

WRC UCF Minutes

May 5, 2015

Finance Committee Meeting

Those Present:

Cheryle Wood – DLVCD, John Hollenback – DLVCD/WRC, Susie Johnson – DLVCD/WRC, Karen Knudsen – WRC/CFC, John Moodry – MHCD/BSB/WRC, Ted Dodge – WRC

Agenda:

- Invoices
- 2015 Operating Budget

Business:

- Invoices

The meeting was called to order and Susie went first with finances. Ted followed with the 2015 Operating Budget information.

Business:

- Susie passed out her financial sheets to everyone; a copy of the financial sheets is in the minutes. She also read aloud all of the invoices being presented for payment this month:

\$ 1,481.36	to CFC for Will's March NRDP time
\$ 341.00	to Noorjahan Parwana for her Browns Gulch NRDP time
\$ 2,186.32	to Theodore E. Dodge for his March salary
\$ 841.25	to DLVCD for March Admin time
\$ 65.69	to Verizon Wireless for Ted's wireless internet card
\$ 257.50	to Sarah Hamblock for her April Conservation Planner salary, end of TU funds
\$ 53.60	to Northwest Pipe Fittings for Western States Dry Fire Hydrant
\$ 500.00	to Clark Fork Coalition for 2013 Debt Re-payment

Everyone reviewed the invoices and financial sheets presented. Susie and Karen also went over the 2013 debt figure again for the money owed to the CFC. Susie's and the CFC's amounts are still not the same. Karen added that she has also met with the CFC's bookkeeper and Karen is still not sure where she got the figure that she gave to Susie originally that is different than the bookkeeper's figure. Susie and the CFC's bookkeeper have been able to work together on the other current invoicing system using invoice numbers to keep track of the current payments to the CFC, but the old debt figure is still not settled. Karen agreed that Susie and the WRC can use the original debt amount, \$6,972.37, which Karen gave Susie as the official 2013 debt re-payment amount owed to the CFC. John Moodry and Susie reviewed the class code being used on her financial sheets for the CFC debt re-payment. John recommended using "Miscellaneous" as the new class code in place of NRDP, so there is no confusion with current NRDP work.

Susie also gave John Moodry a copy of the new spreadsheet we are using to keep track of the MHCD funding; a copy is in the minutes. We are in the process of updating the Operating Fund spreadsheet as the new contracts are put in place, so it can also be presented at the Finance Committee meetings each month. Reviews were finished and the invoices were voted on for approval at the Board meeting.

2015 Operating Budget:

- Ted went over the budget sheets with everyone; copies are in the minutes. He went over the contractors' contracted amounts, the different contracts to be worked on, the task orders, operating costs, etc.
- The new Spotted Dog contract has been received in the office and is ready for John Hollenback to sign today. Ted added that NRDP is holding Admin at only 5%, so he will have to work on getting money from another source. He will have his own separate Admin task for his time spent in meetings with Susie on budgets, agendas, grants, etc.
- The new Conservation Planner position will also be included in the funding in his new terrestrial task order for the North Powell area. That new funding will be in addition to the \$18,359 remaining from NRCS at the County account for Conservation Planner work. Ted is also asking NRCS for another \$15,000 to extend the Conservation Planner position. He will know about that \$15,000 request in a couple of months after the new NRCS State Conservationist has been able to review it. John Moodry reviewed NRCS' process now for awarding contracts and allowing their funding to be carried over until it is actually used, so we are able to use that remaining \$18,359 for a new Conservation Planner and we won't have to turn it back to NRCS, like in past instances.
- Ted reported that Molly is turning over the monitoring work to someone else at the CFC, since she has moved away to Alaska and is busy there now. The extension on that grant was approved by DNRC and John Hollenback will sign those contract copies today too.
- Ted is still waiting for the three new NRDP contracts to be finished for Blacktail Creek, the North Powell terrestrial area, and Dog/Snowshoe Creeks.
- Ted added that the NRCS' RCPP program is taking applications again, so he will need to meet and start working with the partner groups to put that proposal application together again for this year. He will be using the WRC's other contracts as match. He also reported that he has already submitted his Cinnabar Foundation grant application.

The Finance Committee meeting was adjourned and the Board meeting started next.

Submitted by: Cheryle Wood May 18, 2015

WRC UCF Minutes

May 5, 2015

Board Meeting

Those Present:

Cheryle Wood – DLVCD, John Hollenback – DLVCD/WRC, Susie Johnson – DLVCD/WRC, Karen Knudsen – WRC/CFC, John Moodry – MHCD/BSB/WRC, Rem Mannix – Powell County Commissioner, Ted Dodge – WRC

Agenda:

- Executive Director's Draft Contract Review
- 2015 Operating Budget
- Invoices
- Elections
- DNRC River Stewards RFP

Business:

- Invoices

The meeting was called to order. Other business was discussed first and then John Moodry started the Executive Director's draft contract review. Ted followed with the 2015 Operating Budget and then the invoices were approved. Ted concluded the meeting with Elections and the DNRC River Stewards RFP.

