

CALL TO ORDER & ATTENDANCE

Chair, Pete Woll called the November 29, 2021, Business meeting to order at 7:00 P.M. in the conference room.

Board members present: Pete Woll, Chair; Lech Naumovich, Secretary/Treasurer; Verdell Jackson, Supervisor; Scott Rumsey, Supervisor; Donna Pridmore, Supervisor; being a quorum of the Board.

Board members absent: John Ellis, Vice Chair. Absence is excused.

Also, in attendance were Samantha Tappenbeck, Virginia Rigdon and Ginger Kauffman, Flathead Conservation District (FCD) staff; Sean Johnson, Natural Resources Conservation Service (NRCS); Gordan Ash, Associate Supervisor.

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: Meeting minutes

- November 08, 2021, 310-Meeting Minutes

Consent Agenda Item 3: Financial

The following bills were reviewed:

(Check Detail - November 10, 2021)

1. Flathead Beacon \$792.00
2. Mountain States Leasing \$3,769.72
3. Mountain Trader \$74.40
4. River Design Group \$24,308.37
5. Shur Clean Portable Toilets, Inc. \$200.00
6. Susan D. Hulslander, CPA \$166.00

(Check Detail - November 17, 2021)

1. VISA – Samantha Tappenbeck \$102.85
2. VISA – Hailey Graf \$3,956.58

Consent Agenda Item 4: Correspondence

None.

Donna Pridmore motioned “to approve the consent agenda as presented.” Verdell Jackson seconded. Motion carried unanimously.

PUBLIC COMMENT

No one was present to comment on items not listed on the meeting agenda.

NEW BUSINESS

End of Month Budget Reports (September & October): Lech Naumovich reviewed the September and October Reports with the board.

Lech Naumovich motioned “to approve the September and October End of Month budget reports as presented.” Verdell Jackson seconded. Motion carried unanimously.

Advertising Contract – Flathead Beacon: Samantha Tappenbeck explained that the contract expires December 31, 2021. The FCD has not received the new contract yet, however Samantha does not anticipate any changes. She will review with the Board when the new contract comes in.

Conservation Grant project completion and payment: Samantha Tappenbeck discussed the two conservation grant projects that had been completed and asked for Board approval to remit payment.

CG2021-01 – This was a grant for herbicide application. The project was completed as proposed and came in under budget.

CG2021-05 – This was a grant for an integrated weed management plan. The landowner used biocontrol methods and mechanical treatment for weeds on the property.

Lech Naumovich motioned “to approve the invoices for CG2021-01 and CG2021-05 as presented.” Donna Pridmore seconded. Motion carried unanimously.

USGS Stream Gage 2022: Ginger Kauffman explained that this stream gage is located at Foy's Bend on Flathead River. The FCD has been funding this for several years. The price agreement has raised this year from \$1,810.00 to \$2,280.00.

Discussion held in favor of funding the stream gage for the year 2022.

Donna Pridmore motioned “that we continue to fund the USGS stream gage at Foy's Bend.” Verdell Jackson seconded. Motion carried unanimously.

Ginger Kauffman asked Pete Woll which account the money should come from. The Watersheds Other is the most appropriate account.

District Credit Card Update & Re-Allocation: Ginger Kauffman explained that the district needs to cancel Hailey Graf's district credit card and reallocate the limits. The bank will require the approved/signed November 29, 2021, business meeting minutes to change over the information. She noted that there is an upcoming automatic charge for the Quick Books annual subscription to Hailey's credit card. The board discussed moving

Samantha Tappenbeck to a \$5,000.00 limit and adding Donna Pridmore to the credit card with a \$2,000.00 limit.

Lech Naumovich "motioned to remove Hailey Graf from the credit card at the earliest possible time and allocate a \$2,000.00 limit to a credit card for Donna Pridmore, Supervisor, and increase Samantha Tappenbeck to a \$5,000.00 limit." Verdell Jackson seconded. Motion carried unanimously.

Copier Maintenance Service Agreement: Ginger Kauffman explained that the district currently has a service contract with Anders Business Solutions, however that contract will not be renewed in the coming year, as staff shortages prevent the business from taking on this commitment. She suggested that we get quotes from multiple other companies to make the best decision. This will be on the December 310-meeting.

IT Support: Samantha Tappenbeck explained that FCD is moving to a cloud-based storage system known as Sharepoint. In the process of migrating files, it became clear that expertise was needed in Microsoft 365 to assist with proper set-up and avoid potential security issues. The FCD staff will collect quotes from various companies in the coming weeks to compare price.

