July 14th.

MWC: Laura N. stated that the Musselshell River Watershed Plan has been completed.

MSGOT: Laura N. stated that their ranch submitted an application to MSGOT for a term easement and Evert Brady did also. They need someone to hold that term easement, it is 15 years, and the CD is an eligible entity. More discussion will be held later once they know more. Laura K. mentioned this would be similar to what the CD was working with the King Ranch. Jay asked Trish to try and find the file that Carrie had on the Sage Grouse Monitoring that had been started years prior.

MSU Extension: No Report.

NRCS: Everyone looked over the Working Group survey sheets that Mike emailed. Veronica mentioned that a lot of CDs were going this route. Brenda stated that the survey could be placed in certain places that producers could fill out. Veronica mentioned again putting a map of the County on the back of the survey and ask people to circle their location. Brenda asked what the timeline should be and if there is not much feedback on it that

we could try something else. Veronica said that the survey could be sent out with a meeting date set. She also mentioned that the working group meeting could be at the shop at local producers out of town, not the normal meeting location. She said that usually has a better turnout. Veronica said the paperwork could be simplified from what Mike sent. Jay said that we should shoot to have the first meeting/workshop in August. Brenda said to start with one in town first to see what the response there is. Trish would get with Mike and send out the survey initially. Jay and Laura mentioned scheduling all the working group meetings, and Brenda mentioned scheduling the initial one in town first and see how it goes; the first meeting to be sometime in August.

DNRC: Veronica went over the report in the packet. She stated that she has additional information that she can share on where they are with grants. She mentioned that 223 grants are now called Conservation District Project grants. They also used to be quarterly but now will be bi-annually, fall and spring. If you have a spring project, you will have to put in for it in the fall. You need to plan 2-3 months in advance for projects. The CEMIST contract grant was awarded. Trish submitted the CEMIST grant through Submittable online, under Petroleum CD's own account. She went over donations to CDs; if a CD is looking at getting donated property, the property is tax exempt. If someone donating wants to know what amount can they donate –let the donor look it up with their accountant what their tax benefit would be donating. The CD bureau is looking at differing funding opportunities. Laura K. states that Jeff Patteson brought up the fact that he would like to get some soil monitoring stations throughout the state. Laura N. mentioned that there are 16 that they are putting out through the MWC and she can send out that info. Veronica states that they finished their draft strategic plan and their mission is to empower CDs to meet their missions. She said if the CD has trainings that they want to do that would be helpful to let her know to help engage supervisors more. Funding is also going to change a lot depending on how the bill goes through. There is a bill that has been drafted by the environmental quality council asking for more funding for CDs.

Pheasants forever: Brent stated that Josh is continuing to work on RCPP projects and programs with ACES.

Winnett ACES: Brent said that June 30th is the last day for the grant that the Conservation District is the fiscal sponsor for (NFWF 19 Northern Great Plains). They were able to get a PLA drawn up for the King Ranch for fence modification so they will be meeting all the metric requirements for that grant now. He mentioned their ACES Board meeting July 7th coming up that the Elk Coalition group will be there – presenting to the Board. BLM will also be presenting. The CEC hosted the Cajun event the night before. The next event will be the Film Festival will be on July 26th following the All ACES meeting. FWP folks will also be at the meeting. Will be working on conifer encroachment projects, hoping to have a small project on the Vogal property. MCC crew will show back up in the area the end of July doing BDA work. There is a community investment Coop meeting after the June 30th PCCD Board meeting at the courthouse. Jay asked for clarification on the Coop meeting. Laura N. stated it is just the first informational meeting about whether or not the community wants to form an investment Coop; the idea behind that is a way to help fund projects. The community members invest in those projects and they get a return on their investment as opposed to just a donation. Musselshell valley has the only one in Montana currently, and Gardner is working on one.

BLM: No report.

MCC (Montana Conservation Corp): No Report.

Supervisor Reports:

Brenda Brady: Nothing to report.

Supervisor Reports Cont.:

Ralph Corbett: Ralph mentioned he is on the City Council's agenda for the July meeting to get reappointed to the Conservation District as the Urban Supervisor. Brenda mentioned there is another supervisor opening that needs to be filled that has been open for a long time.

Laura Kiehl: Nothing to report.

Jay King: Jay stated that they had the Stockgrowers ESAP tour at their ranch the last couple of days, and the insurance went through the PCCD for the bus tour.

Old Business:

- A. **Employee Handbook and Policy Review:** Brenda asked Katie if they approved what she needed for the payroll changes. She said that it was not approved yet and that we needed to update our policy to reflect the termination section and also the payroll date to better reflect the weekend/holidays, etc. Ralph suggests changing the payroll date to another date and Katie suggests it is changed to on or before the 8th. Jay stated that those sections of the policy need to be brought to the next meeting to discuss changes. Katie mentions she will email those out to be looked over before the next meeting.
- B. **NRCS – Civil rights checklists need signed:** Will wait on this until the next meeting.

New Business:

- A. **310 Permits:**
 - 1. Ray Rowton: Bridge damage at Teigen needs to be fixed and Trish will set up a date with Clint Smith of MT FWP for the sight inspection so the permit can be finished. Brenda makes a Motion to approve the application; Ralph seconded. Motion passed.
- B. **Rural & Urban Supervisor spots open:** Brenda makes a motion to appoint Rodney to the open rural supervisor position; Laura K. seconded. Motion passed and Rodney is appointed to the Rural Supervisor position. Jay mentions that Ralph brought up that the city has on the agenda to appoint the urban position and Ralph was going to ask the city if they had anyone else, otherwise he is good being re-appointed.
- C. **Policy Update for the Vehicle:** Hail damage needing fixed, but Molly doesn't think it needs it anymore. Katie mentions it is a \$2500 deductible and no Rock chip repair deductible. Motion to approve extending the policy to allow Molly to have passengers by Ralph; Brenda seconded. Motion passed.
- D. **CD Social Media:** Brenda brought up Trish possibly starting up an Instagram page. Veronica mentions that Eric from MACD is good resource for social media and communications outreach questions. The Board was in support of Trish of starting up a PCCD Instagram page for PCCD related posts.
- E. **ACES Conservation Committee:** Brenda mentions that since the PCCD is not a fiscal sponsor for ACES, how can the PCCD still help and support the conservation committee. Laura K. stated she is still on the committee. Brent mentioned he thought it would be good to have Trish also on the committee for networking. Brent mentions that there is a big influx of money coming down,

so there is a need for people wanting conifer encroachment projects on their property (1000 acres or more). If there is anyone that they know, to let Josh or Brent know.

- F. **Operating Budget for County:** Katie goes over the budget sheets. She used administration grant numbers and it is just preliminary. She went over the mill levies, and once they come through in August, it will be adjusted. Ralph motioned to approve the preliminary county budget; Laura seconded. Motion passed.
- G. **Pasture Golf:** Discussion to have the Pasture Golf tournament in August, and do something similar to what was done before. Brenda mentioned the CD provided some the BBQ items. Katie will look back and see where the funding will come from. Jay mentioned the burger should be provided/donated locally. Trish will contact the bar about side dishes, get a date set, and flyers put up. Brent would put the Pasture Golf on their next meeting agenda. Brenda stated she will contact Diane and Sig to start thinking about a date.
- H. **PCCD Admin Updates:** Trish shows everyone the 1st PCCD quarterly newsletter to be approved to get printed and mailed, and the preliminary PCCD brochure. Brenda thought mailing the newsletter is better than emailing for a better outreach. Trish was approved to mail out PCCD quarterly newsletters. Brenda suggests updating the brochure with CEMIST as a partner. The brochure was tabled to be discussed and finalized at a later date.

Administrative:

- A. **Airstrip Improvement and Funding:** Laura K. mentions that Austin has an appointment on July 6th with an engineer to go over the current runway. He is hoping to have time to look at some possible new locations, and she told Austin that he should involve the county commissioners. Paul gave Laura contact information for two people in Helena (from Sarah Hudson from Snowy Mtn Development) to help funding.
- B. **Grant Status Report and Contracts:** Laura N. went over the grant sheet. She mentioned that Trish and Laura will be reporting on a handful of grants in July. There is grant funding with the NRCS to hire an aerial photographer and the CD will need to do a contract with that photographer. Trish will get the contract together and send to the board for approval. The flights will not be until September so should get the contract done before then. Laura states that there is CEMIST funding to hire a facilitator to help do a strategic plan and then hire a CEMIST coordinator. The coordinator will be a CD employee based out of Lewistown or Winnett. CEMIST would do an MOA with the PCCD that would lay out what the Coordinator and CD responsibilities are. She asked for approval to go forward with advertising for the coordinator position. Brenda asked Laura N. for a background on CEMIST. Laura gave a short overview of CEMIST and stated there is a steering committee for the hiring process. Brenda makes a motion to advertise for the CEMIST position and for the CEMIST steering committee to go forward with the hiring process and presenting their recommendation to the PCCD Board; Ralph seconded.
- C. **District Updates:** Laura K. moved to look into purchasing a new PCCD administrator computer, Ralph seconded.
- D. **Rental Equipment:** Jay mentioned he talked to JR on the No-till drill that Sig donated. He said there is quite a few small things wrong with it. Kalin Hoge is looking at it. Seed tubes are bent, etc., and overall, it needs work on it before it is rented out. Brenda asked if

Kalin had an idea of what it will cost. Katie said we have in the budget set aside to have work done on it. Kalin will let us know if he can get it done by fall and will give an estimated cost to get it fixed. We may have to do a conservation district project grant. Brent mentioned that he will do checking on the ACES side to see if they have any grant funds to help. Everyone looked over other CD rental agreements. The Board will take them home to look them over to give their thoughts at a later meeting. Katie and Trish went over all the other rental items in the office/storage.