Other Business:

- ✓ There was a brief discussion on replacing some of the Board members who no longer have time to be on the Board. Susie mentioned that Jeff Janke let her know that Reece Price from Avon is interested in replacing him on the WRC Board. Susie has sent Reece some information on the WRC that he requested. The WRC also still needs to replace Don Ueland.
- ✓ John Moodry made the motion to have John Hollenback sign the new NRDP Spotted Dog contracts and the contract modifications to extend the DNRC monitoring contract, Karen Knudsen seconded the motion, all approved, and the motion passed. John Hollenback signed all the contracts.

Executive Director's Draft Contract Review:

- John Moodry reviewed the Executive Director's contract that he drafted last week and it was also sent out to everyone by e-mail for their review before the meeting this week. Everyone went over their questions on the contract with John Moodry. A question about a possible change to #3 on the contract was whether or not there needed to be the addition of specific language that the Director's invoices needed to be approved by the Finance Committee and the Board. John felt that nothing needed to be added and that it was all covered in the last paragraph with the Executive Director providing written reports to the

Finance Committee. There was also a question on #7 about whether the Executive Director should have any numbers of days or hours per week to be in the office. John was not in favor of setting days or hours per week, since the position is more like that of a contractor, so we are not holding to set times like we would with an employee. John and Ted also felt that Ted is often at planned meetings or in the field and can still be reached at any time he is needed by phone or e-mail. John did not fill in the pay rate for the position, but it is \$40/an hour now and it stays at \$40/an hour. There was also a question about whether Ted's work with watershed policies or legislative policies should be included in the contract when he is representing the WRC on these kinds of subjects. John felt those issues were already covered in the job description parts of the contract and any official letters written on behalf of the WRC are brought to the Board first and approved by the Board before Ted sends them out. John Moodry also suggested that any future letter proposals should be put on the meeting agenda that the Executive Director develops with the Chairman and that will make them more official as well. John added that the WRC can develop the job description further, if necessary, after the other absent Board members have submitted their comments or concerns to him. After he hears from everyone else, if there are no changes, the draft will become the final contract. John Moodry moved to use the new contract for the Executive Director with the pay rate of \$40/an hour to be shown in the contract, Rem Mannix seconded the motion, all approved and the motion passed. Susie will change the draft into the final contract, send it to everyone for review and it will be submitted at the next WRC Board meeting for final approval.

2015 Operating Budget:

- Ted reviewed this earlier at the Finance Committee meeting. Rem looked everything over too.

Invoices:

- The Finance Committee already approved all the invoices earlier at their meeting. John Moodry made the motion to pay all the invoices as presented and approved by the Finance Committee, Susie Johnson seconded the motion, all approved, and the motion was passed.

Elections:

- Ted reported that there have not been any elections held since he has been with the WRC. He has been reviewing some of the positions and he would like to have a separate Treasurer and separate Bookkeeper reviewing the finances; he wants another person to look at finances with him and Susie each month. For audits, it may be a potential problem that one of the WRC's contractors, Susie with the DLVCD, is also the WRC's Treasurer. His other watershed organizations have this system of separate positions in place already. Karen explained how the CFC handles their separations of positions and their reviews of finances with her and their Board of Directors. Rem added that the Counties are also required to try to have more than one person looking at the finances for their audits.
- John Moodry noted that we can handle most invoice reviews through e-mail contact, especially the small everyday bills, like phone, office supplies, etc. Susie added that it

will take up a lot of time scanning all the paperwork to be sent in the e-mails and she also doesn't pay any bills until the Finance Committee and Board approves them. John Moodry also added that as the Treasurer for the MHCD his position acts as the finance committee and he just pays any invoices under \$5,000.00.

- John Hollenback suggested that all of this information needs to be sent out to the absent Board members, so they know what is proposed for election. John Moodry also suggested that the WRC should hold regular elections once a year even though many of the members will probably be elected to the same positions each year.
- Ted proposed changing the WRC By-laws with a modification to the position of Vice-Chairman that would make the Vice-Chairman position Vice-Chairman/Treasurer. The WRC could also just make a separate Treasurer position, if that works better for everyone. Ted would like to hold the elections at the next meeting, so he is proposing that all the Board members review this information before the next meeting, so they know if they want to vote on modifying the By-laws to include a Vice-Chairman/Treasurer position or just add a separate Treasurer position.