REPORTS

Flathead CD Staff: Samantha Tappenbeck, Virginia Rigdon and Ginger Kauffman reported:

Office and Administration

310 – Virginia processed four new 310-Permit Applications. To date the district has received 105 310's; this includes permits, complaints and notice of emergencies. Virginia processed the 11/8/2021 meeting minutes and is currently working on 310-permits and letters. After the 11/8/2021 meeting Ginger contacted applicants and landowners regarding onsite inspection dates, and emailed the onsite list to Supervisors, FWP and Staff. Donna Pridmore continues to scan old 310 files and help with 310 paperwork as her time allows.

Bookkeeping – Donna Pridmore and Ginger reconciled September bank, revenue, capital improvement and credit card statements on 10/19/2021. October statements were reconciled on 11/17/2021. Ginger compiled the September and October End of Month Reports and submitted them to Lech Naumovich and Donna Pridmore prior to the 11/29 Board meeting.

Ginger processed payroll, payroll reports and payments on 11/10/2021. The next payroll will be processed on 11/17/2021 and will include Federal & State tax reporting and payments. The 2021/2022 bookkeeping files, payroll calendars and timesheets are being set up and Ginger continues to process daily bookkeeping items such as payroll, invoices, credit card receipts, deposits, grant billing/vendor invoices, program payments, etc.

Ginger contacted PayneWest Insurance with staff medical insurance renewal information for 2022.

District Office

- Staff and Supervisors attended the MACD Annual Convention November 16-19.
- As directed by the board, Hailey researched vehicle procurement options and will present information during the January Business meeting
- Weekly staff meetings were held each Monday at 2 PM. These meetings are used to review staff schedules, project deadlines, and COVID policy updates.
- Samantha reviewed application materials and conducted interviews with four candidates for the 2022 Big Sky Watershed Corps position at FCD. The first three candidates offered the position declined.

On-the-Ground Projects

Krause Creek Restoration Project – Construction of this project took place November 1-14th.

- 28 structures constructed
- 222 posts installed
- 1,600 feet of stream
- 48 individual volunteers
- 248 volunteer hours



This work would not have been possible without all the support from community volunteers and our enthusiastic staff and board members. To all of you helped and lent your support, thank you!

Study of Erosion on the Flathead River –Based on recommendations from the WPIC and with approval of the board, Hailey applied for a Watershed Management Grant through DNRC on behalf of the Flathead River Commission for funds to support the erosion study. The next WPIC meeting will be held on January 18-19.

Trumbull Creek – Hailey applied for a Watershed Management Grant through DNRC for funds to support the design of a channel spanning bridge on Birch Grove Road Crossing.

Programs

Conservation Grant Program – Samantha and Lech visited on-site with the landowner for contract #CG2021-11 to assess conditions on the ground and provide recommendations for modification of the planting plan and seedling order associated with this contract. Samantha also conducted project completion inspections for CG2021-01 and CG2021-05 and compiled materials for board review and approval of payments.

Pollinator Initiative – Samantha is working with Lake County CD to finalize and place the order for 2022 seed mix. Several participants picked up seed packets for dormant fall sowing of 2021 seed. Samantha updated the databases and consolidated leftover 2020 and 2021 seed. Samantha assisted with seeding the pollinator plots at the Flathead Electric solar array facility.

Rain Garden Initiative – FCD staff have been working with Kody Coxen and Hailey from Forestration and Center for Native Plants on an agreement to commit to building 10 rain gardens next Spring. This would be an option to offer to program participants for technical assistance and support. Planning is on hold until early 2022 so we can more accurately estimate costs.

Seedlings Program – Samantha worked with landowners to plan planting projects and place orders through the Montana Conservation Seedling Nursery minimum order size. To date, ten orders have been placed for 1,265 seedlings.

Education Grants Program – Samantha provided program information to the Whitefish Community Garden organization and Flathead Watershed Through the Seasons coordinator about the program and provided assistance with planning projects and developing applications.

Watershed Support Program – The Lipinski Kashi riparian fencing and irrigation repair project was completed in October. Samantha created and printed signs that indicate FCD sponsorship of the project that will be posted at high visibility locations around the project site. Fiona submitted the final report for the MWCC Watershed Fund Grant that provided matching funds for the Lipinski Kashi project.

Education and Outreach

Living in the Flathead Guidebook and Website

Flathead CD is working with a group of partner agencies and organizations on a booklet and companion website that is intended to be a guide to living in the Flathead. This is something we have discussed in the past among the partners on the Land Stewardship/Small Acreage Landowners Workshops, and it has gained traction and urgency with the recent influx of newcomers. Topics will include living with wildlife, living with wildfire, weed control, responsible recreation, living by water, and more. We are in the early stages of development and recently submitted an application for RAC funding to support development, design, and printing. The RAC committee did not fund the

proposal and additional sources of funding will be sought. The Board approved up to \$5,000 in match funding towards the grant application.

