
CALL TO ORDER & ATTENDANCE

Chair Pete Woll called the May 22, 2023, Business meeting to order at 7:00 P.M. in the conference room.

Board members present: Pete Woll, Chair; John Ellis; Vice Chair; Donna Pridmore, Secretary/Treasurer; Roger Marsonette, Supervisor; Scott Rumsey, Supervisor; Gordon Ash, Supervisor; being a quorum of the Board.

Board members absent: Absence is excused.

Also, in attendance were Samantha Tappenbeck and Ginger Kauffman, FCD Staff; Chris Peterson, Hungry Horse News; Camisha Sawtelle, DNRC counsel; Trent Baker, counsel for Amblers; Mary T. McClelland; Richard & Carole Murphy; Lori Zeller, Hearings Officer; Elizabeth Blacker; Mike Kopitzke; Nina Marie Sullivan.

CONSENT AGENDA

Consent Agenda Item 1: Signature Authority

- Authorization for Samantha Tappenbeck to sign on behalf of Supervisors attending the meeting virtually.

Consent Agenda Item 2: Minutes

- 4/20/2023 Supervisor 310 Training Minutes
- 4/24/2023 Business Meeting Minutes

Consent Agenda Item 3: Financial

Check Detail 05/10/2023:

1. Edgewood College \$1,000.00
2. Fisher's Technology \$287.00
3. Flathead Land Trust \$\$556.00
4. MACD \$17,000.00
5. Montana State Fund \$569.83
6. Mountain States Leasing- Kalispell \$1,884.86

Consent Agenda Item 4: Correspondence

John Ellis motioned "to approve the consent agenda." Donna Pridmore seconded. Motion carried unanimously.

PUBLIC COMMENT

Nina Sullivan thanked the Board for the college scholarship and explained that she will be taking political science and environmental/conservation studies at the University of Portland, with the goal of becoming an environmental lawyer.

310s

Brazen, FL-2023-008, Stillwater River, pier: Donna Pridmore explained the applicant is waiting for the 404-permit. Donna Pridmore motioned "to table FL-2023-008 until information is received by Mr. Brazen from the Army Corps of Engineers." Scott Rumsey seconded. Motion carried unanimously.

Glacier Canyon Trust, FL-2023-039, Abbott Creek South Fork, barn/house: Scott Rumsey explained that during the May 10, 2023, onsite inspection the team found the house and barn are both quite a distance from the stream. Scott Rumsey motioned "this is not a project." John Ellis seconded. Motion carried unanimously.

Nichols, FL-2023-042C, Flathead River, complaint: Roger Marsonette explained the complaint was tabled at the last 310-meeting waiting for the water to go down, however, the water is still high. Roger Marsonette motioned "to table until the June 12, 2023, 310-meeting." Scott Rumsey seconded. Motion carried unanimously.

NEW BUSINESS

Declaratory Ruling Scheduling Order: Laurie Zeller explained the declaratory ruling process and noted that after the hearing she will provide written recommendations to the Board. The scheduling order, rebuttal period, and timeline were discussed, and the hearing date was scheduled for August 25th, 9:00 A.M. Samantha Tappenbeck noted that she is currently looking for a venue. Camisha Sawtelle added that the declaratory ruling process is not the appropriate forum to determine if this property is under state or federal jurisdiction and explained that process.

John Ellis motioned "to set the hearing date for August 25, 2023, at 9:00 A.M." Donna Pridmore seconded. Motion carried with one no vote.

Conservation Grant Extension Request: Samantha Tappenbeck explained the district is approaching the end of the fiscal year, and receipts for payment must be submitted by June 1st. On 5/18/2023 John and Carol Steitz submitted an extension request for Conservation Grant #FCD CG-2022-05. Six-month extensions for conservation grants are allowed per the program guidelines and funds yet to be paid out for this grant would be included in the next FY budget. The total of grant award was \$5,000.00, and \$2,061.00 has been paid out to date, leaving a remaining balance of \$2,939.00. Gordon Ash motioned "to approve the extension for John and Carol Steitz to complete the project as described in their letter." John Ellis seconded. Motion carried unanimously.

Conservation Grant 2023 Funding Requests Overview: Samantha Tappenbeck explained that twelve new conservation grant applications have been submitted, and site visits, evaluation and ranking are in progress. A summary of those applications was provided to the Board. Jessie

Walters is currently doing onsite visits and will provide a review and recommendation of projects at the June meeting. No action needed at this time. Pete Woll asked if there is a cap on how many times an individual/entity can submit requests. Samantha stated there is not, but that in the past that factor has been considered when reviewing and ranking applications.