DNRC River Stewards RFP:

- It was brought to Ted's attention that the DNRC wants to become more active in the watersheds and the Watershed Coordinating Council and the State DNRC would like to create a new state-wide non-profit organization that would have a staff in place in each river basin, something like the Blackfoot organization. Ted has spoken to others involved in watershed groups, like Casey at TU, and others serving on the Watershed Coordinating Council and no one has been consulted about this. Ted has not seen any of this presented to any of the existing watershed groups or any Conservation Districts yet. Ted is concerned about the funding that would be spent for this DNRC River Stewards program and staffing that could be spent on projects by groups already in place and working with landowners. Ted would like to see this proposed pilot program brought to all the watershed groups and Conservation Districts to see if they are interested first and see how it will be sustained. He feels that projects should be going through the groups already established in the watersheds. Ted wanted the WRC Board to be aware of this program being in the works at DNRC.
- John Moodry added that he also looked into this and some of his groups weren't aware of this new plan by DNRC either. He also agreed with Ted that local watershed groups and Conservation Districts need to be consulted and included in any restructuring of the Watershed Coordinating Council. Ted will keep the Board informed as he gets more information.

The Board meeting was adjourned and the Public meeting started next.

Submitted by: Cheryle Wood May 20, 2015

WRC UCF Minutes

May 5, 2015

Public Meeting

Those Present:

Cheryle Wood – DLVCD, John Hollenback – DLVCD/WRC, Karen Knudsen – WRC/CFC, John Moodry – MHCD/BSB/WRC, Rem Mannix – Powell County Commissioner, Will McDowell – CFC/WRC, Glen Green – NRCS, Ted Dodge – WRC

Agenda:

- Project Updates
- DNRC Landscape Scale Grant
- Cinnabar Blacktail Creek Passive Restoration Grant
- Partners' Reports

The meeting was called to order. Project updates were first, Ted followed with the grants, and the partners' reports concluded the meeting.

Project Updates:

- Browns Gulch – Will reported that he has turned over most of the NRDP Browns Gulch work to Noorjahan. Ted added that he, Noorjahan and Beau Downing were there yesterday going over the projects that Will put together. Beau has selected Confluence Consulting to do the design work on Liva's project. They are also working with Brothers and Malyevac now on projects too. Some of the landowner agreements still have to be signed. They will be using NRCS EQIP funding for the irrigation projects.
- Blacktail Creek – Ted reported that he met with Pat Cunneen last week and they have an RFP put together for some emergency work on the golf course and they are still working on the golf course soil sampling project. They have been meeting with some of the landowners too about projects and they are still working with Amy Chadwick on her RFP. They are still in the process of putting together some MT Tech crews to do all the sampling work they need.
- Little Blackfoot River – Will reported that he has been working with some of the landowners on projects. He has been working with Jeff Janke on his projects for river bank protection, some small river bed elevation work, fish habitat enhancement, and some grazing management changes and those are coming together. Will just needs the design work completed and then Jeff is ready to get started. Will is also working with Don Davis on his completed assessments and they have looked at some potential project areas to work on and they will be similar to the types he is working on for Jeff; bank stabilizations to protect his pastures. He will have to see if NRDP approves of his ideas, so he is finalizing Don's project profile and after Ted reviews it too, it will be sent off to NRDP. Don has been very happy with the diversion project that was done already with TU and it is functioning well for him. Will also met with DW Beck on some of his ideas for projects he would like to see funded, but Will is not sure what NRDP will think of

DW's ideas or how flexible NRDP will be with the projects that DW would like to do. Will added that he also heard that Reece Price is interested in replacing Jeff Janke on the WRC Board. John Hollenback recommended inviting Reece to the next Board meeting, so he can see what the WRC is doing. Susie has his e-mail address and can invite him to the next meeting. Even though Reece's property is not on the river, like Jeff's, his property would still include potential work with the terrestrial projects Ted is planning for the area. John Moodry asked Will if NRD would look at using some of the high flow diversions here that are being used in other parts of the country to disperse high flows of water out over the land. Will said that he was not familiar with them himself and wasn't sure what NRD thinks about using them in overflow areas.