Advertisements – FCD ran advertisements in the Flathead Beacon for 310 Permits on November 11 and for the Seedlings Program on November 25. Samantha worked with our representative at the Beacon to renew the annual advertising contract.

Website – Over the past 28 days, the website was viewed 2,898 times by 1,722 unique users (87% new vs. returning). Our site was reached through organic search (77%), direct access (20%), social media (2%), and referral from other sites (1%). The most viewed posts/pages beyond the FCD homepage were blog posts about the life history of larch trees Stream Permitting, and the Board & Staff page. Virginia researched and added a utility to the website that will populate the District Calendar with recurring meetings and improve efficiency of website maintenance.

Social Media – Over the past 28 days, the FCD Facebook page gained 9 new followers, posts reached 7,589 people, and there were 632 post engagements. The FCD Instagram page gained 19 new followers, posts reached 307 accounts, and there were 122 post interactions.

eNewsletter – The Local Dirt was distributed on November 1 to 675 people directly and posted on Facebook. The November issue included information about upcoming events, a volunteer opportunity, available programs, a success story about the Watershed Support Program project, and 310 permit information. It was opened 440 times by 243 people and clicked 88 times by 44 people. The most-clicked links were to the sign-up form for volunteering on the Krause Creek restoration project, the success story about the Ashley Creek project, and information about the Seedlings Program.

Partnerships

- Samantha attended Nutrient Work Group meetings on October 27 and November 3 and submitted comments on the draft rulemaking framework representative for conservation districts west of the continental divide.
- Virginia attended the MACD Convention in Great Falls MT on 11/16-11/19.

Samantha met with Flathead Basin Wastewater Partners to discuss program continuation and funding options, and details of the 2022 shared BSWC position.

Natural Resources & Conservation Service (NRCS): Sean Johnson reported

➤ **Programs**

- Environmental Quality Incentive Program (EQIP)
 - Signup ended on October 29th for FY22 contracting cycle
 - Good application turnout
- Joint Chief's – FY22 Funding
 - Still waiting on any notification if we are going to receive the Joint Chief's funding or not
- Conservation Stewardship Program (CSP)
 - Signup ended on October 29th

➤ **Review Items**

- NRCS staff assisted on two different days out at Krause Creek Restoration
- **Upcoming Items**
 - Holiday seasons!!
- **Miscellaneous**
 - Flathead County has moved up to a 75% staff capacity for NRCS/FSA due to lowering COVID numbers in the county. No impact to the FCD as you have your own lease regardless of what staffing capacity we are at.
 - Drought
 - Flathead County split about 50/50 between moderate and severe.
 - Much of MT has moved from extreme to exceptional except for the SE corner that has improved to severe
- **Local Workgroup Meeting**
 - Address resource concerns locally. Last meeting was in 2019. Goal is to utilize the programs we offer in the most efficient way.

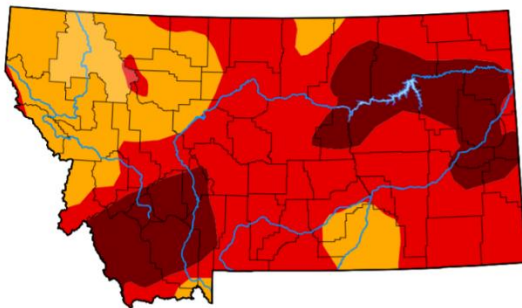
October Drought Monitor

Montana

[Home](#) > Montana

Map released: Thurs. October 14, 2021

Data valid: October 12, 2021 at 8 a.m. EDT



Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

Authors

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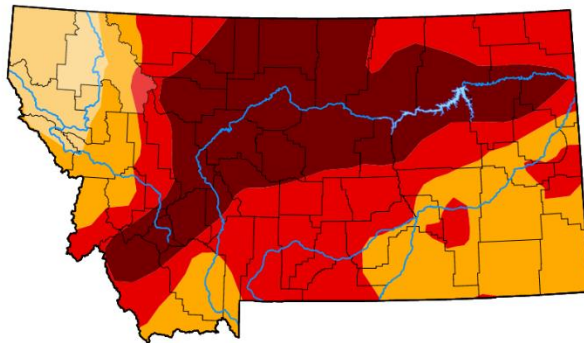
November Drought Monitor

Montana

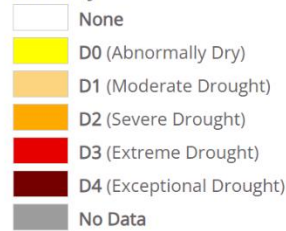
[Home](#) > Montana

Map released: Weds. November 24,
2021

Data valid: November 23, 2021 at 7 a.m. EST



Intensity



Authors

United States and Puerto Rico Author(s):

Montana Association of Conservation Districts (MACD): No report.