Furniture Disposal Request: A request to dispose of an old coat rack that broke was presented to the Board. Once approved, staff can remove the item from the Furniture & Equipment list. John Ellis motioned "to approve the furniture disposal request." Scott Rumsey seconded. Motion carried unanimously.

2023 GIS Audit: Ginger Kauffman explained that each year the County GIS department conducts an audit comparing GIS data to previous tax year rolls. The districts must review the audit results and request actions from Flathead County Finance to ensure that they are receiving correct tax revenues. Donna Pridmore has reviewed the 974 assessor numbers listed in the audit. John Ellis motioned "to approve the 2023 GIS Audit." Donna Pridmore seconded. Motion carried unanimously.

March 2023 End of Month Report: Donna Pridmore reviewed the March 2023 End of Month Report with the Board and asked if the board had any questions. Donna Pridmore motioned "to accept the March 2023 End of Month Report." John Ellis seconded. Motion carried unanimously.

REPORTS

Flathead CD Staff: Attached.

Natural Resources Conservation Service (NRCS): Attached.

DNRC Conservation Districts Bureau: Attached.

Flathead County Planning Board (FCPB): Attached.

Haskill Basin Watershed Council (HBWC): The next HBWC meeting is Wednesday, May 24, 6:00 P.M., at Whitefish City Hall in the Glacier Conference Room. Samantha Tappenbeck explained a partner and stakeholder meeting was recently held to compile a planning grant application to address the issue of water diversion from Haskill Creek for use by the City of Whitefish. Whitefish Lake Institute is drafting the planning grant application.

Flathead Basin Commission (FBC): Scott Rumsey reported that he had attended the quarterly May 4th meeting and discussion included budget and combining UC3 and FBC into one entity. Samantha Tappenbeck noted that conservation districts have 2 voting seats on the newly formed Western Montana Conservation Commission, and appointments will be made by the Montana Association of Conservation Districts.

Flathead River Commission (FRC): No report.

MATTERS OF THE BOARD/STAFF

Emergency Procedure, Adopted Rules: John Ellis stated that under Rule 15. Emergencies, #3 on page 22 of the Adopted Rules, wording should be corrected from “Rule 19” to “Rule 4, section 19”. Pete Woll questioned if typos could just be corrected. Samantha Tappenbeck stated that there are several corrections needed in the Adopted Rules, and any changes must go through a formal process. John asked Samantha to research what is/is not required for updating the Adopted Rules and bring that information to the Board.

The next 310-meeting is scheduled for Monday, June 12, 2023, 7:00 P.M. in person and via ZOOM.

Adjournment: Donna Pridmore motioned “to adjourn.” John Ellis seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 8:40 P.M.

Submitted By:
Ginger Kauffman
Administrator

Reviewed By:
Samantha Tappenbeck
Resource Conservationist

Minutes approved by FCD Board motion made on:

<u>6/26/2023</u>	<u>Pete Woll</u>	<u>Chair</u>
(Date)	(Signature)	(Title – Chair etc.)

Staff Report: May 2023

Samantha Tappenbeck, Resource Conservationist
Jessie Walthers, Conservation Program Manager
Ginger Kauffman, Administrator

Office and Administration

310

- 2023 total 310's to date = 59
- Processing of 310's
- Scanning of older 310-files continues
- Consultation with DNRC legal counsel, supervisors, and staff on McDonald Creek violation declaratory ruling process; Identification of candidates and outreach to inquire for interest in service as declaratory ruling hearing officer. Draft compilation of Certificate of Record.

Bookkeeping

- Processed daily bookkeeping items including payroll, payroll reports & payments, invoices, credit card receipts, deposits, grant billing/vendor invoices, program payments.
- Updates to district files made as needed
- Received, reviewed, and verified GIS Audit from Flathead County which is used to compare GIS data to previous tax year rolls. Upon Board approval it will be returned to the County. Due date June 30th.

Office Support

- Staff meetings held weekly per staff availability
- Staff discussed reorganization of office space and furniture to meet needs and better utilize space

Big Sky Watershed Corps

- Camryn assisted FCD this month by:
 - Helping for four days at Family Forestry Expo.
 - Assisting Jessie with a field trip with Hedges Elementary School at Somers Beach State Park.
 - Continued coordination for Septic Cost Share Program.
 - Demonstration Garden Work Day May 19th.

Projects

Trumbull Creek Restoration & Aquifer Protection Project

- Project is inadequately funded and will require \$150K-\$160K in additional funding for the project as designed
- Grant #: RRG-20-1750 extended through 12/31/2023
- Planning to host landowner meeting to review project designs and answer questions/address concerns

- Submitted quarterly progress reports for grant #s RRG-20-1750 and WMG-22-0086A

Study of Erosion on the Flathead River

- Draft final report received from Tetra Tech on 3/9/23; in review
- Early high water caused us to miss collection of measurements on erosion pins (installed 2022)
- Submitted quarterly progress reports for grant #s 23G-22-3752 and WMG-22-0089A

Programs

College Scholarships

- College scholarships were awarded at three high school awards nights by Jessie: Glacier, Flathead and Whitefish. We are awaiting dates for Columbia Falls and Bigfork.
- Students are returning their designation forms and Ginger is preparing payments.