- E. **Outreach and Office Updates:** Katie mentioned that the PCCD was audited by the state and she got that completed and they came back and said all is good. Ralph made a motion to pay out Brent and Laura's CD sick/annual pay; Brenda seconded. Brenda asked about trees being watered and Laura K. said they are looking good. Jay has cottonwoods he would donate to go up there. Trish will check with Josh and Reba on the trees.

Financial:


- A. **Petroleum CD:** Katie discussed the bi-annual savings account transfers. Brenda made a motion to donate \$35 to MACD for the Bridger Plant Materials; Ralph seconded. Jay mentioned to add to the next board agenda to decide if Katie is going to stay a contracted or become a PCCD employee.
- B. **Missouri River CD Council:** Ralph motioned to pay the MRCDC unpaid bills; Brenda seconded.

Correspondence: None

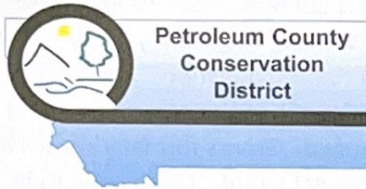
Announcements:

- A. Next Board meeting July 28th, 2022

Meeting adjourned at 7:31 pm. ~


Jay King, Chairman


Trish J. Smith, District Administrator



Petroleum County Conservation District

P.O. Box 118, Winnett, MT 59087-0118

406-429-6646 ext. 104

petroleumcd@macdnet.org

Local Common Sense Conservation

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Jay King – Chairman, **Brenda Brady**, Vice-Chairman & MSCA, **Ralph Corbett** – Urban Supervisor,
Rodney Rowton – Rural Supervisor, **Laura Kiehl** – Treasurer & MRCDC, **Nathan Descheemaeker** – Supervisor,
Diane Ahlgren – Associate Supervisor, MWC & MSGOT

July 28, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:07pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Rodney Rowton, Laura Kiehl, and Nate Descheemaeker. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Brent Smith, Winnett ACES; and Mike Lucas, NRCS District Conservationist. In attendance remotely were Molly Masters, MRCDC Coordinator; and Veronica Grigaltchik, DNRC. Diane Ahlgren was absent.

Approval of Minutes: Ralph moved to approve the June 30, 2022 regular meeting minutes as corrected. Brenda seconded. Motion passed. Trish will make the corrections to be signed at the next meeting.

Guest/Public Comment:

Brent Smith mentioned there wasn't a flag at the NRCS office and probably should be. Mike Lucas will look into it.

Partner Reports:

MRCDC: Molly stated the River Rendezvous went well and thanked Laura K., Laura N. and Trish for helping. She mentioned the MRCDC quarterly meeting discussion. They are working with the Milk River folks to improve the Vendolia Dam and do a fish bypass that will allow 150 more miles for Pallid Sturgeon to spawn. No CMR meeting planned yet. Saltcedar team will have a meeting this fall. Laura K. mentioned an update on the Fort Peck test flows; looking at 10 more miles of river. Molly stated that they are planning on doing more detailed information on those 10 miles, and planning on doing outreach in September regarding the test flows. Laura K. mentioned that Dean Rogge mentioned at the MRCDC meeting in his MACD update that conservation districts should be prepared to give public comment on the HJ27 Funding Bill, might be a short turn around and need a letter of comment whether we support that or not. Molly mentioned that she emailed that out to Laura K. and Trish to review.

MWC: Laura N. thanked MRCDC for allowing them to be part of the tour. Farmers Conservation Alliance is coming out to meet with the three systems on the Musselshell, and Petrolia on August 2nd. They will be doing a watershed plan (more irrigation specific) that would lead to NRCS funding at the national level. Mike mentioned they do the NEPA side of things, help coordinate all the partners, and have the NEPA document done in the event it can move forward into 566 funding that is targeted for irrigating infrastructure.

MSGOT: No Report

MSU Extension: No Report.

DNRC: Veronica went over her print out. They will be holding "office hours" starting August 4th, every Thursday, and a CD specialist will be available by phone or zoom for CD grant related questions. They are also working on a strategic plan for supervisor training, and might be doing a mini-launch at the convention, and also having online training. Veronica stated that their grant program has changed. Grants formally known as 223 (up to \$20K for projects) has changed its name to Conservation District Project Grant. These used to be quarterly and are now bi-annual; the next will be open in September with an Oct 15th deadline. They have been working on their grant guidelines, looking at making the applications more robust and better written. They are wanting CDs that are grant sponsors to be more active in the project. Education grants are open year-round. All the projects are subject to the MT Environmental protection act so they have an environmental checklist. Anything administrative does not have a required checklist, just projects that potentially alter the environment.

NRCS: Mike stated that Friday is the deadline to get RCPP obligated (\$800K dollars) and also in the process of obligating one CSP project for the county. He has spent a lot of time in Fergus County doing ECP for drought. CRP came through; 7 CRP grasslands (1 ranch). Regarding staffing – flew a DC position for the NRCS office in Winnett; there is a range conservationist position for Winnett as well. Went over the Working Group paperwork for the survey; possibly give out at a Stockgrowers meeting, Pasture Golf and Ladies Day on the Range.

Pheasants Forever: No Report

Winnett ACES: Brent Smith mentioned they had their All ACES Meeting along with the film festival where the CEC got to showcase the Oddfellows building; around 50 people showed up including the Youth MCC. Next Thursday (Aug 4) is the ACES Board meeting, following day the MCC will be doing a volunteer day for conifer work at the Vogel property. FWP having meetings in Lewistown (August 2nd and 4th) and Winnett (August 11th 6-8pm). August 20th is the Artist showcase at Oddfellows with local and area artists, and Jay mentioned there will be live music. Brent went on to mention they are finished with the Northern Great Plains NFWF grant; Laura and Brent are now ACES employees; continuing to work on conservation projects and July 31st is the deadline, with the next round due December 31st. Laura N. mentioned that Sonja would like to see locals going to the 410 meetings in Lewistown as well.

BLM: No report from the BLM, but Molly brought up the BLM proposal bison grazing. Nate stated it isn't final and can be appealed in the next 30 days.

MCC (Montana Conservation Corp): No Report.

MSGOT: No Report.

Supervisor Reports:

Rodney Rowton: Mentioned the River Rendezvous group coming out to the Musselshell River, and that the river is dry but did order water so should be better soon but will most likely be short lived.

Laura Kiehl: Spent the last couple days at the CMR (Missouri) – CMR working group individual mentioning the fences falling down, and the saltcedar work looks good but the leafy spurge and knapweed are still heavy.

Brenda Brady: No Report.

Ralph Corbett: Mentioned the KRTV crew that came out and did a positive report on the Winnett community. Ralph also inquired about input on where he can pick up BW Herbicide to take care of properties around town. Laura K. suggested to contact Austin Kiehl.

Nate Descheemaeker: Mentioned that the FWS issued a proposed rule, looking at June to strike historical range from the regulations for 10(j) experimental populations, and shifting habitats. Looking for comments by August 8th. There is an article written by the people in the geological survey office that has zero supporting data to actual science literature cited. There is already a lot of issues already with experimental populations like grizzly bear and wolf introductions. They want to open the doors to bring those animals outside of historical range. Also, the DOT has issued a greenhouse gas rule, seeking to require the state department of transportation to track on-highway vehicle greenhouse gas emissions, reduction targets and all the timetables and targets from those executive orders. They are looking for comments on that by October 13th.

Jay King: Thanked all who helped with the River Rendezvous. Went over the nepotism policy and suggested a change. In a county with less than 10K, if a Board member is a relative to a pertinent matter, that said board member just abstains from the vote.

Old Business:

- A. **Employee Handbook and Policy Review:** Went over a nepotism amendment to be added to the employee handbook and policy. Ralph made a motion that we make a resolution for nepotism policy in the handbook; Laura K. seconded it. Motion passed. Brenda mentioned Katie's note about her employment status –tabled for the next meeting.
- B. **NRCS – Civil rights checklists** need signed. Brenda moved to sign the checklists; Rodney seconded. Motion passed.
- C. **Pasture Golf:** Trish mentioned she talked to the bar about sides. Decided for 30-40 people. Visited about burger; Brenda, Rodney & Jay would donate burger. Brent volunteered to grill. Laura K. can bring buns. Veronica and Brenda suggested doing outreach at the event (brochures, info sign, surveys).
- D. **310 Permits:** Trish would be contacting Clint to make sure all is being done that needs to be on all pending 310s.

