



**Petroleum County Conservation District**

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

406-429-6646 ext. 104

[petroleumcd@macdnet.org](mailto:petroleumcd@macdnet.org)

*Local Common Sense Conservation*

[www.petroleumcd.com](http://www.petroleumcd.com)

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

**August 31, 2023**

**Call to order:** Chair Jay King called the regular meeting of the Petroleum County Conservation District to order at 1:11 pm. Those present were Jay King, Brenda Brady, Ralph Corbett, Rodney Rowton and Butch Arthur. Others in attendance were Reba Ahlgren, NRCS; and Katie Lund, PCCD Fiscal Manager. Attending virtually were Diane Ahlgren, Board Member; Brent Smith, CEMIST; Veronica Grigaltchik, DNRC CD Specialist; Joey Grewell, Congressman Rosendale Office Representative; Molly Masters, MRCDC Coordinator; and Trish Smith, PCCD Administrator. Nate Descheemaeker and Laura Kiehl was absent.

**Approval of Minutes:** Brenda Brady moved to approve the July 27, 2023 regular board meeting minutes; Ralph Corbett seconded. Motion passed.

**Guest/Public Comment:** None.

**Partner Reports:**

**MRCDC:** Molly stated that she is working part-time for the next couple weeks and will work into full-time. Quarterly MRCDC meeting is in Malta September 20<sup>th</sup>, with the CMR CWG meeting the following day. Topics for the CMR CWG meeting will be the affects on grass from grasshoppers, birds, toads and insects by Gary Adams from APHIS. Need to renew the personnel file for Molly, telework agreement and update the vehicle insurance so that Molly can take both her kids with her while traveling.

**MWC:** No report.

**MSGOT:** Diane stated that “Haywire” is shown on all the MSGOT contracts and she had other small edits. The 3-year re-evaluation is a good move. The DNRC portion (about losing the grant) needs to be reworded. The invasive weeds percentage checklist is a concern. Landowners should look through their contracts when they receive them from MSGOT and then the CD can finalize contracts and send to Caitlyn Overland to look over. Their Stakeholders group meeting for MSGOT is September 8<sup>th</sup>.

**MSU Extension:** No report.

**DNRC:** Veronica stated that the Project/Pollinator/Planning grants cycle will be opening tonight through October 15<sup>th</sup>. CDs can apply. She discussed the 10% admin fee and that there were audits done at the DNRC that caused policy changes that were not enforced but will be now. Sometimes

admin time exceeds 10%. Will use the budget tracker that is the same for the RRG program. Will keep consistency between the programs. Have planning grants to develop applications for a project grant. What was formally the District Development grant can be put in the planning category. Minimum and Maximum amounts have changed. Office hours will be next Thursday on budget tracking. Funding Forum will be in Hysham next. One of the last FF since Area meetings will be starting soon. Went over the CDA grant and Katie's time and where that should be documented; in the admin or contracted services. Molly stated that Stephani will be the point of contact for MRCDC now.

**NRCS:** Reba discussed the Great Falls Area Employee Meeting they attended this week; training for NRCS employees & meeting new employees. Winnett office is finishing 2023 EQIP contract obligations; one left, seven completed. ~\$1.25 million obligated/contracted for Petroleum County for FY2023. Wrapping up CRP grasslands conservation plans. Attending and helping with Kid's Ag & Conservation Education Day September 13<sup>th</sup>.

Application batching deadlines for Regional Conservation Partnership Program (RCPP) Big Game Habitat Improvement Project is October 6<sup>th</sup>, 2023. Application batching deadline for Environmental Quality Incentives Program (EQIP) & Conservation Stewardship Program (CSP) is October 27<sup>th</sup>, 2023.

**Pheasants Forever:** No report.

**Winnett ACES:** Brenda discussed the last pasture walk of the season that took place on her property; it went really well. Conservation project deadline is September 1. Potential with the NACD Climate Smart Funding for conservation type projects; CD partnership/collaboration. Last Jam Session will be Saturday, September 2 at the 55 Main building.

**CEMIST:** Brent stated that he gave presentations on invasive species at the Statewide Employee Training in Fort Peck. There was an Executive Council meeting yesterday and they approved the contract from the DNRC. CEMIST will be attending the Kid's Day event on September 13<sup>th</sup>.

**BLM:** No report.

**Supervisor Reports:**

**Brenda Brady:** No Report.

**Laura Kiehl:** No Report

**Ralph Corbett:** Mentioned the river bank erosion issue at Barbula's property by the Musselshell. Trish stated that they asked the CD to come look at it and see if they could get a 310. Trish took photos and sent to Clint Smith. Was decided it is beyond a 310 so the CD is unable to do anything. Sent on to Bill Cassell (DES) and he is working with them/FEMA to get something figured out.