Conservation Grant Program

- We received 12 Conservation Grant Applications for this grant cycle, FY 2023.
- Site visits are being conducted by Jessie. Application evaluation and ranking is in progress.
- Conservation Grant final reports are coming in for 2022 contracts. Site visits are being scheduled for project completion.

Education Grant Program

- Education Grant final reports are being submitted for 2022 grants, due June 1st.

Pollinator Initiative

- Pollinator Seed is continuing to be distributed to pollinator initiative participants through the end of May.
- Big Sky Watershed Corp Members Camryn and Katie planted 15 pollinator plug plants in the demonstration garden.

Rain Garden Initiative

- A Rain Garden Workshop was held on May 17th at Center for Native Plants with presentations by Samantha, Jessie, Emilie Henry and Katie Lynch-Dombroski. Approximately 20 people took part. Participants learned about rain gardens, storm water, landowner programs and took a tour of the Center for Native Plants. All participants went home with a complimentary rain garden plant.
- One rain garden site visit was conducted in the Quail Ridge Development off Lake Blaine Rd.
- Glacier High School Botany Classes have started construction on their rain garden installation on the South side of the High School grounds.

Seedlings & Native Seed Program

- Office has fielded inquiries about seedling program, for future orders.
- Two native grass cost share agreements were received.

Watershed Support Program

- Program funding is currently allocated to support of the Trumbull Creek Restoration & Aquifer Protection Project and the Flathead River Erosion Study

Youth Camp Sponsorships

- No inquiries for Youth Camp Sponsorships were received this month.

Education & Outreach

Education Events

- Family Forestry Expo was held May 8th-12th and FCD hosted the Riparian Station for local 5th graders. 34 classes came through the station. The Riparian Station was staffed by Samantha, Jessie, Supervisors Marsonette, Woll, Yankee, and Ellis, and Big Sky Watershed Corps Members Camryn and Katie. Other partnership help included staff from Flathead Basin Commission, City of Kalispell, and NRCS.
- Rolling Rivers Trailer:
 - Spring presentations were held at Heritage Academy in Evergreen for 7th grade and High School Juniors.
 - RRT presentations will be held May 23-25 at the Viking Creek Wetlands for local schools.
- Field Trip was held with Hedges Elementary 1st graders at Somers Beach State Park.
- The Enviroscape watershed model has been utilized by two teachers this month and will be used by Flathead Basin Commission for the Viking Creek Wetlands activities.

Demonstration Garden

- Ongoing Garden weeding, mowing and maintenance in the garden.
- Supervisor Pridmore removed large piles of raked out pollinator garden woody debris.
- Mowing help is being provided by Land-Tech Landscaping.
- Herbicide application is scheduled for late May by Forestation.
- Forestation provided quote for sheet mulching; Samantha did some research on the cost of additional mulch needed for sheet mulching.
- Garden assistance and planning conducted with Flathead High School student intern Keanu.

Website

- Updated website archive of meeting minutes, posted 2023 meeting agendas
- Created draft page for posting records associated with Declaratory Ruling for public access/review
- Website visited by 1.7K users (↑8%); Impressions = 72K; Total Clicks = 1000

Social Media

- Facebook: Page followers = 916 (↑2%); Post Reach = 2,285; Post Engagement = 251
- Instagram: Page followers = 753 (↑2%); Accts Reach = 234; Accts Engaged = 16

The Local Dirt eNewsletter

- Distributed on 5/1/23 to 813 recipients

Partnerships

- Flathead Basin Commission Meeting 5/4/23
- Flathead River Spring Weather Meeting 5/9/23
- Whitefish WTP Optimization Meeting 5/15/23
- Nutrient Work Group 5/17/23
- Haskill Basin Watershed Council Meeting 5/24/23
- Wastewater Partners/Septic Cost Share Meetings 5/4/23 and 5/22/23
- Family Forestry Expo Post-Event Meeting 5/24/23

Photos





REPORT TO WESTERN CONSERVATION DISTRICTS
MAY 2023

CDB STAFF TRANSITIONS

The Conservation Districts Bureau is in the middle of some staff transitions. I accepted the position of Stream Permitting Coordinator but have still been acting as the CD Specialist for Western districts until my position can be backfilled. Randell Hopkins, who has been working on water reservations, may be transitioning to be a CD Specialist in eastern MT. In addition, Kasydi Lucas, who was previously the CDB Administrative Assistant, has accepted a training position to become a CD Specialist. All that to say, we will likely be redrawing the map for what CDB staff represent which CDs. Stay tuned for updates, but know that no matter who it is, we will continue to provide the support you need!