New Business:

- A. **CEMIST application(s):** Laura said we would like to recommend Colin. Mike is going to talk to Carie for Colin to probably be in Lewistown. Laura will send an email to Mike with the request. Will do a MOE with CEMIST and the CD. Brenda moves to hire Colin Threlkeld; Laura K. seconded. Motion passed.
- B. **Ladies Day on the Range:** Looking at having this in September/October. We will get a group together to meet and discuss soon.
- C. **Katie Lund's employment status:** stay a contracted PCCD Employee, tabling until the next meeting.
- D. **Sage Grouse monitoring:** Tabled until the next meeting.
- E. **Aerial Photographer Contract:** Looked over proposed contract. Veronica sent on to their lawyer to look at and will be voted on at the next meeting.
- F. **PCCD Admin Updates:**

Administrative:

- A. **Airstrip Improvement and Funding:** Austin and Laura met with two engineers July 6th and looked at a proposed new area for the airstrip; they put together a couple of engineered proposals, one that is a 60-foot runway and the other one that is a 75-foot runway – both 4000 feet long. They are also going to continue to look at ideas for the current runway.
- B. **Grant Status Report and Contracts:** Laura N. stated that she met with Trish the beginning of July to report on most of the grants that were due. She mentioned that we do have over \$75K worth of reimbursement request out right now that should be coming in the next month.
- C. **District Updates:** Trish purchased a new computer for the CD administrator position. Brenda moved to approve Ralph Corbett being appointed by the town of Winnett; Laura K. seconded. Motion passed. There is still a 2nd rural position open, and Trish will talk to Savannah about adding that to their next agenda.
- D. **Rental Equipment:** No discussion

Financial:

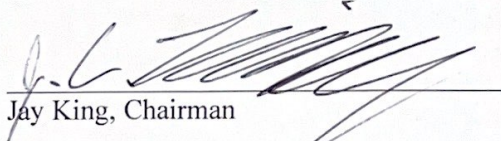
- A. **Petroleum CD:** Motion to approve the final PCCD budget and approval to submit to the County by Rodney; Ralph seconded. Motion passed. Motion to pay unpaid bills by Laura K.; Ralph seconded. Motion passed.
- B. **Missouri River CD Council:** Motion to pay MRCDC unpaid bills by Ralph; Brenda seconded. Motion passed.

Correspondence: Montana Range Tour paperwork; in Great Falls August 30th and 31st.

Announcements:

- A. Next Board meeting August 25th, 2022

Meeting adjourned at 6:57 pm.


Jay King, Chairman


Trish J. Smith, District Administrator



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Rodney Rowton – *Rural Supervisor*, **Laura Kiehl** – *Treasurer & MRCDC*, **Nathan Descheemaeker** – *Supervisor*,
Diane Ahlgren – *Associate Supervisor, MWC & MSGOT*

August 24, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 4:03 pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Rodney Rowton, Laura Kiehl, and Diane Ahlgren. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Brent Smith, Winnett ACES; Veronica Grigaltchik, DNRC; Katie Lund, PCCD Fiscal Manager; and Trish Smith, PCCD Administrator. There were no attendees virtually. Nate Descheemaeker was absent.

Approval of Minutes: Ralph moved to approve the July 28, 2022 regular meeting minutes as corrected; Brenda seconded. Motion passed. Trish will make the corrections to be signed at the next meeting. It was decided to have Trish make up special meeting minutes for the July email conversation with the board regarding the DNRC letter of support for the NFWF grant, to be approved and signed at the September meeting.

Guest/Public Comment: No public comment.

Partner Reports:

MRCDC: Laura K. mentioned that the MRCDC Executive Committee meeting was the day before and they discussed a funding bill letter of support, approved bills, and had reports on the test flows, the River Rendezvous and CEMIST.

MWC: Laura N. thanked all for her certificate. She mentioned that they toured the irrigation projects at Petrolia, Deadman's Basin, Melstone and the Upper Musselshell with the NRCS and Farmers Conservation Alliance. NRCS is deciding where they are going to put their focus. They are going to be having Karin Boyd come and do geomorphology workshops which will be the geologic and human history of the river, explaining what happened in 2011 and what is happening now. Laura suggested that Karin have 20 minutes to discuss this at a CD meeting this fall sometime, either during or before the meeting. Laura stated there are 100s of water rights on the Musselshell River. The next MWC meeting will be October 11th.

MSGOT: Diane visited with Therese Hartman and she didn't have a lot to report other than they are working on applications for projects. Some could go through our CD. There was a group from Kansas called "Common Ground" that proposed being a 3rd party bank holder for the program, and that is what they are wanting. Therese has not heard back from that group. They will be having a meeting in October to discuss the applications and approve them at that time. Laura N. mentioned that our application was accepted but we haven't decided if we are going to go forward or not. Jay mentioned to look to see how much time Carie spent on the sage grouse monitoring. Veronica stated Dusty does not spend too many hours on it.

MSU Extension: No Report.

DNRC: Veronica went over her paperwork in the meeting packet. She stated that they are gearing up for their grant cycle that is coming up that is opening up September 1st and closing October 15th. It will be for spring projects so if you are awarded you can estimate a contract start date of March 1st. The minimum grant award amount has changed. The next grant cycle for fall projects will be open in February. She discussed their office hours that they have been doing every Thursday at 2pm. They have a 14-page grant guidelines document on their website. Education grants will be open year-round now. Kay Webb is working on a soil team that is part of BSWs Core; there will be cost share available up to \$9,000 – funding is available and they are looking at hosting this member in Miles City, but to share them with other CDs and Kay would help with supervision. The deadline to apply to BSWs is September 2nd. It is for soil related conservation projects. Brenda asked how it would work with this person being “shared” and if they would come periodically. Veronica stated that it is a “pilot project” and Kay is waiting to see which CDs are interested and that will determine how things line out in the location, and there could be a possibility the position is remote. Brenda & Laura N. discussed the past members and that it seemed best to have two members at a time. Laura stated that we have funding for a core member, but looking out at 2024, with the thought that the court house renovations will be done and we would have housing available.

NRCS: No Report

Pheasants Forever: See the ACES report.

Winnett ACES: Brent mentioned that Josh Hobbs and himself are focusing on their cost share program – the projects have all been submitted. They have six that came in that range from good to very good. There will be a conservation committee meeting mid-September to go through and rate/accept the applications. A lot of the projects are actually getting funding from other partners also, such as WWF and NGPJV. The MCC crew is out of the area after they spent time at the ACES Vogel property doing conifer encroachment. They did BDA work also. September 8th is the ACES Board Meeting. The CEC had their Picassos of the Prairie event on August 20 at Oddfellows, and it was attended fairly well.

BLM: No Report

Supervisor Reports:

Rodney Rowton: The Brown ranch towards Jordan was annihilated by grasshoppers, and there is nothing but dirt left. The Rowton yearling pasture near the cell towers got hit pretty hard by grasshoppers but their Doman leased pasture farther to the west was hardly hit at all, but was recently hit a few weeks ago. Sig Pugrud’s place is thick with grasshoppers.

Diane Ahlgren: They will be having their first meeting for an Investment Co-op Structure in the community that will have new folks.

Laura Kiehl: The salt cedar is very thick everywhere in Petroleum County; Austin found a chemical that is approved for below the highwater mark. They got it for the Petrolia Irrigation District for the ditch rider to use. The Farmers Conservation Alliance stated at a meeting that the Petrolia Irrigation District is the size of an irrigation project that they usually work with, and the NRCS money can come in to totally re-do the entire system – approximately \$20 million dollars to do this. The canal is approximately 15 miles for the main canal and 2 miles for the highline.

Brenda Brady: Discussed the Beef to School program. They are finally down to the bottom of the list after 6 years and are now reaching out to anyone wanting to donate to the program again or for the first time. If anyone is interested, let Brenda know.

Ralph Corbett: No report

Nate Descheemaeker: No report

Jay King: No report

Old Business:

- A. **Employee Handbook – Nepotism:** Jay mentioned that the nepotism resolution has been submitted with the MACD and is on the docket to be discussed at the Area 1 meeting. He wants to adjust the wording so that it covers all local boards and not just the CD. He will also be running it by MACO so that it is well received. Katie went over employee compensation etc., updated the form for the employee handbook and that 5pm on both lines was removed. Katie stated that the verbiage was not very clear in the termination section. She suggested adding resignation terminology in the policy that was more clear. All agreed to have the added verbiage and the changes Katie made. Motion to approve the amendment/change as corrected in the employee handbook was made by Ralph; Brenda seconded. Motion passed.
- B. **Pasture Golf:** Discussed who is bringing what; Brenda is bringing the ranger, Jay and Rod - hamburger, Laura - hamburger buns, Katie - cheese, Diane & Skip - hotdog buns, water & the Keg, Trish & Brent – hotdogs, water, lemonade & iced tea, and Trish has already picked up utensils and condiments (PCCD card). The Winnett Bar is making coleslaw and beans & Jay is bringing cornhole. Sig is in charge of set up and bringing clubs/balls.
- C. **Working Group Survey/Meeting:** Everyone looked over the Working Group Survey that Trish and Mike put together and it was decided the survey looked good and several copies should be brought to Pasture Golf for participants to look over (not to fill out) to get preliminary feedback. The Survey would then be mailed out later.
- D. **Updated PCCD Brochure:** All looked over and approved it to be printed and have available at Pasture Golf.

New Business:

- A. **CEMIST Position/Strategic Plan Update:** Laura went over her CEMIST information sheet. Colin was offered the job but he decided to take another fulltime permanent position elsewhere. Goal is to fly the position again and make another offer by the end of November, with a start date in December/January. Trish set up a call with the facilitator, Terry Profota, to start figuring out the strategic planning. Plan to combine with the Salt Cedar Team for a collaborative effort.
- B. **Ladies Day on the Range:** Discussed briefly what was discussed at our first Ladies Day meeting; looking at next June for a Ladies Day on the Range event, going to explore funding opportunities with the DNRC, topics to include plant ID & animal nutrition, etc., figuring out speakers and location. Also planning to have the Ladies Day portion in the morning and then the afternoon having it open to all, not just ladies.