Flathead County Planning Board (FCPB): Verdell Jackson reported that the planning board listened to a presentation from a representative from Glacier International Airport. The main concern that was addressed was regarding the placement of subdivisions in relation to the airport and possible future noise complaints. Glacier International Airport wanted FCPB to be aware of this issue so they could plan accordingly.

Whitefish City Planning Board (WCPB): Lech Naumovich stated that the WCPB discussed a large-scale development plan for the base of Big Mountain. The planning commission voted to deny the development. No word of how the city council will vote.

Haskill Basin Watershed Council (HBWC): No report.

Flathead Basin Commission (FBC): Lech Naumovich explained that the next meeting is scheduled for March 2, 2022. The commission is looking for agenda items. Lech suggested that we add the Flathead River Study to the agenda. Samantha Tappenbeck said that she would be happy to present at the meeting.

MATTERS OF THE BOARD/STAFF

Personnel: Pete Woll explained that the Board needs to accept Hailey Graf's letter of resignation and move Samantha Tappenbeck into the Resource Conservationist role in a temporary capacity.

Verdell Jackson motioned "to accept Hailey Graf's letter of resignation." Lech Naumovich seconded. Motion carried unanimously.

Donna Pridmore motioned "to temporarily promote Samantha Tappenbeck to the Resource Conservationist and upgrade her salary to reflect that change beginning Pay Period #25." Scott Rumsey seconded. Motion carried unanimously.

Discussion continued among the Board about how to proceed with staff changes in the future. The conversation will continue in January.

Flathead River Management Plan Participation: Lech Naumovich explained that the Forest Service is writing a Comprehensive River Management Plan for the Flathead River. He believes that FCD should be involved in these discussions and suggested writing a letter to the Forest Service formerly expressing the district's interest in being involved in future discussions.

Scott Rumsey volunteered to be the FCD representative in these conversations. Gordan Ash and Samantha Tappenbeck will participate as well.

Personnel Policy: John Ellis was not in attendance to report.

Lech Naumovich motioned "to table the personnel policy." Verdell Jackson seconded. Motion carried unanimously.

Nutrient Work Group update: Samantha Tappenbeck explained that she was a representative for conservation districts west of the divide for the nutrient work group. The work group is an advisory stakeholder group to the Department of Environmental Quality (DEQ) as they implement Senate Bill 358 which rolls back the numeric nutrient standards and transitions to narrative nutrient standards. She noted that she submitted comments to the nutrient working group on October 28, 2021, regarding the draft rule package for Senate Bill 358. The nutrient work group is winding down and the DEQ will now be taking these documents on for formal approval.

Grant Contract Krause Creek Project: Samantha Tappenbeck explained that Hailey Graf contacted the Department of Natural Resources to amend the budget for the Krause Creek grant. The bottom line has not changed; however, some budget line items were changed. DNRC gave approval via email, however for auditing purposes an official signed contract amendment is needed.

DNRC responded that getting the contract amendment would be a lengthy process and they cannot provide it to the district in time for the December 13, 2021, meeting.

Samantha and the board discussed the option of providing a draft of these changes to the board to review and approve and whether this would be sufficient until the amended contract came through. The Board agreed that this would be acceptable in order to pay outstanding invoices, but Samantha will follow up with the DNRC and stress the importance of this paperwork in the hopes that they can expedite the process.

Annual Financial Report: Ginger Kauffman noted that the CPA is working on the annual financial report and will have it ready for the December 13, 2021, 310-permit meeting.

The next 310 permit meeting is scheduled for Monday, December 13, 2021, 7:00 P.M. via ZOOM.

Adjournment: Verdell Jackson motioned “to adjourn.” Lech Naumovich seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 8:43 P.M.

Submitted By: Virginia Rigdon, Administrative Assistant

Reviewed By:	Ginger Kauffman Administrator	Samantha Tappenbeck Interim Resource Conservationist
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Minutes approved by FCD Board motion made on:

<u>12/13/2021</u>	<u>Pete Woll</u>	<u>Chair</u>
(Date)	(Signature)	(Title – Chair etc.)