

GALLATIN CONSERVATION DISTRICT MEETING MINUTES

Jan 26, 2017, 9:00 a.m.

GCD Conference Room, 120 S 5th St, Ste B102 Manhattan MT

MEETING CALLED TO ORDER: by Sherwin at 9:10

THOSE PRESENT: Bob, Bill, Sherwin, Jason, John V, Mike, John S (at 11:30) – GCD Supervisors; Marcie – Staff; Loren – Associate Supervisor; Matt – 310 Consultant; Chris – NRCS

GUESTS: Bruce Mazeranich; S. Scott Davis

310 INSPECTION REPORTS ~ READY FOR DECISION:

Inspection Date	1 /10/2017	Application Number	GD-001-17
Applicant	Tench Coxe (Americus, LLC)		
Landowner	Same		
Perennial Stream	Ben Hart Creek	Section	24 T 1N R 4E
Type of Project	Culvert Construction		
Type of Project	Improvement to Existing		
Type of Project	Placement of Fill		
Purpose	To provide a crossing for cattle to get into the west ranch pastures without impacting the bed or banks. This reach is being fenced to exclude cattle grazing. We propose to install three, 24-inch diameter, 30-foot culverts, and 20 CY of pit run gravel to create a low profile fenced stream crossing for livestock.		
Inspection Recommendation	Approval with Modifications		
Inspection Modifications	Recommend 2, 36" equivalent squash pipes rather than three, 24" circle. More flow per pipe should be more favorable for fish & reduce potential for plugging.		
Discussion	Bill move to approve with modifications John V second Motion carries		
Board Decision	Approval with Modifications		

Inspection Date	1 /10/2017	Application Number	GD-002-17
Applicant	Tench Coxe (Americus, LLC)		
Landowner	Same		
Perennial Stream	Ben Hart Creek	Section	14 T 1N R 4E
Type of Project	Bank Stabilization/Alteration		
Type of Project	Channel Alteration		
Type of Project	Fish Habitat/Placement of Fill		
Type of Project	Other, Restoration of Fish & Habitat		
Purpose	To restore channel to its natural width, depth, and sinuosity, including reestablishment of woody riparian vegetation...We have split the project into 51 distinct habitat improvement units...Most of the subject 5425-foot reach will be modified...2400 CY of material will be transferred from pool excavation to build bars within the channel...711 CY of fill will be used to create bars to narrow the channel. Install 24 plank structures to create undercut banks...approx 900 CY of wetland sod will be transferred within the channel...approx 8000 dormant will cuttings will be installed...		
Inspection Recommendation	Approved as Proposed		
Inspection Comment	...monitor snowpack & weather patterns during construction and prioritize completion/stabilization of lowest reach susceptible to flooding. Use BMP to minimize sedimentation/erosion.		
Discussion	Matt disclosed that Pond & Stream hired Respec for Floodplain permit Bob - Move to approve Mike – Second John – grant 15-day waiver Motion carries A member of the board suggested a follow up inspection.		
Board Decision	Approved as Proposed		

Inspection Date	1 /10/2017	Application Number	GD-003-17
Applicant	Dixie Deeter		
Landowner	Same		
Perennial Stream	Jefferson River	Section	34 T 1N R 1W

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Type of Project Bank Stabilization/Alteration

Purpose A new barb is proposed approx. 243 ft downstream of project completed in 2015. Will impact approx 33 ft of bank and will project approx 30 feet into the river.

Inspection Recommendation Approval with Modifications

Inspection Modifications Recommend seeding bank of recent barb (last year) work with native upland mix and with woody mix if appropriate. Last barb of series to complete.

Discussion

Bob – why more barbs?

Matt – initial barbs installed are not solving issue. Will be five total.

Sherwin – bare ground left from last fall?

Matt - yes, actually part of last permit.

Marcie – really doesn't need to be a modification

John V – move to approve

Jason - second

Motion carries

Board Decision Approved as Proposed

310 NEW BUSINESS:

Extension Request for GD-3-16, Bruce Mazuranich, bank stabilization on the East Gallatin. Approved 1-21-16. Requesting one-year extension, see letter.

Bruce - Working with Army Corps of Engineers and NRCS. Working on other permits, Army Corps permit is pending, and floodplain has been issued.

Bob – one-year extension?

Bruce – yes

Bill moved to approve a one-year extension on GD-3-16

John V – second

Motion carries

310 change bill in legislature

Marcie – this could affect petroleum lines and utilities greatly and the Board may want to get involved as it will impact the 310 law.

Mike asked the status of the bill?

Marcie did not know.