- C. **Katie Lund's employment status:** Katie mentioned that it is best that she stays a contracted employee. Based on her MOU her start date was September 1st so she is at her 1-year mark. She asked to discuss adding wages to make up for not having retirement as a contracted employee. She has been offered a couple different jobs here in the past two months that are offering significantly higher wages. She just wanted the board to be aware that she is having to make some decisions in the next few weeks. She thanked the PCCD for the gift certificate. Katie stated that with the position she is going through a fair amount of ink and paper at home so suggested a stipend for supplies. Ralph mentioned that she should get a stipend. Jay stated that if Katie figured out an estimate of her needs, it could be taken out of the Administrator grant and she can just purchase it directly with the PCCD card. Ralph stated it might cause an issue with audits but Katie mentioned that every time we submit quarterly reports to the DNRC they need all receipts and they know what we are spending our money on and we send our annual financial report to the State which is basically an audit. Brenda said that her and Laura K. will get together about a proposal for wage and will present a proposal at the next meeting. Laura N. encouraged all to think about a monthly flat rate, since it would be easier to build a budget.
- D. **Aerial Photographer Contract:** Everyone went over the updated contract. Laura N. mentioned that Veronica sent it on to Caitlin to look over and she added her comments to the form, some were accepted but the copywrite comment was not accepted. KESTREL Aerial retains the copywrite of all their photos but we can use the photos for our needs, we just can't sell them to anyone else but can use them for all non-commercial use to other partners, etc. Motion to approve the updated aerial contract with KESTREL Aerial was made by Brenda, Rodney seconded. Motion passed.
- **Laura discussed the MWC application to ACES for the EZ-Ject Lance for salt cedar and Russian alive (invasive tree species); they are around \$500 a piece and you inject the chemical into the tree trunks. She suggested that after the MWC is done with their projects, the CD could then rent them out. The board thought it was a good idea and will think on it.**
- E. **Carrell-Donor Advised Fund Grant -** Katie mentioned the DAF – 6 on the committee, grant application for businesses, for community enhancement. Opens Oct 1, Jan 1st will decide who is a recipient. Award based on what funds are available – on going each year.

Administrative:

- A. **Airstrip Improvement and Funding:** No report.
- B. **Grant Status Report & Contracts:** Laura N. stated that Petrolia is going to get more money for the Petrolia Headgate project. Laura K. mentioned that the Irrigation District got the RRGL, they converted it to ARPA, but now they have taken it to convert it into Coal Severance Tax so it can match federal money, so we can do both headgates.
- C. **District Updates:** Due to the meeting time crunch, Trish mentioned that her Administrator report could be found in the meeting packet. Everyone quick looked over Trish and Molly's reports.

Financial:

- A. **Petroleum CD:** Katie went over the financials; checking has \$43K and savings has \$18K. Trish and Katie both have CCs now. Katie went over the certificate money that had to be

moved around with petty cash and Katie writing a check. Motion to pay unpaid bills by Ralph; Brenda seconded. Motion passed.

- B. **Missouri River CD Council:** Motion to pay MRCDC unpaid bills by Ralph; Brenda seconded. Motion passed.

Correspondence: LTPBR flyer from Kendall Wojcik

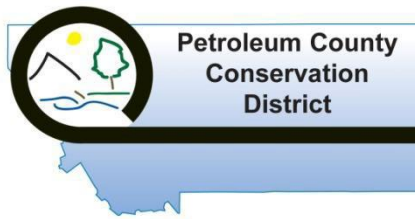
Announcements: Laura Nowlin was presented with an appreciation award by the PCCD Board.

- A. Next Board meeting September 29th, 2022

Meeting adjourned at 5:57 pm.

Jay King, Chairman

Trish J. Smith, District Administrator



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Rodney Rowton – Rural Supervisor, **Laura Kiehl** – Treasurer & MRCDC, **Nathan Descheemaeker** – Supervisor,
Diane Ahlgren – Associate Supervisor, MWC & MSGOT

September 29, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:00 pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Rodney Rowton, and Laura Kiehl. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Brent Smith, Winnett ACES; Katie Lund, PCCD Fiscal Manager; and Trish Smith, PCCD Administrator. Virtual attendees were Veronica Grigaltchik, DNRC and Katie Decker, BLM. Nate Descheemaeker and Diane Ahlgren were absent.

Approval of Minutes: Brenda moved to approve the August 24th regular meeting minutes as corrected; Ralph seconded. Motion passed. Trish will make the corrections to be signed at the next meeting.

Guest/Public Comment: No public comment.

Partner Reports:

MRCDC: Trish reported that the CMR Working Group meeting was scheduled for October 20th in Lewistown at the Elk's. Everyone looked over Molly's coordinator report.

MWC: Everyone looked over Laura's MWC sheet with updates.

MSGOT: Briefly discussed the term lease contracts and email from Therese Hartman. Trish will ask Dusty on how much time she spends on range monitoring. Therese/MSGOT need a decision before Oct 17th.

MSU Extension: No Report.

DNRC: Veronica mentioned the grant application cycle is still open for spring projects till Mid-October. There will also be one in February for fall projects 2023. She discussed upcoming quarterly reports; PCCD has the CEMIST Quarterly report due by October 15. On Submittable it is showing the wrong date of September 30. She is working on developing supervisor training/certification program. They are having a session at the MACD convention and hoping to launch that next spring. Discussed the Nepotism resolution that was passed at the Area 1 meeting. She mentioned that there have been a lot of boards that are conducting voting over email and she doesn't think that is in compliance with the Open Meeting Act. She is trying to figure out if there is a policy that can be implemented where budgets/bills can be approved via email, so there doesn't have to be a monthly board meeting to pay bills. Laura K. asked about the MACD technology grant that is coming available in October. Veronica stated that LaRinda Spencer would be the best to contact for getting office supplies through that grant. This was the same grant that helped fund the new CD computer. Jay added that he had meant to have our No-Till Drill to Hoge's to get an estimate

on its repair work, but it still needs to be dropped off to him. He said we were possibly looking at submitting a grant this fall to see if that would help pay for parts and time. Veronica stated that if the PCCD does get an estimate and it is outside of the grant cycle, just let her know and she will see if there are any special funds to fund the No-Till Drill. Katie mentioned that JR can get the No-Till Drill to Kalin Hoge. The drill will not be ready this fall and will be sometime next spring.

NRCS: No Report

Pheasants Forever & Winnett ACES: Brent reported for Pheasants Forever that the RCPP deadline is October 28th. There has been a lot of interested from producers and Josh is anticipating quite a few applications to review for the program. The ACES Conservation Committee met on September 14th to review the Rangeland Improvement Cost Share program's applications. There was a total of 6 applications reviewed along with two additional ones that were provided by Mike Lucas, NRCS, for consideration. The ACES CC approved 5 of the 6 applications and voted to support the 6th that was going to be funded in full by the Northern Great Plains Joint Venture. This application was from the Musselshell Water Coalition and wasn't able to fit within the ACES CC and Partners for Fish and Wildlife Parameters. The next Winnett ACES Board meeting is scheduled for October 5 at 6 pm. The All-ACES quarterly meeting/potluck is set for October 25th from 6-8pm at the courthouse. There will be two presentations at the All-ACES meeting. The first is Sonja Anderson, FWP Wildlife Biologist, presenting on the Antelope Migration research that they and the University of Montana has been conducting. The second is Karin Boyd presenting on the History and Geomorphology of the Musselshell River.

BLM: Katie Decker stated that they have been working on outcome based grazing decision. They put their decision out in May/June. The Lewistown field office received a notice of appeal (Western Watersheds) on the decision and a petition for stay. The BLM responded to the petition for stay and in August the stated request was denied. As soon as the stay was denied, Western Watersheds made a motion to voluntarily withdraw their appeal. In September, the motion was granted to dismiss the appeal so the BLM is moving forward with implantation. The decision included: changing terms and conditions to allow more flexibility on permits; authorized some fence modifications and new temporary fence, pipelines and storage tanks. Katie also mentioned a status update – in April the Lewistown field office went through a planning effort to approve temporary projects (due to the drought conditions) such as pipelines, corrals, stock tanks. This decision was not protested or appealed. Specialists started getting a lot of requests for temporary tanks and temporary fences. Ten requests received. Out of those 10, 2 went in on the ground.

Supervisor Reports:

Rodney Rowton: No report

Diane Ahlgren: No report

Laura Kiehl: No report

Brenda Brady: No report

Ralph Corbett: No report

Nate Descheemaeker: No report

Jay King: Jay discussed the Area 1 meeting in Circle. He stated that the CD nepotism resolution passed and he had an amendment that is all encompassing so it is not just for CDs, but also for all boards, commissioners, and bureaus in counties with a population under 10K.

Old Business:

- A. **Katie Employment Update:** Laura K. mentioned that a couple of the board members visited with Katie, and how the wage structure would look like if we increased it to being closer to equal with what the other employees are getting, so she could get retirement and other benefits. Katie would like to do the flat rate and a stipend for ink and supplies. Ralph made a motion to pay our bookkeeper, Katie Lund, \$1,050 a month salary; Brenda seconded. Motion passed.
- B. **Carrell Grant Fund:** Katie mentioned that they finalized the application and the grant application period opens Oct 1, open until January 1. Katie will leave off a copy at the CD office. The CD might apply for No-Till drill parts.
- C. **CEMIST Update:** Trish stated there was only one applicant and they would be doing an interview September 30th. There will be a focus group zoom meeting on October 5th with other partners and the facilitator, Terry Profota. There is a CEMIST strategic planning meeting in Lewistown October 14th with facilitator Terry. Jay mentioned there could be another nepotism issue with the applicant and a current board member. Trish would need to contact Kaitlyn Overland to ask if there would be a nepotism issue, and if so, Rodney would have to resign from the CD Board during the hiring process. The CEMIST hiring panel makes their decision on the applicant and the CD board is given the hiring panels recommendation that is then put to a vote.

