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**Board members present:**

Pete Woll, Chair; John Ellis, Vice Chair; Lech Naumovich, Secretary-Treasurer; Donna Pridmore, Supervisor; and Verdell Jackson, Supervisor.

Also, in attendance were Hailey Graf and Ginger Kauffman, FCD Staff; Fiona Handler, Big Sky Watershed Corps Member; and Kenny Breidinger, FWP.

Pete Woll called the special meeting to discuss 310 administrative process, review forms, brainstorm areas for improvements, and to share examples of challenges and successes.

**Review of Permit Process Administration:**

- Ginger Kauffman walked the board through her process for administration of 310 applications and permits. She described the steps she goes through and pointed out the details with the board the Permit Trackers she has created and described how they are used for permit administration and recordkeeping.
- The Team Member Report was reviewed, and options discussed for adding the 318 FWP/DEQ form to it. Kenny Breidinger explained that this change could help expedite the permitting process.
- The board and staff also discussed adding a section on the Team Member Report comments page to specify what modifications or comments need to be added to the permit attachment and which are just general notes from the onsite inspection.

**Review of Frequently Asked Questions by Applicants:**

- Staff explained that the most frequent question from applicants is about the Work Authorization form. The board reviewed what was discussed at the January board meeting and agreed to open the discussion again during the March meeting. General consensus is that the Work Authorization form is redundant and can be removed from the application to reduce confusion.
- Another point of confusion for applicants is what document counts as their permit. When they receive the permit packet, it's not always clear to them which paper is their permit and what paperwork they need to keep for their records.
- Staff explained that they also frequently get questions about speeding up the permit process so applicants can get the work done before spring. The board and staff agreed that changes in weather do not count as emergencies and applicants cannot use the emergency process in these situations.
- The board and staff also discussed options for education and outreach to reduce applicant confusion. Lech Naumovich suggested hosting a permitting workshop,

Verdell Jackson suggested running additional ads in the paper, and Donna Pridmore suggested advertising with restaurant table toppers.

#### **Review of Examples, FCD permit package vs. other agencies:**

- The board reviewed the FCD permit packet compared to the permit packets sent out for floodplain permits and 404-permits. The board agreed that some small improvements could be made, but that any changes need to be feasible given 310-permits are free and FCD has limited staff.
- The board reviewed the requirement in the Joint Application that a map indicating project site be included. All agreed that most applicants do not include a map as required, and that the application cover page and instructions could be updated with an instruction to include the map.
- The board also reviewed the Work Completion form and discussed the process for tracking completed projects. Ginger Kauffman explained that she tracks everything in a database and sends out reminders to landowners when needed. The board discussed options for improving this process, such as a calendar with start and end dates and notifying permittees that no additional permits will be allowed until the Work Completion form is received.

#### **Review of State Forms vs. FCD Forms**

- Staff reviewed the 310-permit forms with the board and described which forms are standardized state forms and which forms were created by FCD for our own use. Forms 272 and 273 are state forms and cannot be changed.

#### **Brainstorming Session**

- John Ellis asked to review the Trackers used for complaints and emergencies. He asked if the board felt they were handling complaints and emergencies properly. Additional review of this process at future meetings might be warranted because if the process for handling complaints changes, the Trackers will need to be updated.
- The board and staff discussed the process for sending out complaint letters and agreed to discuss further at the next board meeting. They discussed a pilot project to try accepting anonymous complaints for six months. All agreed that the benefit would be catching more violations, but the detriment might be more frivolous, time-wasting complaints. They also discussed using an educational letter to potential violators when a complaint is not formally filed.

#### **Items for March Board Meeting**

- Add 318 form to Team Member Report
- In Team Member Report, add heading for permit modifications and heading for general notes on the comment page.
- Add note on permit packet instruction page to take before and after photos.
- Update application cover page and permit process page to require a site map be included in application
- Update notice to landowners regarding Work Completion forms to specify that no subsequent permits will be issued until completion form is received.

- Update complaint procedure to send standard complaint letter immediately following receipt of complaint.
- Review use of education letter for potential violations when a complaint is not formally filed.
- Meeting schedule and returning to 2 meetings per month
- Schedule a budget meeting
- Use of consent agenda

**Matters of the Board & Staff, Discussion**

- Lech Naumovich discussed using a committee to review the end of month budget report and submit a recommendation to the board. He explained that this would save time during the meetings and enable an additional person to review the finances in-depth.
- The board discussed Ronald Buentemeier’s recent retirement and options for celebrating his time with the district. John Ellis is currently working on writing an article for the paper and suggested that the board host a small, in-person gathering or party in his honor. Verdell Jackson suggested a card be passed around the board for signing. Donna Pridmore suggested sentiments of appreciation be added to the website and social media.
- Discussion was held regarding prospective supervisor appointments and the process for filling the two supervisor vacancies. Kenny Breidinger expressed that with four applicants and two positions, he hopes the board will consider appointing two supervisors and two associate supervisors.

The next Business meeting is scheduled for Monday, March 22, 2021, 6:00 P.M. via ZOOM.

Pete Woll closed the meeting to Supervisors only at 12:15 to discuss personnel issues.

The meeting was adjourned at 12:45 P.M.

Submitted By:

Hailey Graf  
Resource Conservationist

Ginger Kauffman  
Administrator

Minutes approved by FCD Board motion made on:

<u>3/22/2021</u>	<u>Pete Woll</u>	<u>Chair</u>
(Date)	(Signature)	(Title - Chair etc.)