- Spotted Dog – Will set up a meeting with the Cross Canyon Ranch again and Glen added that he met with Sean and they went over the projects again that Sean is interested in doing; off stream water, some fencing, and he is still interested in changing some of his irrigation systems and Glen thought maybe pivots would help him replace the current flood irrigation. Glen referred him to Will for help on pivots. Glen is still working with him on the grazing management plans along the creek area and he does already have some fencing in place from previous EQIP projects to be able to use rotational grazing. John Hollenback and John Moodry both thought it might be a good idea to take him to Thomas' in Gold Creek to see their completed projects and show how the grazing operations have been working for them. Ted added that Cross Canyon Ranch would also qualify for some of the terrestrial funding he is putting together for that area.
- Snowshoe Creek – Will reported that Casey Hackathorn with TU is taking the lead on setting up a mutual meeting for them both with the out-of-state landowner there interested in projects. Will hasn't head back from Casey yet on when they will all meet, but the landowner should be coming back to Montana soon, so Will expects the meeting will happen in a few weeks.
- Flint Creek – Will reported that he has started meeting with some of the landowners there to go over possible projects with them.
- Browns Gulch Western States – Ted reported that Noorjahan is taking over there for Sarah until they get a new Conservation Planner. Butte-Silver Bow has put in another \$6,000 towards the costs of the slash filter windrows. Will added that he has four sites already for the materials and he is also looking at some back-up sites, so they have enough materials once they start the cutting. The hydro-seeding was also completed, but Will thought it looked light, so will have to wait and see how it comes in. Ted reported that they will install the dry fire hydrant tank sometime in September. They are still looking for a second site with the Rocker Fire Department and Ted has sent them the design work to use for it.
- Browns Gulch 319 – Will reported that Ueland's channel restoration project is wrapping up. The stream segments were re-connected in the last few weeks. They are cleaning everything up and adding gravel right now on the last few projects they have been getting completed.
- East Deer Lodge Terrestrial Project – Ted reported that they have been meeting with landowners in the area. Jessie will develop a map of their properties and infrastructures, so they can start planning the projects; off stream water, conifer encroachment, grazing management, etc. The Forest Service is also supposed to be moving forward on working on their projects now for their lands in the area. Ted added that he would like to fill the

Conservation Planner position in July with Fred Staedler when he retires from the DNRC and becomes available.

DNRC Landscape Scale Grant:

- Ted reported that he has applied for it. It is the same funding as the current Western States Grant. He should be hearing more about it now that his application passed the state level review and moved on to the federal review; his application is one of the three being reviewed from Montana. Ted will be setting up a working group meeting in a few weeks. He would also like to invite the new NRCS State Conservationist to come and look at some of the WRC's restoration projects in place here. Glen recommended having John Hollenback call her in Bozeman and invite her to our next meeting in June, if possible. Ted will put together some points for John to present to her; the WRC is involved with other partners in our working groups, this is the largest restoration project area in the state, go over some of the WRC's projects already in place and planned, and the on-going restoration at the CFC's ranch. If the normal June WRC meeting date doesn't work for her, we will move the meeting date in June to one that does work for her.

Cinnabar Blacktail Creek Passive Restoration Grant:

- Ted reported that the Cinnabar Foundation grant for \$10,000 that he applied for should be letting him know by the end of the month whether or not he gets the grant.

Partners' Reports:

- ✓ Glen Green reported for NRCS. He stated that they had close to 30 EQIP applications, they ranked 15 and have 2 of them funded. There may be funding in place in the next month or two as the new State Conservationist begins work this week; some decisions have been on hold until that position was filled. Right now, they have about \$800,000 for the whole western area, so they are waiting to see which funding pools the money goes into for projects. The state office does hold back some funding to help on projects that might go over their budget and need some of the extra funding to finish. Glen is also still waiting to see if he gets anymore staff for his office and waiting to hear if NRCS will continue the funding for a new Conservation Planner with the WRC. They are still working on CSP applications too, but most are the five year renewals, not new CSP applications. Also, June 1st is the deadline for the 2016 EQIP funding.
- ✓ Will McDowell reported for the Clark Fork Coalition. He reported that the Dry Cottonwood Creek road project is moving forward; the contractors have been selected. The slash filter windrows part of the project was going to start today, but they had some equipment problems, so it will start tomorrow and should be completed by next week. The road crushing contractor should be starting on the road work the first week of June. They are finally finishing up the Racetrack Creek project for Evan Johnston that included DLVCD and Future Fisheries funding. He will try to have the water tanks and fencing work finished by the end of this month or first part of June. Will also reported that NRDP is still working on the water agreement with the Kohrs-Manning Ditch irrigators that Will drafted for them. NRDP's legal department is still going over it according to Beau Downing. Will added that the Clark Fork Coalition has brought in an additional \$20,000 in funding for the Kohrs-Manning diversion project from private foundation

money. They are all anxious to get started on the project, since the flood plain permits have already increased in price since February.

- ✓ Rem Mannix reported for Powell County. He reported that the Law Enforcement Mill Levy was passed by the voters; everything was put in place officially yesterday and the previous two officers that were laid off have indicated that they are coming back. The SRS and PILT bills were passed and signed by the President, but Rem is not sure how much funding they are getting yet for Powell County. It will be in place for two years.

There were no more reports to be given, so the next meeting date was set and the meeting was adjourned. John signed checks for Susie.

The next WRC Finance Committee meeting will be Wednesday, June 3, 2015, at 1:00 P.M. in the USDA Service Center conference room. The Board meeting will start next at 1:30 P.M. The Public meeting will follow and start at 2:00 P.M. in the larger Board of Pardons conference room at the front of the USDA Service Center Building.

Submitted by: Cheryle Wood May 26, 2015.