New Business:

- A. **PCCD Ad in the Community Calendar:** Ralph made a motion to approve the community calendar ad; Rod seconded. Motion passed
- B. **Sage Grouse marker order:** Motion was made by Laura K. to order two cases of sage grouse markers and a blade for Ralph, to get the window sills cut to size; Rodney seconded. Motion passed. The CD will charge customers 25 cents each for the sage grouse marker.
- C. **Nick Shultz Ranch MSGOT Term Easement:** Discussed prior in Partner updates. Veronica added that she will reach out to the Sage Grouse group at the state office to see if they have a copy of the previous applications. We will need to gather more information and have another special meeting to make a decision before their October 17th deadline/meeting.
- D. **MWC Admin MOU:** Motion was made by Laura K. to allow Trish to work for the MWC, approximately 3 hours a week, updating/maintaining their website and Facebook page and producing a quarterly newsletter; Ralph seconded. Motion passed.
- E. **Long Range Plan:** Everyone reviewed the Long-Range Plan folder and it was decided that there needs to be more discussion; has been tabled until future meetings.
- F. **Geomorphology Workshop:** Brenda made a motion to host the Karin Boyd geomorphology workshop at Mosby, over lunch, on October 26th; Rodney seconded. Motion passed. We will have the PCCD board meeting after the workshop.
- G. **Envirothon:** Brenda stated that the first step is seeing if the school has interested in being involved with another Envirothon. Jay stated that that last time he visited with Kim Jensen about the Envirothon two years ago, she didn't have much interest due to the time involved and students missing too much time in class. Jay suggested others that might be willing to help would be Eric Jolma, Lance Olson. Kendall Wojcik was also mentioned. Trish will contact Kim Jensen and see what her thoughts are before the next meeting.

- H. **Sale items List – prices updated:** Katie went over what we have for prices now on merchandise. After pricing discussion, it was decided to update all merchandise prices; marking up the cost on all items 15-20% above the cost of goods to us. We had a tree sale discussion and the possibility in the future to sell individual sales. Trish would look into this and see if it is possible logistically for our CD.
- I. **Mill Levy Request:** Katie went over a Mill Levy request letter that should found while going through files, and was wondering if it should have been sent to the Petroleum County office. Katie will ask if they need it, since the mill levy was already approved.
- J. **New meeting location:** Jay stated he wanted to get our PCCD meetings back to the NRCS office, so that there is separation of PCCD and ACES, and since the PCCD is under the government umbrella and ACES is a NGO. There is also a conflict in meeting overlap sometimes. Laura K. mentioned that the technology grant could possibly be used for a TV/owl virtual set up in the PCCD office for meetings. Trish mentioned the entire NRCS/PCCD office will be getting new paint and flooring in November and also desks/file cabinets will be re-arranged for new staff. Decided to wait until the office is re-set and we have virtual equipment in place, before deciding on future meetings.

Administrative:

- A. **Grant Status Report & Contracts:** Trish stated that there are several grant reports she would be submitting in October, including CEMIST. Financials for those reports are given to her by Katie.
- B. **District Updates:** Brenda made a motion to send Trish (and reimburse expenses) to the MISC summit, October 24-26th; Ralph seconded. Motion passed.

Financial:

- A. **Petroleum CD:** Katie went over annual financial report that needs to be submitted that needs to be submitted for the fiscal year 2022. Veronica went over the new HJ 27 Bill that is in the works that has potential for additional CD funding in 2023 if the bill passes. Ralph made a motion to pay unpaid bills; Laura seconded. Motion passed.
- B. **Missouri River CD Council:** Katie went over a new budget that will show each grant itemized and where money is going for each item. Ralph made a motion to pay MRCDC unpaid bills; Rodney seconded. Motion passed.

Correspondence: BLM final decisions and appeals paperwork - it is in the office if anyone wants to look through it.

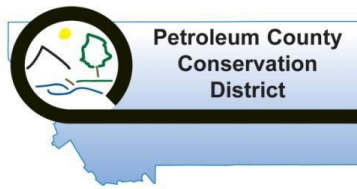
Announcements:

- A. Next Board meeting October 26th, 2022, Mosby Chapel, 3pm.

Meeting adjourned at 7:26 pm.

Jay King, Chairman

Trish J. Smith, District Administrator



Petroleum County Conservation District

P.O. Box 118, Winnett, MT 59087-0118
406-429-6646 ext. 104, petroleumcd@macdnet.org
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Jay King – *Chairman*, **Brenda Brady**, *Vice-Chairman & MSCA*, **Ralph Corbett** – *Urban Supervisor*,
Laura Kiehl – *Treasurer & MRCD*, **Nathan Descheemaeker** – *Supervisor*, **Diane Ahlgren** – *Associate Supervisor, MWC & MSGOT*

October 12, 2022

Call to order: Chairman Jay King called the special virtual meeting of the Petroleum County Conservation District to order at 12:27 pm. Those present virtually were Jay King, Brenda Brady, Laura Kiehl, and Ralph Corbett. Others in attendance were Trish Smith, PCCD Administrator; Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Veronica Grigaltchik, DNRC, Therese Hartman, DNRC; and Mark Bostrom, DNRC. Nate Descheemaeker and Diane Ahlgren were absent.

Guest/Public Comment: No public comment.

Partner Reports: No Partner Reports.

Supervisor Reports: No Supervisor Reports.

Old Business: None

New Business:

- A. **Rodney Rowton's resignation:** Rodney left a signed resignation letter at the PCCD office. Ralph made a motion to accept Rodney Rowton's resignation; Brenda seconded. Motion passed.
- B. **Final decision of hiring CEMIST applicant Brent Smith:** Laura Nowlin, on behalf of the CEMIST committee and hiring panel, recommended that the PCCD hire Brent Smith as the CEMIST Manager. Ralph made a motion to hire Brent Smith as the CEMIST Manager; Brenda seconded. Motion passed. Trish will put together a letter to the NRCS to request office space for Brent 2-3 days a week. Letter will be approved at the 10/26 board meeting.
- C. **Sponsorship of MSGOT sage grouse easement applications:** Therese Hartman, Sage Grouse Habitat Conservation Program Manager with the DNRC, went over the sponsorship of the sage grouse easement applications. The DNRC can make payment directly to the landowner. There are three applicants: Schultz property (Gran Prairie) for 20 years and small section for 25 years, Nowlin property for 15 years, Brady property (Haywire) for 15 years. MSGOT meets next week to approve or not. If approved, MSGOT and DNRC will work with the PCCD to figure out how, where, and the time that would be involved for the PCCD to do monitoring as well as other time and costs the CD would have. Funding for the CD will be provided through MSGOT and DNRC. Landowners will attend the 10/26 Board Meeting to speak on their projects. Ralph made a motion to sponsor the three easements; Laura K. seconded. Motion passed.

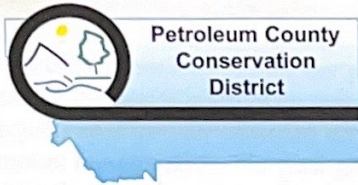
Administrative: Trish mentioned that the office is still without an office phone. The phone quit working in September. One was ordered from the Helena NRCS office last month. Unfortunately, people can still leave messages but there is no way to check the messages.

Financial: No financials to report.

Correspondence: None

Announcements: Next Board meeting October 26th, 2022, at the Mosby Chapel at 3pm.

Meeting adjourned at 12:45 pm.



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petroleumcd@macdnet.org

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Jay King – Chairman, **Brenda Brady**, Vice-Chairman & MSCA, **Ralph Corbett** – Urban Supervisor, **Rodney Rowton** – Rural Supervisor, **Laura Kiehl** – Treasurer & MRCDC, **Nathan Descheemaeker** – Supervisor, **Diane Ahlgren** – Associate Supervisor, MWC & MSGOT

August 24, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 4:03 pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Rodney Rowton, Laura Kiehl, and Diane Ahlgren. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Brent Smith, Winnett ACES; Veronica Grigaltchik, DNRC; Katie Lund, PCCD Fiscal Manager; and Trish Smith, PCCD Administrator. There were no attendees virtually. Nate Descheemaeker was absent.

Approval of Minutes: Ralph moved to approve the July 28, 2022 regular meeting minutes as corrected; Brenda seconded. Motion passed. Trish will make the corrections to be signed at the next meeting. It was decided to have Trish make up special meeting minutes for the July email conversation with the board regarding the DNRC letter of support for the NFWF grant, to be approved and signed at the September meeting.

Guest/Public Comment: No public comment.

Partner Reports:

MRCDC: Laura K. mentioned that the MRCDC Executive Committee meeting was the day before and they discussed a funding bill letter of support, approved bills, and had reports on the test flows, the River Rendezvous and CEMIST.

MWC: Laura N. thanked all for her certificate. She mentioned that they toured the irrigation projects at Petrolia, Deadman's Basin, Melstone and the Upper Musselshell with the NRCS and Farmers Conservation Alliance. NRCS is deciding where they are going to put their focus. They are going to be having Karin Boyd come and do geomorphology workshops which will be the geologic and human history of the river, explaining what happened in 2011 and what is happening now. Laura suggested that Karin have 20 minutes to discuss this at a CD meeting this fall sometime, either during or before the meeting. Laura stated there are 100s of water rights on the Musselshell River. The next MWC meeting will be October 11th.

MSGOT: Diane visited with Therese Hartman and she didn't have a lot to report other than they are working on applications for projects. Some could go through our CD. There was a group from Kansas called "Common Ground" that proposed being a 3rd party bank holder for the program, and that is what they are wanting. Therese has not heard back from that group. They will be having a meeting in October to discuss the applications and approve them at that time. Laura N. mentioned that our application was accepted but we haven't decided if we are going to go forward or not. Jay mentioned to look to see how much time Carie spent on the sage grouse monitoring. Veronica stated Dusty does not spend to many hours on it.

MSU Extension: No Report.