310 MINI TRAININGS

Throughout April I hosted a series of 310 Mini Trainings. Each training covered a different topic, such as emergencies, violations, or determining jurisdiction. Each training was recorded. The recordings and the associated Fact Sheets are now available on the DNRC website and can be found here: [Trainings \(mt.gov\)](#).

CD ADMINISTRATIVE GRANT FUNDING (CDA GRANTS)

We have extended the deadline for CDA grant applications until May 31. Early Submissions are encouraged, especially if you would like your CD Specialist to review your application prior to the final deadline.

All applications must be submitted through Submittable: [Montana DNRC Grants Submission Manager \(mt.gov\)](#)

- [Mill levy form](#)
- [Admin Grant Application](#) (word) [Admin Grant Application](#) (fillable pdf)
- [Admin Grant Budget Worksheet](#) (excel)

As always, please feel free to contact me directly if you have any questions, concerns, or ponderings.
-Hailey Graf



Hailey Graf
Conservation District Specialist,
Stream Permitting Coordinator

Conservation Districts Bureau

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**Report to Flathead Conservation District re: Flathead County Planning Board
Meeting held May 10, 2023**

Item 1: FZC-23-05

A zone change request for property within the Two Bridges Zoning District. The proposal would change the zoning on parcels located at 7200 and 7240 Highway 2 East near Columbia Falls from SAG-10 (Suburban Agricultural) to R-1 (Suburban Residential) on approximately 113.05 acres. The board stated WE HAVE RECEIVED A REVISED APPLICATION FOR THIS ZONE CHANGE. THIS MATTER WILL NOW BE HEARD AT THE JUNE 14, 2023 PLANNING BOARD MEETING.

Item 2: FZC-22-01

A zone change request for property within the Prairie View Zoning District. The proposal would change the zoning on property at 1411 Prairie View Rd near Whitefish from SAG-10 (Suburban Agricultural) to Sag-5 (Suburban Agricultural) on approximately 10.02 acres.

Public Agency Comment: None*

Public Comment: None*

Action: The Board voted unanimously to forward a positive recommendation to the County Commissioners on this item.

Item 3: FLV-23-01

A request for a major lakeshore variance to the fill standards of the Flathead County Lake and Lakeshore Protection Regulations. The applicant is seeking to place approximately 336 yards of gravel fill to create a dynamic equilibrium gravel beach within the lakeshore protection zone of Flathead Lake. The property is located at 664 Lutheran Camp Rd near Lakeside and has approximately 100 feet of shoreline.

Public Agency Comment: None*

Public Comment: None*

Action: The Board voted unanimously to forward a positive recommendation.

Item 4: FZC-23-06

A zone change request for properties within the Evergreen Zoning District to change the zoning on three parcels along Helena Flats Rd and Solberg Dr from R-2 (One Family Limited Residential) to R-5 (Two Family Residential). The acreage involved is approximately 2.35 acres.

Public Agency Comment: None*

Public Comment: None*

Action: The Board voted unanimously to forward a positive recommendation.

Item 5: FZC-23-07

A zone change request for property within the Highway 93 North Zoning District. The proposal would change zoning on a 5.01 acre parcel at 1200 S. Wintercrest Drive in Kalispell from Sag-10 (Suburban Agricultural) to R-2.5 (Rural Residential).

Public Agency Comment: None*

Public Comment: None*

Action: Forward a positive recommendation unanimously.

Item 6: FPP-23-02

A request for a preliminary plat approval of McGregor Ridge Subdivision, a proposal to create 13 residential lots and common areas on 75.12 acres. The proposed lots would be served by individual wells and septic systems. The property is located along Lost Prairie Dr near Marion.

Public Agency Comment: None*

Public Comment; None*

Action: Forward a positive recommendation unanimously.

Item 7: FPP-23-05

A request for a preliminary plat approval of Eagle Run Subdivision, a proposal to create six residential lots on 36.5 acres, located at 5150 Highway 93 South near Whitefish. The lots would be served by individual septic systems and shared wells.

Public Agency Comment: None*

Public Comment: None

Action: unanimous vote to forward a positive recommendation.

Old Business:

Discussed upcoming workshop with Lakeside Council and airport ordinances.

New Business:

Discussed updating various policies.

Workshop:

The Planning Board met with representatives who brought the updated West Valley Neighborhood Plan.

*Indicates none at meeting, Public Agency and Public Comment may have been received in writing by the Planning Office before the meeting.

Submitted by Bill Yankee, Associate Supervisor