**Jay King:** Jay discussed the Winnett ACES 5<sup>TH</sup> Annual Pasture Golf tournament; went well despite the rain. Sig did a good job – thanks to all.

**Diane Ahlgren:** No report.

**Rodney Rowton:** Laura Nowlin called and said that they are going to meet at their house on September 25<sup>th</sup> for the bank stabilization project (as well as Woodford's and Browning's) to discuss what can be done.

**Nate Descheemaeker:** No report.

**Butch Arthur:** No report.

**Old Business:**

- A. **Water Users Meeting:** Katie stated that she discussed the meeting with most of the water users and need to just contact a couple others. It is set for September 14 from 3pm-5pm.
- B. **Gilly Website for 310s:** Tabled until a future board meeting.
- C. **MSGOT-CD Contracts:** Discussed in the MSGOT partner's portion.

**New Business:**

A. **310 Updates – Rowton/Hedman:** Went over the County 310 submitted by Ray Rowton on the Hedman property. No site visit is needed. Ralph moved to proceed and approve the Rowton/Hedman application; Rodney seconded. Motion passed.

B. **MWC Admin Contract:** Ralph moved to table this agenda item until the next meeting; Brenda seconded. Motion passed.

C. **Dell Support – Warranty Admin Computer:** Katie stated that "Technology by Design" in Billings can check out the computer and hopefully get the audio fixed without having to pay the expensive warranty for one year.

D. **MACD Education Work Group – Admin joining a team approval:** Tabled until a future board meeting.

E. **CEMIST/DNRC Grant –** Ralph moved to approve signing off on the CEMIST/DNRC grant; Butch seconded. Rodney abstained. Motion passed.

F. **MRCDC/PCCD MOU –** Skipped since discussed prior.

G. **Administrator Budget –** Ralph moved to move to a the next meeting; Rodney seconded. Motion passed.

H. **Fiscal Manager MOU –** Katie stated that it doesn't really expire until December but will discuss via email and will bring to a future meeting. Ralph moved to table until the next meeting; Brenda seconded. Motion passed.

I. **Mill Levy Valuation –** Brenda moved to approve the Mill Levy Valuation; Rodney seconded.

Motion passed.

**J. FY24 Budget** – Went over adjustments. There was a \$70 increase in the Mill Levy and removed additional salary and benefits.

**K. Pollinator Grant** – Will look into workshops and possible signage or something for kids to climb on at the PCCC.

**L. A resolution to coordinate reuse of used infrastructure materials** – Jay went over his resolution. Proposing that MACD would work with the state and local governments. When they are bidding a project and have this left over materials to be disposed of, they will give the list of materials to CDs that they can pass on to producers. Then the producers can pick up the left-over materials. Ralph said that the document needs to be looked at legally. Jay said that it can be brought to convention to just get the idea out there as a starting point. Ralph said to reword *Taking out chunks of concrete* and Jay stated it can be reworded as *materials used for riprap*. Ralph moved to approve the resolution as edited; Rodney seconded. Motion Passed.

**Administrative:** Trish discussed the fall events coming up in September and October, and that all the events are planned out for the most part. Rodney moved to set aside up to \$70 of CD money for the Fuels Mitigation Meeting; Brenda seconded. Motion passed. Discussed the Woody Invasives Working Group on September 6<sup>th</sup> in Lewistown. The board had no issue with Trish attending this meeting. Trish discussed the CD photos for the MACD Convention slideshow video and that tree orders will be opening up again this fall.

**A. Grant & District Updates:**

**Financial:**

Katie suggested that we need to do an audit again since been a couple years (Prior to Katie taking over as the fiscal manager). Discussed doing a biannual savings transfer-\$2500 every 6 months. Ralph moved to do a biannual savings transfer of \$2500 to savings; Brenda seconded. Motion passed. Katie stated that we have not been charging workman's compensation to any of the other grants (CEMIST/MWC) for Allison and Brent's positions; just been coming out of the CD. Something that needs to be added. Ralph moved to approve adding to the wage log workman's compensation; Rodney seconded. Motion passed.

**1. Petroleum CD:** Ralph moved to pay PCCD unpaid bills; Rodney Rowton seconded. Motion passed.

**2. Missouri River CD Council:** Ralph moved to pay MRCDC unpaid bills; Rodney seconded. Motion passed.

**Correspondence:** The board looked through the correspondence folder.

**Announcements:**

A. Next Board meeting: September 27, 2023, 5pm, PCCD Office

**ADJOURNMENT:** Meeting adjourned at 3:34pm.

*J. C. King*  
J.C. King, Chairman

*Trish J. Smith*  
Trish J. Smith, District Administrator