DNRC: Veronica went over her paperwork in the meeting packet. She stated that they are gearing up for their grant cycle that is coming up that is opening up September 1st and closing October 15th. It will be for spring projects so if you are awarded you can estimate a contract start date of March 1st. The minimum grant award amount has changed. The next grant cycle for fall projects will be open in February. She discussed their office hours that they have been doing every Thursday at 2pm. They have a 14-page grant guidelines document on their website. Education grants will be open year-round now. Kay Webb is working on a soil team that is part of BSWs Core; there will be cost share available up to \$9,000 – funding is available and they are looking at hosting this member in Miles City, but to share them with other CDs and Kay would help with supervision. The deadline to apply to BSWs is September 2nd. It is for soil related conservation projects. Brenda asked how it would work with this person being “shared” and if they would come periodically. Veronica stated that it is a “pilot project” and Kay is waiting to see which CDs are interested and that will determine how things line out in the location, and there could be a possibility the position is remote. Brenda & Laura N. discussed the past members and that it seemed best to have two members at a time. Laura stated that we have funding for a core member, but looking out at 2024, with the thought that the court house renovations will be done and we would have housing available.

NRCS: No Report

Pheasants Forever: See the ACES report.

Winnett ACES: Brent mentioned that Josh Hobbs and himself are focusing on their cost share program – the projects have all been submitted. They have six that came in that range from good to very good. There will be a conservation committee meeting mid-September to go through and rate/accept the applications. A lot of the projects are actually getting funding from other partners also, such as WWF and NGPJV. The MCC crew is out of the area after they spent time at the ACES Vogel property doing conifer encroachment. They did BDA work also. September 8th is the ACES Board Meeting. The CEC had their Picassos of the Prairie event on August 20 at Oddfellows, and it was attended fairly well.

BLM: No Report

Supervisor Reports:

Rodney Rowton: The Brown ranch towards Jordan was annihilated by grasshoppers, and there is nothing but dirt left. The Rowton yearling pasture near the cell towers got hit pretty hard by grasshoppers but their Doman leased pasture farther to the west was hardly hit at all, but was recently hit a few weeks ago. Sig Pugrud’s place is thick with grasshoppers.

Diane Ahlgren: They will be having their first meeting for an Investment Co-op Structure in the community that will have new folks.

Laura Kiehl: The salt cedar is very thick everywhere in Petroleum County; Austin found a chemical that is approved for below the highwater mark. They got it for the Petrolia Irrigation District for the ditch rider to use. The Farmers Conservation Alliance stated at a meeting that the Petrolia Irrigation District is the size of an irrigation project that they usually work with, and the NRCS money can come in to totally re-do the entire system – approximately \$20 million dollars to do this. The canal is approximately 15 miles for the main canal and 2 miles for the highline.

Brenda Brady: Discussed the Beef to School program. They are finally down to the bottom of the list after 6 years and are now reaching out to anyone wanting to donate to the program again or for the first time. If anyone is interested, let Brenda know.

Ralph Corbett: No report

Nate Descheemaeker: No report

Jay King: No report

Old Business:

- A. **Employee Handbook – Nepotism:** Jay mentioned that the nepotism resolution has been submitted with the MACD and is on the docket to be discussed at the Area 1 meeting. He wants to adjust the wording so that it covers all local boards and not just the CD. He will also be running it by MACO so that it is well received. Katie went over employee compensation etc., updated the form for the employee handbook and that 5pm on both lines was removed. Katie stated that the verbiage was not very clear in the termination section. She suggested adding resignation terminology in the policy that was more clear. All agreed to have the added verbiage and the changes Katie made. Motion to approve the amendment/change as corrected in the employee handbook was made by Ralph; Brenda seconded. Motion passed.
- B. **Pasture Golf:** Discussed who is bringing what; Brenda is bringing the ranger, Jay and Rod - hamburger, Laura - hamburger buns, Katie - cheese, Diane & Skip - hotdog buns, water & the Keg, Trish & Brent – hotdogs, water, lemonade & iced tea, and Trish has already picked up utensils and condiments (PCCD card). The Winnett Bar is making coleslaw and beans & Jay is bringing cornhole. Sig is in charge of set up and bringing clubs/balls.
- C. **Working Group Survey/Meeting:** Everyone looked over the Working Group Survey that Trish and Mike put together and it was decided the survey looked good and several copies should be brought to Pasture Golf for participants to look over (not to fill out) to get preliminary feedback. The Survey would then be mailed out later.
- D. **Updated PCCD Brochure:** All looked over and approved it to be printed and have available at Pasture Golf.

New Business:

- A. **CEMIST Position/Strategic Plan Update:** Laura went over her CEMIST information sheet. Colin was offered the job but he decided to take another fulltime permanent position elsewhere. Goal is to fly the position again and make another offer by the end of November, with a start date in December/January. Trish set up a call with the facilitator, Terry Profota, to start figuring out the strategic planning. Plan to combine with the Salt Cedar Team for a collaborative effort.
- B. **Ladies Day on the Range:** Discussed briefly what was discussed at our first Ladies Day meeting; looking at next June for a Ladies Day on the Range event, going to explore funding opportunities with the DNRC, topics to include plant ID & animal nutrition, etc., figuring out speakers and location. Also planning to have the Ladies Day portion in the morning and then the afternoon having it open to all, not just ladies.

C. **Katie Lund's employment status:** Katie mentioned that it is best that she stays a contracted employee. Based on her MOU her start date was September 1st so she is at her 1-year mark. She asked to discuss adding wages to make up for not having retirement as a contracted employee. She has been offered a couple different jobs here in the past two months that are offering significantly higher wages. She just wanted the board to be aware that she is having to make some decisions in the next few weeks. She thanked the PCCD for the gift certificate. Katie stated that with the position she is going through a fair amount of ink and paper at home so suggested a stipend for supplies. Ralph mentioned that she should get a stipend. Jay stated that if Katie figured out an estimate of her needs, it could be taken out of the Administrator grant and she can just purchase it directly with the PCCD card. Ralph stated it might cause an issue with audits but Katie mentioned that every time we submit quarterly reports to the DNRC they need all receipts and they know what we are spending our money on and we send our annual financial report to the State which is basically an audit. Brenda said that her and Laura K. will get together about a proposal for wage and will present a proposal at the next meeting. Laura N. encouraged all to think about a monthly flat rate, since it would be easier to build a budget.

D. **Aerial Photographer Contract:** Everyone went over the updated contract. Laura N. mentioned that Veronica sent it on to Caitlin to look over and she added her comments to the form, some were accepted but the copywrite comment was not accepted. KESTREL Aerial retains the copywrite of all their photos but we can use the photos for our needs, we just can't sell them to anyone else but can use them for all non-commercial use to other partners, etc. Motion to approve the updated aerial contract with KESTREL Aerial was made by Brenda, Rodney seconded. Motion passed.

**Laura discussed the MWC application to ACES for the EZ-Ject Lance for salt cedar and Russian alive (invasive tree species); they are around \$500 a piece and you inject the chemical into the tree trunks. She suggested that after the MWC is done with their projects, the CD could then rent them out. The board thought it was a good idea and will think on it.

E. **Carrell-Donor Advised Fund Grant** - Katie mentioned the DAF – 6 on the committee, grant application for businesses, for community enhancement. Opens Oct 1, Jan 1st will decide who is a recipient. Award based on what funds are available – on going each year.

Administrative:

A. **Airstrip Improvement and Funding:** No report.

B. **Grant Status Report & Contracts:** Laura N. stated that Petrolia is going to get more money for the Petrolia Headgate project. Laura K. mentioned that the Irrigation District got the RRGL, they converted it to ARPA, but now they have taken it to convert it into Coal Severance Tax so it can match federal money, so we can do both headgates.

C. **District Updates:** Due to the meeting time crunch, Trish mentioned that her Administrator report could be found in the meeting packet. Everyone quick looked over Trish and Molly's reports.

Financial:

A. **Petroleum CD:** Katie went over the financials; checking has \$43K and savings has \$18K. Trish and Katie both have CCs now. Katie went over the certificate money that had to be

moved around with petty cash and Katie writing a check. Motion to pay unpaid bills by Ralph; Brenda seconded. Motion passed.


- B. **Missouri River CD Council:** Motion to pay MRCDC unpaid bills by Ralph; Brenda seconded. Motion passed.

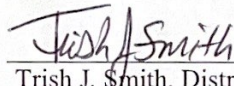
Correspondence: LTPBR flyer from Kendall Wojcik

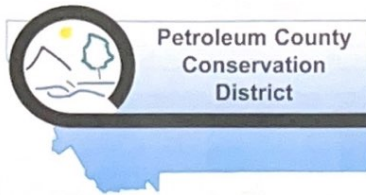
Announcements: Laura Nowlin was presented with an appreciation award by the PCCD Board.

- A. Next Board meeting September 29th, 2022

Meeting adjourned at 5:57 pm.


Jay King, Chairman


Trish J. Smith, District Administrator



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petroleumcd@macdnet.org

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November 30, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:05pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Laura Kiehl, Rodney Rowton and Diane Ahlgren. Others in attendance were Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES; Brent Smith, Winnett ACES/CEMIST; Reba Ahlgren, District Conservationist; Veronica Grigaltchik, DNRC; Trish Smith, PCCD Administrator and Nick Schultz, Producer. Molly Masters, MRCDC Coordinator, attended virtually. Nate Descheemaeker was absent.

Approval of Minutes: Ralph moved to approve the October 26th regular meeting minutes; Laura K. seconded. Motion passed.

Guest/Public Comment: No public comment.

Partner Reports:

MRCDC: Molly stated that they are continuing discussion on Fort Peck test flow related items. Dick Iversen attended MRRIC during the same time as the MACD Convention, and had several good conversations with people. She had a call with Dan Rostad and Ryan Newman (Bureau of Reclamation) about the Milk River and the benefit of Pallid Sturgeon. There is a Montana Saltcedar team meeting with core people from MISC, CEMIST, etc. December 9th in Billings. The MRCDC Executive Committee Meeting is December 20th at 1pm. The MRCDC Quarterly meeting went well, and was well attended. The CMR Working Group meeting is going to be January 19th and they are hoping to have it at the PCCC.

MWC: Laura N. mentioned that the next MWC meeting is December 13th in Roundup. FWP is going to give a State of the Fisheries Report for the Musselshell. Trish has the MWC newsletter done that will go out with the meeting announcement. The grant that the PCCD sponsored (for doing an inventory of flood plain encroachments) was awarded. It will be a couple months before it goes through the process with the DNRC to get a contract back and it will be a 6-month project.

MSGOT: Diane stated that they had a meeting the end of October and they approved two perpetual conservation easements and three leases. They have some money left over and it is an open application now. Therese said it is a new process and there is room for improvement and changes in the process. She said at this point we need to talk about how much the CD is going to charge. She will then need to go back to MSGOT and get approval for that. It was decided to discuss further, later in the meeting, in Old Business.

MSU Extension: No Report.

DNRC: Veronica stated that the CD financial report will be due by December 31. Katie stated that she has the annual budget done. She discussed the issues CDs have been dealing with in regarding to the SAM account renewals. Katie mentioned that it has been renewed, after months of dealing with many issues. Veronica mentioned that there is the technical assistance grant for the PCCD expiring the end of December and she put forth an amendment to extend that for a year. It will hopefully be done, to be signed, by the next board meeting.

NRCS: Reba stated that the NRCS is still reviewing EQIP and RCPP applications. They had one CSP renewal that was selected for funding, so they are getting all those contract documents together. They are finishing up end of the year payments and modifications to the contracts. Scott Anderson, the new Range Conservationist, starts on December 5th. The office is getting new carpet the first week of December. She discussed getting a Local Working Group meeting set up in the next few months. The NRCS will provide a facilitator but the CD needs to host and set it up.

Pheasants Forever: No Report.

Winnett ACES: Brent mentioned that the Winnett ACES attended the MACD Convention and gave a presentation. They had their Conservation Committee meeting and have been doing some reorganization. Chris King is still the Chair and Josh, Kendall and Laura N. will be the main point of contact. They will be updating their work plan. December 31st is the deadline for Rangeland Improvement applications. December 20th is the Winnett ACES Board meeting. Laura N. stated that the front doors have been put on the 55 Main building. The windows won't be on until March. It will be open during the Christmas stroll and they are doing a toy drive. The courthouse CEC project ranked #4 out of 48, so there is a good chance of it getting funded. Will put them at \$1.6 million and the goal is \$1.75 million. They applied for a grant for an addition to the 55 Main building to do a restroom, showers and laundry facility that will be pay-to-use. Today is Brent's last day with ACES and the point of contact is now Laura N.

CEMIST: Attended the MACD Convention. Brent's time has been shared between CEMIST and ACES. Been working on the strategic plan and it is on its final draft. There is a Saltcedar team meeting during the Stockgrowers Convention. Working with Wendy Jones and FWP shortly to get the substrate monitoring kits built. Brent starts December 1st fulltime for CEMIST.

BLM: No Report.

Supervisor Reports:

Brenda Brady: Received an email from Sig Pugrud asking about doing a class for people to renew their applicators license for pesticide spraying, etc. She mentioned it might be something to put in the agenda for the next meeting and might already be in the Long-Range Plan. Laura N. mentioned that Jennifer Solf has been doing it in her Extension role. Laura K. stated there is a 6 credit class on December 3rd in Lewistown.

Laura Kiehl: The contract for the headgates has been awarded to *Kelsey Industrial* in Billings and company to build headgates is *Hydrogate*. The Engineering will have to modify the tube, lake and headgates to make everything match. The work should begin after the 2023 irrigation season is done and it will be both headgates. This work is being done with WWC. The Precision Engineering failed on getting the capital improvement plan done, but there was the extension that is being worked on. When that is done, the capital improvement plan can be used for future projects and future grant asks. She is hoping at the Working Group meeting we can talk about irrigation infrastructure being a high priority. Laura went over the MACD convention resolutions and which passed and which did not pass.

Rodney Rowton: No Report.

Ralph Corbett: The sage grouse marker material was delivered but waiting for warmer weather to work on getting them cut up.

Diane Ahlgren: No Report.

Jay King: proposed the CDs Nepotism resolution at the local Stock Growers meeting and it is going to the State MT Stockgrowers Convention and he will go present it there. He has been talking to our state representative, Doug Flament. He is wanting to sponsor a bill. The No Till Drill was taken to Kalin by JR Lund but he isn't sure the status on it getting worked on. Jay is dropping off the Planning Board. A CD Board member should be on Planning Board to replace Jay.

Nate Descheemaeker: No Report.

Old Business:

- A. **MSGOT Range Monitoring:** Jay mentioned that we need to figure out what it is going to be for Admin costs for the CD. We just need to figure out a template and apply it to all the term leases. Just need to know how many hours it is going to take to monitor/report and what it will cost per hour to the administrator. The issue is that we have to make a guess that goes out 25 years, and make a graduated scale. Veronica stated she talked to Mark Bostrom and he stated that the deal they worked out for Garfield County is approximately \$1,000-\$1,500 a year to do the monitoring/reporting and also put an inflation adjustment in there for every 5 years to keep up. Veronica thinks our figures are a little under what Garfield did. Jay said it should be an average of 4% inflation a year. We should figure out our base Administrator cost/hour, take that cost and then 4% per year and compound that interest for the term lease (25 years etc.), then take the base rate and the final rate, and take the average for the rate across all the years. Veronica mentioned that Therese said they do a re-evaluation on Garfield Co's every 5 years. Therese stated that we could do a re-evaluation every other year if that made the CD more comfortable. She said the funds can be paid out annually or a lump sum. Therese went over what is required for the range monitoring and there is a checklist to go through each year. The seeding monitoring can be on a every few years interval. Therese asked that we think about what we think it would cost for the CD's Administrator's time and get back to her after the December board meeting.
- B. **Annual Work Plan/Long Range Plan:** Brenda stated to set up a separate meeting to go over the plans. Laura K. mentioned we can just have a meeting an hour prior to the next board meeting. Trish was asked to email the board the Annual Work/Long Range Plans to the Board to review in the next month before the December 29th meeting. Veronica mentioned that with the upcoming protentional funding increase in Admin grant allocation, they are encouraging CDs to work on their annual plans this winter and in that plan, think about what they could do if their budget is potentially doubled.
- C. **Bookkeeping MOU:** Ralph moved to approve the amended MOU for the PCCD Bookkeeper; Brenda seconded. Motion passed.

New Business:

- A. **Supervisor Badges & ID Cards:** Ralph moved to have the PCCD supply ID cards for all the board members and also supply badges for all the board members except Laura K.; Rodney seconded. Motion passed.
- B. **Working Group Survey & Meeting Schedule:** It was decided to have the Working Group meeting in January and to make sure to invite everyone in Petroleum County, as well as others. Trish will work with Reba on who to invite. It was tentatively decided to have it January 26th before the January Board Meeting, at the PCCC.
- C. **310 Updates:** Everyone went over the sample letter from Fergus County in regarding how to deal with the trailer that has fallen into the Musselshell River down Cat Creek Road. Trish will try and get ahold of Clint Smith to see what the status is of this issue and bring to the next Board Meeting, so it can be decided how to proceed.
- D. **Succession Planning Workshop Co-Sponsorship:** Laura N. discussed the Succession Planning workshop that the Winnett ACES has been working on with the RSA. The workshop in Malta is February 20th, and in Winnett February 21st. It is going to be three ranch families that will be discussing succession planning and how they have gone about it. She asked that the CD to Co-sponsor this workshop and sponsor the grant. Brenda moved to Co-Sponsor the Succession Planning Workshop and sponsor the grant; Laura K. seconded. Motion passed.
- E. **MOU w/ Northern Great Plains Joint Venture:** Brenda made a motion to approve the MOU with the Northern Great Plains Joint Venture; Ralph seconded. Brenda made another motion to amend to change it to the North Dakota Natural Resources Trust; Laura K. seconded. Motion passed.
- F. **Karin Boyd/Applied Geomorphology Contractor Agreement:** Ralph made a motion to approve the Karin/Boyd/Applied Geomorphology Contractor contract; Brenda seconded. Motion passed.
- G. **MRCDC Representation:** Laura K. agreed to continue as the CD representative for the MRCDC, and Jay agreed to continue as the CD representative alternate.
- H. **6-month Administrator Review:** Ralph stated that the 6-month review can be moved down to item number XIII in the agenda since it has to be a closed session with the Board and the Administrator.

Administrative:

- A. **Grant Updates:** The Board went over the grant overview sheets Trish printed off, that Laura Nowlin put together prior to the meeting. Veronica mentioned that some grant reporting forms get sent to SPAM in email so to make sure to be proactive and check in with Ann Kulczyk if you haven't seen anything. Several grant options were discussed including the AIS grant and Educational grants.
- B. **District Updates:** Trish asked the Board if she could look into getting the Canva Pro program since it would be very beneficial for working on the newsletter, brochure, flyers,

etc. Ralph moved to allow Trish to get Canva Pro in the most affordable way possible; Brenda seconded. Motion passed. Katie and Laura K. mentioned that there might be a grant that could help cover this cost. Trish & Brenda discussed the Young Ag Couples Conference in January and said that there were no couples in the community that could go this year. It was decided to try again for the 2024 Conference. Trish showed the Board the MACD Poster Contest winners from Petroleum County. Laura K. moved to send Trish to the Montana Stock Growers Convention in December, dividing her time between CEMIST and the PCCD; Rodney seconded. Motion passed.

Financial:

- A. **Petroleum CD:** Ralph moved to pay unpaid bills; Rodney Seconded. Motion passed.
- B. **Missouri River CD Council:** Ralph moved to pay MRCDC unpaid bills; Rodney Seconded. Motion passed.

Correspondence:

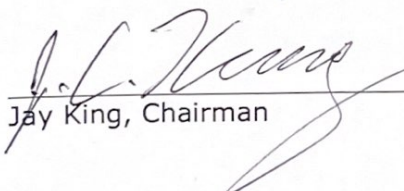
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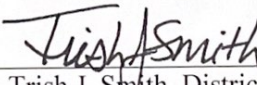
- A. Next Board meeting: Thursday, December 29th, 2022.

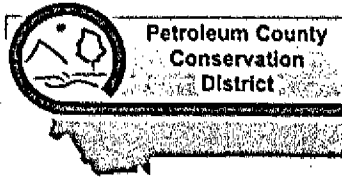
EXECUTIVE SESSION (Closed Session):

- D. District Administrator's 6 Month Review: Minutes by Laura Kiehl sent separately.

ADJOURNMENT: Meeting adjourned at 8:43pm.


Jay King, Chairman


Trish J. Smith, District Administrator



Petroleum County Conservation District

P.O. Box 118, Winnett, MT 59087-0118

406-429-6646 ext. 104

petroleumcd@macdnet.org

Local Common Sense Conservation

www.petroleumcd.com

Jay King – Chairman, Brenda Brady, Vice-Chairman & MSCA, Ralph Corbett – Urban Supervisor,
Rodney Rowton – Rural Supervisor, Laura Kiehl – Treasurer & MRCDC, Nathan Descheemaeker- Supervisor,
Diane Ahlgren – Associate Supervisor, MWC & MSGOT

December 29, 2022

Call to order: Chairman Jay King called the regular meeting of the Petroleum County Conservation District to order at 5:08pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Laura Kiehl, Rodney Rowton and Nate Descheemaeker (Virtual). Others in attendance were Brent Smith, CEMIST; Reba Ahlgren, District Conservationist; Katie Lund, PCCD Fiscal Manager; and Trish Smith, PCCD Administrator. Laura Nowlin, Musselshell Watershed Coalition/Winnett ACES and Veronica Grigaltchik, DNRC attended virtually. Diane Ahlgren was absent.

Approval of Minutes: Ralph moved to approve the November 30th, 2022 regular meeting minutes as corrected; Laura K. seconded. Motion passed.

Guest/Public Comment: No public comment.

Partner Reports:

MRCDC: Laura Kiehl discussed the Quarterly MRCDC Meeting that will be in Lewistown February 21st. Its main focus will be bringing groups together that are involved in the St. Mary's project. They are reconsidering Vandalia Dam repairs, even if fish passage made for the sturgeon, really not much water there - so not much help for the sturgeon, so might be dropped. John Remis has asked for a letter for all the entities that use water in the spring and their needs. Laura mentioned the "Living on the Banks" website and suggested that everyone check it out. The CMR Working Group Meeting is scheduled to be in Winnett January 18th and the River Rendezvous will be in Garfield County June 2023.

MWC: Laura N. stated that the MWC December meeting was postponed due to weather so it is now January 10th. The topic will be a Musselshell River Fisheries Update by Shannon Blackburn and Clint Smith from the MT Fish Wildlife and Parks. They have a grant that might come through submittable.

MSGOT: No Report

MSU Extension: No Report.

DNRC: Veronica mentioned the annual financial report deadline. In February districts annually elect their chair and they are encouraged to change it up. There will be a workshop in Wibaux January 10th titled "Farming and Ranching without the Bank"-the DNRC did an education mini grant for this workshop. January 24th is the Meet and Greet in Helena and they have five ad campaigns launching early January. Veronica is stopping in Winnett to meet up with Brent and Trish to go over amending the grant with CEMIST. Laura K.

asked about the technology grant. Katie asked Veronica about getting the emails changed to the MACD.net email.

NRCS: Reba stated that they are meeting with producers and the ranking deadline is February 24th. The bundling meeting for RCPP projects is February 1st. Mike sent a request up for a facilitator. Stacy Eneboe will be coming. February 7-9 is the Soil Health Symposium. The office received new carpet and Scott Anderson started working December 5th.

Pheasants Forever: No Report.

Winnett ACES: Laura N. stated that Kendall finished her program and will be doing a presentation on January 5th at 1pm. The ACES Board meeting will be at 3pm. All ACES meeting is January 18th at 5pm – they will be going over strategic planning. They will have more strategic planning the following day. February 21st is the Succession Planning Event. ACES signed up for a Zoom account and they can share it with the CD. They got a grant for ½ of needed for 55 Main to do the restroom, laundry and shower facility. Brenda moved to share the Zoom account with ACES instead of renewing our Go-To-Meeting account; Ralph seconded. Motion passed.

CEMIST: Brent reported that the CEMIST strategic plan has been finalized. They have a meeting January 11th for that and their Work Plan. The CEMIST/PCCD MOU has been sent out. CEMIST approved the MOU, it just needs Laura Nowlin and the CDs signatures to be final. CEMIST attended the Montana Stockgrowers Convention and the Invasive Species Seminar. The Saltcedar meeting (Woody Invasive Species), during the MT Stockgrowers, was well attended with around 30 attendees. The Yellowstone CD will be applying for a grant that will help pay for a plan, and once they get a plan, they will pursue a Saltcedar Coordinator. January 25th is the CEMIST Quarterly Meeting.

BLM: No Report.

Supervisor Reports:

Brenda Brady: Brought the idea to have a workshop for applicators to the CD for Sig Pugrud.

Laura Kiehl: Reported that there were feral hogs spotted at Eddie's Corner.

Rodney Rowton: No Report.

Ralph Corbett: No Report.

Diane Ahlgren: No Report.

Jay King: Went to the MT Stockgrowers Convention and discussed a different version of our Nepotism resolution, and it was passed. Having a hard time finding someone to pass a Bill. Will keep working on it. Kalin will pull it into his shop in 2-4 weeks to start working on it. He will let us know the cost. Katie mentioned that we need to get a value of the No-Till drill to get to Sig for tax purposes. Brenda asked if we need to insure it. Brenda moved to get insurance for the No-Till drill; Rodney seconded. Motion passed.

Nate Descheemaeker: Gave an update on the Grass Commission and what has been going on with them.

Old Business:

A. MSGOT Range Monitoring: Jay discussed numbers for the three term leases for range

monitoring. A lump sum of \$46,900 was requested of MSGOT to cover time and mileage. Requested that after year 3, hours can be re-visited. Ralph moved to give Therese Hartman the numbers that were decided; Rodney seconded. Brenda abstained from the vote. Motion passed.

- B. **Annual Work Plan/Long Range Plan:** Trish will bring the updated work plan to the next meeting.
- C. **310 Updates:** There has been no communication yet, will contact Jason Garber and try Clint Smith again.

New Business:

- A. **Working Group Meeting:** Trish stated that the meeting has been scheduled and postcards sent with the CD newsletter. Will send emails to "important" people prior to the meeting.
- B. **CEMIST MOU:** The Board will look at and approve at the next board meeting.
- C. **ACES Succession Workshop Funding:** Brenda mentioned that we agreed to Co-sponsor and wondered if we had funds to help with the workshop. Jay asked if there was any other funding that we can look at getting. Veronica mentioned there could be an education grant. Brenda stated that we don't want to use up opportunities but Veronica said we can apply for both Ladies Day and the Succession Workshop. The Maximum is \$2000, minimum of \$500. Brenda moved to apply for an education grant if funding is available; Laura K. seconded. Motion passed.
- D. **Rejuvra Herbicide Workshop:** Laura K. discussed the website that has information on Rejuvra. Brenda mentioned that the Extension office might have something similar. Jay stated he went to a workshop about Rejuvra. Brenda mentioned it was discussed at the 406 grazing academy.
- E. **Fire Mitigation Program:** Trish will re-look at the email and visit with folks in the email thread about a meeting and find out what our part would be.
- F. **CD Awareness Day:** This will be January 24th in Helena. It was agreed that Trish should attend for our CD presence and we will put our CD brochure on the MRCDC table.

Administrative:

- A. **Grant Updates:** Every went over the grant updates paperwork.
- B. **District Updates:** Katie asked that Trish Cc Laura Kiehl her timesheet each month for payroll approval. Ralph moved to increase Trish's salary \$1.50 to \$19.50, retroactive to December 1st, 2022; Seconded by Laura K. Rodney abstained from the vote. Motion passed.

Financial:

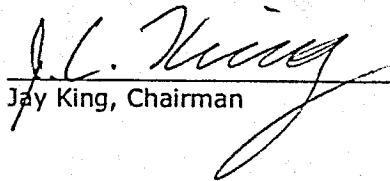
- A. **Petroleum CD:** Ralph moved to pay unpaid bills; Rodney Seconded. Motion passed.
- B. **Missouri River CD Council:** Ralph moved to pay MRCDC unpaid bills; Brenda Seconded. Motion passed.

Correspondence: None.

Announcements:

A. Next Board meeting: Thursday, January 26th, 2022.

ADJOURNMENT: Meeting adjourned at 7:37pm.


Jay King, Chairman


Trish J. Smith, District Administrator