Bill - we need to weigh in. I think there is a consensus of opposition.

Bob – make a motion to write letter of opposition to HB 281; Marcie will draft and get to board for review

John V - second

Motion carries

310 OLD BUSINESS: none

PUBLIC COMMENT: none

Business Portion

READING AND APPROVAL OF MINUTES FOR Dec 19 2016:

Bob – move to approve as submitted

Jason - second

Motion carries

GUESTS: Shawna Taylor – NRCS; Leia Miller; Kathryn Kelly; Emily - Extension

NEW BUSINESS:

Elect Jason Camp as 2017 chairperson

Elect Bill Wright as 2017 vice chairperson

Bill nominated Jason for chairperson. No other nominations received.

Unanimous vote

John V nominated Bill for vice chairperson

Unanimous vote

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Discuss opportunity to work with Leia Miller for help at E&O Center and possibly become CD employee (1 x week during spring/summer.) Leia will attend at 9:30 to discuss.

Leia – I currently work with Family Outreach and I have been working with kids in the garden at E&O. I have some ideas to enhance the E&O Center; signage, education events. I have an elementary education degree and my preference is to work with youth.

Bob asked about a timeframe. It was discussed and Leia would propose to work about one day a week from April to Oct.

Leia – I can help with maintenance, organize a class a week for kids, and some with a lesson plan. My contacts are with youth mostly 4H related and I would like to get the schools involved. I hope to keep the E&O busy; walk and read idea.

Sherwin – do you have natural resource experience?

Leia – besides my formal training, not much, more practically acquired. We do have a ranchette with a variety of animals.

Emily – would potentially dovetail with ¼ extension person. Good chance to coordinate the two support staff, if we go this route.

Bob – one youth oriented and extension could focus on adults.

Marcie explained that we would be required to advertise this position at least one day. I have visited with Leia about wages and benefits and it should work for everyone.

Bill – this is consistent with our original vision.

Sherwin – has been a struggle, I agree

Bob – how did Leia hear about it?

Leia – Marcie.

Acknowledge Marcie's resignation effective February 28, 2017, see letter.

A board member asked Marcie when she started. She began employment on September 29, 2004.

Sherwin – move to acknowledge Marcie resignation

John V – second

Motion carries

Discuss conducting a financial review and take necessary action.

Marcie – would prefer A&Z and their price did not include a spot check for 2005-2015 and I think that would good to check.

Jason – more cost for more comprehensive check?

Marcie – yes. Suggest you cap it at \$500 in addition to quote.

Bill - Full blown audit? When was last audit?

Marcie – no, this is a financial review. An audit would be three times the cost and I believe the review is what the board is after. I, too, want to make sure the books are accurate and in order for the next person. The last audit was in 2008.

John V. – 500K income is threshold for mandatory audits.

Bob – agrees with A&Z recommendation. Move to have A&Z perform financial review.

Bill - second

Motion carries

OLD BUSINESS:

The Clerk and Recorder's Office has Michael and Bob's oaths; not sure why they were not listed. They did not have Sherwin, Bill, or Jason's. The CD office provides originals to the Clerk and Recorder office and the CD office just has copies so it is likely they were lost in transit or not recorded properly. Marcie sent them a copy.

Continue discussion regarding shared employee with Extension. Hope to have a draft MOU by meeting time. Marcie will work with Don.

Emily – MOU with university in the works. Will get to us when ready. Will advertise when MOU is in place. GCD requirements will be encompassed in the announcement.

Bill – Time split?

Emily – ¾ for MSU, ¼ for GCD. Duties as assigned appropriately. MSU will approve the job description. GCD will be the authority on our part.

Sherwin – Due process for the position

Emily – Reviews etc.... may be joint in some fashion. Will check with HR. Nonperformance issues?

GRANTS/AGREEMENTS/CONTRACT REPORT:

INSERTED ITEM

Katheryn Kelly –

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Axtel Hereford ranch/rainbow subdivision. Gabriel Ditch problem. River moving. Diversion on the Axtel property. River bearing down on the ditch head gate and the Lowline canal. River has widened the G. ditch from 4 to 20 feet. Great West Engineering (GWE) has a proposal. Looking for cost share from the GCD. DNRC planning grant available but would need GCD to sponsor the grant (March 31st deadline). Grant would cover about 10K of an estimated 100k total cost. GCD would apply for and administer the grant. GWE would write the grant. Would be pass thru, no administrative fees collectable by GCD. NRCS may be able to help with an EQUIP grant. No NRCS engineering assistance currently available (CTA capacity) until flood plain permit is in hand, design needed to get flood plain permit. Would find out on the grant in early June.

Bill – Can we move forward pending review of the grant process? Sherwin, likely. Feb. 16th next GCD meeting, would hope to have the application to the GCD for review by then. Maps reviewed.

Will be considered at the next meeting of GCD.

WELL-TESTING COST SHARE PROGRAM: none

COST SHARE PROGRAM: none

STAFF REPORT:

Marcie, at meeting, see written report. In addition to staff report, Marcie reported that the neighbors had been ‘borrowing’ our power in the E&O Center. The first time she removed their power cord and threw it in the snow. Then a few weeks later she noticed another cord plugged in so she removed it. She then visited with Micah at Hero’s and Horses and he assured her this would not happen again.

CONSERVATION DISTRICT REPORTS:

Loren, Associate Supervisor serving on the Gallatin County Planning Board.

Zone map amendment by Zigs. Denial recommended in 2015. Historical zoning changes from industrial to AG/commercial. Recommended to go industrial.

Village at Amsterdam Subdivision - 58 lots on 78 acres formerly approved, Manhattan rejected. Modified park area, Board recommended. 1K impact fee originally, changed to 5K. Waste up to 24K gallons per day. Capacity of Manhattan sewer an issue. Onsite systems to be utilized.

Bob, Urban Supervisor serving on the Manhattan City/County Planning Board

Jan. 18th meeting, school bond project breaking ground in Feb. Sole item on agenda. Detailed discussion on the project.

New middle school 6-8th with gym, 1500 capacity. More HS classrooms added.

AGENCY REPORTS:

Chris Mahoney – Bozeman DC

The new Soil Conservationist is Shawna Taylor. Snowpack info provided. EQIP extended one week. Feb. 24th deadline.

Broadwater Co. wants to put in 90 pivots. Resistance to the shallow wells. Land on east side mostly Goose Bay and North.

Christ volunteered to help with the new shared employee, training, orientation, etc.

CHECKS FROM MANHATTAN CHECKING:

Num	Date	Name	Item	Paid Amount
1093	12/01/2016	Century Link	Network/Computer, final	25.59
1064	11/21/2016	NorthWestern Energy	Nov Power	215.72

CREDIT CARD:

Date	Num	Name	Memo	Amount
12/02/2016	4899	Charter Communications	Initial installation fee & monthly fee	193.31
12/15/2016	9402	United States Postal Service	Mail meeting packets	11.88
12/15/2016	5411	L&F Food Farm	coffee, toilet paper	9.77
12/19/2016	5021	J&H Inc.	Sept, Oct, & Nov Copier Maintenance Agreement	72.00
12/21/2016	5300	Costco	toilet paper, paper towels, toilet bowl cleaner, dishwasher detergent	50.16
12/29/2016	5021	J&H Inc.	Dec copier maintenance agreement	24.00
				361.12

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INVOICES TO PAY (may add more prior to meeting)

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/03/2017	2116158-3	NorthWestern Energy	December gas & power	340.81
01/02/2017	1134	Town Center Condominium POA	Feb 2017 Condo Dues	666.90
01/03/2017	12/31/2016	Town of Manhattan	Water for E&O Center	21.85
01/03/2017	01/01/2017	Visa	December 2016 cc charges	361.12

DEPOSITS RECEIVED: \$995 for office rent, \$600 for 4 blocks, and \$40 for ramp.

TREASURER'S REPORT:

P&L, Balance,

Bob - move to approve checks written, invoices to pay, and credit card charges.

Sherwin - second

Motion carries

Sherwin – questions on employee expense breakout labeling. Marcie stated that that was the way QuickBooks was set up; Holiday, Vacation, Sick, SS, Medicare, and Pers are under 'Other Expenses'. Sherwin asked if more budget detail in monthly reports could be reported. Marcie said sure and that a budget should be adopted because she thought there was only a draft budget done.

Jason – We need to get working soon on the next year's budget.

Bob - Move to approve P&L and balance sheet

Sherwin - Second

Motion carries

CD SEMINARS/ WORKSHOPS: Toby Day is able to teach a gardening workshop; working on topic and when. The speaker at AGAI meeting is Carl Sanders (\$200 fee) and Marcie has contacted. Marcie will work to set up Toby in April and Carl in March.

MEETINGS/EVENTS: Marcie was scheduled to speak at a Realtor workshop on March 3, 2017 and has cancelled. They will find someone else.

CORRESPONDENCE:

EXECUTIVE SESSION:

PUBLIC COMMENT:

MEETING ADJOURNED: