



Lewis and Clark Conservation District

790 Colleen Street, Helena MT 59601 406.389.3895 <https://lewisandclarkcd.org>

REGULAR MEETING NOTICE

April 11, 2024

USDA Svc. Ctr. Conf Room, 790 Colleen Street, Helena MT

1 pm and via Zoom Conferencing

<https://us02web.zoom.us/j/81469100308?pwd=MUdkbyt1bGdkUGowY2FJSU1lcmJCdz09>

1 pm-Call to Order

- Introductions
- Minutes —March 2024
- Financial Statement—March 2024
- Outstanding Bills
- Supervisor absences

Correspondence

Supervisor IDs

Public Comment

Reports

Printed reports are absolutely welcome.

NRCS-Becky Ayre/Andrew Kretschmer

DNRC

SRWG-Tracy Wendt

MRCDC-Karl Christians

WQPD-Jeff Ryan

LHWG

Helena CORE-Joe Kremer-Herman

MACD

Area 6 meeting discussion

Supervisor Reports

Staff Reports

Old Business

New Business

Lewis & Clark County Growth Policy

Gehring project

Local Work Group meetings

CONSERVATION • DEVELOPMENT • SELF-GOVERNMENT

Quarterly Report
Public Hearing for Permissive Mill Levy

310 Permit Applications

Fish Screen Project update-Adam Strainer
LC-06-23 Shadel-Extension Request
CP-01-24 T. Schneiderhan
CP-02-24 J. Schneiderhan
CP-03-24 Newman
LC-01-24 Newman
LC-02-24 Campbell
LC-03-24 Grady
LC-04-24 Neuman
LC-05-24 J. Schneiderhan
LC-06-24 Baucus

**Please note that some of these may not be acted upon due to need for inspections or other information.

Other Business

Evans' Employee Eval-Executive Session

Parking Lot

Stipends/Worker's Comp question
Conservation Center
Google Voice or other alternative

Upcoming Events & meetings

April 13-Mt Conservation Elder Event (Saturday)
April 16&17-MWCC Fundraising Workshop
April 17-CD Roundtable
April 18-SRWG meeting
April 25-LHWG Rain Barrel Workshop
May 6-LHWG meeting
May 9-LCCD Board Meeting 1 pm-Helena
May 14-East Helena 4th Grade Ag Day
May 15-CD Roundtable
May 21-MRCDC Quarterly Meeting
May 27-Memorial Day Holiday-office closed
May 28-MACD Education Work Group Meeting
June 11-13-MACD Spring Board Meeting
June 12-MCDEO Spring Board Meeting
June 13-LCCD Board Meeting 9:30 am-Augusta Comm. Ctr
June 30-AFR Due

Announcements

Next meeting—May 9, 2024 at 1 pm, USDA Service Center, 790 Colleen Street, Helena MT

Lewis & Clark Conservation District Profit & Loss Budget vs. Actual January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Taxes & Assessments				
311010 · County Mill Levy	45,007.64	161,000.00	-115,992.36	28.0%
312372 · Permissive Levy for Benefits	4,326.87	14,400.00	-10,073.13	30.0%
Total 310000 · Taxes & Assessments	49,334.51	175,400.00	-126,065.49	28.1%
334000 · State Grants				
334005 · Grant Administration Costs	845.88	10,000.00	-9,154.12	8.5%
334000 · State Grants - Other	5,300.31	100,000.00	-94,699.69	5.3%
Total 334000 · State Grants	6,146.19	110,000.00	-103,853.81	5.6%
340000 · Charges for Goods and Services				
341010 · Sale of Merchandise	185.00	0.00	185.00	100.0%
Total 340000 · Charges for Goods and Services	185.00	0.00	185.00	100.0%
360000 · Other Revenue				
365000 · Contributions and Donations				
365010 · Annual Sponsor	750.00	2,500.00	-1,750.00	30.0%
Total 365000 · Contributions and Donations	750.00	2,500.00	-1,750.00	30.0%
Total 360000 · Other Revenue	750.00	2,500.00	-1,750.00	30.0%
371000 · Interest Income	8.14	50.00	-41.86	16.3%
Total Income	56,423.84	287,950.00	-231,526.16	19.6%
Gross Profit	56,423.84	287,950.00	-231,526.16	19.6%
Expense				
410000 · General Government				
410540 · Treasury				
410551 · Payroll Expenses				
410552 · Wages	25,918.40	113,000.00	-87,081.60	22.9%
410553 · MPERA-Employer	2,350.81	10,306.00	-7,955.19	22.8%
410554 · Workers Comp	879.48	1,200.00	-320.52	73.3%
410555 · Payroll Taxes	2,270.49	10,170.00	-7,899.51	22.3%
410556 · Health Benefits	600.00	2,400.00	-1,800.00	25.0%
410557 · PML Health Benefits	1,500.00	6,000.00	-4,500.00	25.0%
410558 · Health Benefits-Res.Tech.	2,100.00	8,400.00	-6,300.00	25.0%
410551 · Payroll Expenses - Other	-189.00			
Total 410551 · Payroll Expenses	35,430.18	151,476.00	-116,045.82	23.4%
Total 410540 · Treasury	35,430.18	151,476.00	-116,045.82	23.4%

Lewis & Clark Conservation District Profit & Loss Budget vs. Actual January through March 2024

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
411800 · Other General Govt Services				
411830 · Association Dues	257.50	1,610.00	-1,352.50	16.0%
Total 411800 · Other General Govt Services	<u>257.50</u>	<u>1,610.00</u>	<u>-1,352.50</u>	<u>16.0%</u>
Total 410000 · General Government	35,687.68	153,086.00	-117,398.32	23.3%
480000 · Conservation of Nat Res.				
480200 · Supplies				
480210 · Office Supplies	1,904.13	1,500.00	404.13	126.9%
480250 · Supplies for Resale				
480251 · Ownership Maps	522.00	0.00	522.00	100.0%
480252 · Wildflower Seed	0.00	1,500.00	-1,500.00	0.0%
480250 · Supplies for Resale - Other	<u>-130.00</u>			
Total 480250 · Supplies for Resale	392.00	1,500.00	-1,108.00	26.1%
480200 · Supplies - Other	<u>70.00</u>			
Total 480200 · Supplies	2,366.13	3,000.00	-633.87	78.9%
480300 · Purchased Services				
480305 · Phone Stipend	0.00	1,200.00	-1,200.00	0.0%
480306 · Google Workspace	64.80	260.00	-195.20	24.9%
480310 · Postage	85.34	200.00	-114.66	42.7%
480320 · Printing and Reproduction				
480321 · Newsletter Expenses	2,340.00	2,500.00	-160.00	93.6%
480322 · Postage	<u>283.96</u>	<u>275.00</u>	<u>8.96</u>	<u>103.3%</u>
Total 480320 · Printing and Reproduction	2,623.96	2,775.00	-151.04	94.6%
480330 · Publicity, Dues and Subscriptio				
480331 · Advertising/Publicity/Marketing	59.47	800.00	-740.53	7.4%
480333 · Subscriptions	1,247.99	1,275.00	-27.01	97.9%
480330 · Publicity, Dues and Subscriptio - Other	<u>60.00</u>			
Total 480330 · Publicity, Dues and Subscriptio	1,367.46	2,075.00	-707.54	65.9%
480360 · Repairs and Maintenance	0.00	1,000.00	-1,000.00	0.0%
480370 · Travel Expenses	372.07	4,000.00	-3,627.93	9.3%

Lewis & Clark Conservation District Profit & Loss Budget vs. Actual January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
480380 · Education				
480381 · Seminar Expenses	50.00	0.00	50.00	100.0%
480382 · Training	280.00	1,500.00	-1,220.00	18.7%
480383 · Camp Sponsorships	0.00	500.00	-500.00	0.0%
480385 · Envirothon	150.00	4,000.00	-3,850.00	3.8%
Total 480380 · Education	<u>480.00</u>	<u>6,000.00</u>	<u>-5,520.00</u>	<u>8.0%</u>
Total 480300 · Purchased Services	4,993.63	17,510.00	-12,516.37	28.5%
480400 · District Projects				
480410 · Meeting Expense				
480411 · Board Meetings	0.00	650.00	-650.00	0.0%
480412 · MACD	0.00	1,500.00	-1,500.00	0.0%
480413 · Virtual Mtg. Account	0.00	160.00	-160.00	0.0%
480414 · Area 6	0.00	50.00	-50.00	0.0%
480416 · Local Work Group	0.00	170.00	-170.00	0.0%
Total 480410 · Meeting Expense	<u>0.00</u>	<u>2,530.00</u>	<u>-2,530.00</u>	<u>0.0%</u>
480417 · Pollinator Initiative	284.86			
480420 · 310 Expenses	10.02	350.00	-339.98	2.9%
480400 · District Projects - Other	337.60			
Total 480400 · District Projects	<u>632.48</u>	<u>2,880.00</u>	<u>-2,247.52</u>	<u>22.0%</u>
480460 · Bank Service Charges				
480462 · PayPal fee	0.00	50.00	-50.00	0.0%
480460 · Bank Service Charges - Other	60.00	60.00	0.00	100.0%
Total 480460 · Bank Service Charges	<u>60.00</u>	<u>110.00</u>	<u>-50.00</u>	<u>54.5%</u>
480700 · Grants, Contributions, Donation				
480730 · Donations				
480740 · Watershed Support				
480742 · SRWG	4,000.00	4,000.00	0.00	100.0%
Total 480740 · Watershed Support	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>100.0%</u>
480730 · Donations - Other	28.36			
Total 480730 · Donations	<u>4,028.36</u>	<u>4,000.00</u>	<u>28.36</u>	<u>100.7%</u>
480770 · State	1,456.42	100,000.00	-98,543.58	1.5%
480700 · Grants, Contributions, Donation - Other	14.23			
Total 480700 · Grants, Contributions, Donation	<u>5,499.01</u>	<u>104,000.00</u>	<u>-98,500.99</u>	<u>5.3%</u>

1:21 PM

04/02/24

Cash Basis

Lewis & Clark Conservation District Profit & Loss Budget vs. Actual January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
480900 · Capital Outlay				
480940 · Machinery and Equipment	0.00	250.00	-250.00	0.0%
Total 480900 · Capital Outlay	0.00	250.00	-250.00	0.0%
Total 480000 · Conservation of Nat Res.	13,551.25	127,750.00	-114,198.75	10.6%
480470 · Interest Expense	5.61			
510000 · Miscellaneous				
510300 · Other Unallocated Costs				
510330 · Comp Liability Insurance	0.00	5,200.00	-5,200.00	0.0%
Total 510300 · Other Unallocated Costs	0.00	5,200.00	-5,200.00	0.0%
Total 510000 · Miscellaneous	0.00	5,200.00	-5,200.00	0.0%
Total Expense	49,244.54	286,036.00	-236,791.46	17.2%
Net Ordinary Income	7,179.30	1,914.00	5,265.30	375.1%
Other Income/Expense				
Other Expense				
480600 · Other Expenses				
480602 · Water Test Cost Share	50.00	500.00	-450.00	10.0%
480606 · Special Projects	0.00	64.00	-64.00	0.0%
480608 · Montana Biological Weed Control	0.00	850.00	-850.00	0.0%
480609 · Augusta FFA	0.00	500.00	-500.00	0.0%
Total 480600 · Other Expenses	50.00	1,914.00	-1,864.00	2.6%
Total Other Expense	50.00	1,914.00	-1,864.00	2.6%
Net Other Income	-50.00	-1,914.00	1,864.00	2.6%
Net Income	7,129.30	0.00	7,129.30	100.0%

Approved _____ Date _____

Lewis & Clark Conservation District Month End Financial Statement As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
101000 · Valley Bank - Checking						21,954.86
Liability Check	03/01/2024	ACH...	MPERA	6358	-835.42	21,119.44
Check	03/01/2024	ACH...	Google	Google Workspace Account	-21.60	21,097.84
Deposit	03/06/2024			Deposit	6,146.19	27,244.03
Check	03/06/2024	ACH...	Montana State Fund	Policy # 03-138433-2 Payment	-549.76	26,694.27
Check	03/06/2024	DC-...	USPS	postage	-18.40	26,675.87
Paycheck	03/08/2024	DD	Evans, Christina M.		-2,033.94	24,641.93
Paycheck	03/08/2024	DD	Kremer-Herman, Josep...		-1,281.91	23,360.02
Check	03/08/2024	DD	Kremer-Herman, Josep...	pre-tax health benefit	-180.00	23,180.02
Check	03/14/2024	5420	Cascade Conservation ...	Envirothon team	-150.00	23,030.02
Check	03/14/2024	5421	Cicon & Associates, L.L...	Ownership map books	-522.00	22,508.02
Check	03/14/2024	5422	MACO	ID's	-70.00	22,438.02
Check	03/14/2024	5423	MWCA	Weed Trailer	-50.00	22,388.02
Check	03/14/2024	5424	Action Print	120951-Pollinator stickers	-190.00	22,198.02
Check	03/14/2024	5425	MCDEO	Dues	-60.00	22,138.02
Check	03/14/2024	DC-...	amazon	Pollinator pgm supplies	-94.86	22,043.16
Liability Check	03/15/2024	ACH...	MPERA	6358	-835.42	21,207.74
Check	03/15/2024	DC-...	Costco	Willow cutting refreshments	-46.67	21,161.07
Check	03/16/2024	DC-...	Starbucks	Blake Project	-60.00	21,101.07
Check	03/19/2024	DC-...	Starbucks	Blake Project	-20.00	21,081.07
Check	03/19/2024	DC-...	Thriftway	fuel for truck	-69.69	21,011.38
Check	03/19/2024	DC-...	Circle S Seeds	Pollinator initiative	-1,125.09	19,886.29
Deposit	03/21/2024			Deposit	1,024.00	20,910.29
Paycheck	03/22/2024	DD	Evans, Christina M.		-2,033.94	18,876.35
Paycheck	03/22/2024	DD	Kremer-Herman, Josep...		-1,281.91	17,594.44
Check	03/22/2024	DD	Kremer-Herman, Josep...	pre-tax health benefit	-180.00	17,414.44
Deposit	03/22/2024			Deposit	876.17	18,290.61
Check	03/22/2024	DC-...	Main Street Express	Fuel for Truck	-60.00	18,230.61
Liability Check	03/25/2024	ACH...	Montana Dept. of Reve...	4020971-002-WTH	-369.32	17,861.29
Check	03/26/2024	ACH...	First Bankcard	Credit card account	-1,775.69	16,085.60
Check	03/27/2024	DC-...	Home Depot	Supplies for Willow Cutting	-89.00	15,996.60
Deposit	03/28/2024			Deposit	1,772.06	17,768.66
Liability Check	03/29/2024	ACH...	MPERA	6358	-835.42	16,933.24
Liability Check	03/29/2024	ACH...	EFTPS	81-0359501	-2,564.08	14,369.16
Liability Check	03/29/2024	ACH...	UI Tax Program	031 1153	-43.66	14,325.50
Check	03/29/2024	DC-...	Home Depot	Supplies for Willow Cutting	-121.93	14,203.57
Deposit	03/31/2024			Interest	0.17	14,203.74
Total 101000 · Valley Bank - Checking					-7,751.12	14,203.74
101001 · Valley Bank - Savings						306,734.12
Deposit	03/31/2024			Interest	2.60	306,736.72
Total 101001 · Valley Bank - Savings					2.60	306,736.72

04/02/24

Lewis & Clark Conservation District
Month End Financial Statement
As of March 31, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
102105 · Valley Bank-CD Short Term						22,331.15
Total 102105 · Valley Bank-CD Short Term						22,331.15
TOTAL					-7,748.52	343,271.61

Approved By _____

SRWG Update to LCCD

April 2024

- SRWG will hold Water Management Working Group and Board Meetings on April 18 at the Fairfield Ambulance Training Center, with option to Zoom. The Working group meets from 10 am – 12:30; serve lunch, then the board meets at 1 pm. Both meetings are open to the public. The Working Group meeting will feature an update from the Montana Drought Monitoring team and other useful information. Board meeting will include update on grants applied for recently and workplan for 2024, plus budget updates.
- SRWG will be featured through Montana Watershed Coordination Council (MWCC)'s tour this summer (funding pending). September 18-20. Will be a tour and fun events celebrating MWCC's 10th anniversary and SRWG's 30th.
- Still waiting on DNRC to execute the grant for the Muddy Creek project. Starting some preparatory work.
- Thanks to Joe for being such and involved board member. Joe represented SRWG at the Wild Wings event in Choteau and is getting ready to help us with our water quality monitoring and upcoming weed control events.
- Have applied for a lot of grants this winter, with one more to go, a WMG due April 22 (Thanks, Chris, for the Letter of Support). Full update at the SRWG Board meeting, but if these grants work out, we'll have a lot of new projects and will be able to hire an employee, really grow our programs, rent an office...and get Tracy a vacation. Cross your fingers!
- SWRG events for 2024 (so far) – Public welcome and volunteers needed for many of these:

April 10	Volunteer Willow Planting at Smith Creek
April 29 - May 3	Give Great Falls, online giving campaign
May 2	Nonprofit Showcase, The Newberry 4-6pm
May 4	Freezout Lake Spent Ammo Pickup, 9 am - noon
May 15	UM Volunteer Day, all day, location TBD
May 16	Bear Aware Workshop, 6 pm, Fairfield Ambulance Training Ctr
June 1 (tentative)	Rain Barrel Workshop with TCD in Choteau
June 5	Elk Creek Weed Spray Day, USFS
June 6	Ford Creek Weed Spray Day, USFS
June 17	Raise a Pint, Mighty Mo, 5-8 pm
June 21	Vision Net Volunteer Day, Wadsworth Pond, 9am-Noon
June 25	SRWG Board meeting/retreat (time TBD)
	Sun Canyon Weed Spray Day, USFS
July 13	Weed Whacker Rodeo, Sun Canyon
July 18	Voyagers BBQ at the Ball Park Partner Appreciation Event
Aug 3 (tentative)	Weed Whacker Rodeo – possibly 30 th celebration?
September 18-20	MWCC tour featuring Sun River Watershed
October 17	Water Management Working Group Meeting, 10 am at CCD office
	SRWG Board Meeting, 1 pm at CCD office

Tracy Wendt

tracy@sunriverwatershed.org

(406) 214 2868



REPORT TO SOUTH CENTRAL MONTANA CONSERVATION DISTRICTS

APRIL 2024

Dear Supervisor & Staff,

It's competition time again at Envirothon in Great Falls! This year it will be held April 22-23 and the current issue is "**Renewable Energy for a Sustainable Future.**"



Competition site

Monday, April 22 is at the Montana Expo Park Exhibition Hall at 325 2nd Ave North.

Tuesday, April 23 is at the Holiday Inn Great Falls Convention Center at 1100 5th Street South.

The competition is always looking for volunteers and it's a wonderful opportunity to help and learn what it takes for Cascade Conservation District to put on a statewide competition for Montana's students grade 9-12.

For more information, please contact Tenlee Atchison at tenlee@cascadecd.com or Teresa Wilhelms at secretary@cascadecd.com or by calling 406-866-0020.

Current Grant Opportunities

- CDB FY24 CD Education Grant <https://grants.dnrc.mt.gov/submit/260642/fy-24-cd-education-mini-grants> - rolling deadline, closes April 30
- Forestry Conservation Education Small Grant Program - <https://grants.dnrc.mt.gov/submit/d3ed4bde-48eb-4ab9-8f59-f7605d919715/forestry-conservation-education-small-grant-program-coned-2024/collectOrganization> - closes April 15
- Watershed Management Grants - <https://grants.dnrc.mt.gov/submit/695e6679-cffb-4157-ae69-7247e31f827b/2025-biennium-watershed-management-grants/eligibility> - accepted through April 22, 2024
- Irrigation Development Grants - <https://grants.dnrc.mt.gov/submit/29d05311-986f-4bf7-9f1e-2b3a7d49c620/irrigation-development-grant-2025-biennium> - accepted through April 22, 2024
- RRGL Planning Grants – <https://grants.dnrc.mt.gov/submit/076f4a29-4dd6-4ca8-aa4a-5d173522e716/renewable-resource-planning-grant-application-2025-biennium> - accepted through April 30
- RRGL Project Grants - <https://grants.dnrc.mt.gov/submit/289401/2025-renewable-resource-project-grant-application> - applications due May 15, 2024
- RDG Project Grants - <https://grants.dnrc.mt.gov/submit/e3e1f03d-86ad-4576-bdb1-88cb6057c1ea/2024-reclamation-and-development-rdgp-project-grants/eligibility> - accepted through May 15
- RRGL Technical Assistance Program - <https://grants.dnrc.mt.gov/submit/942bd9f9-f542-43c2-a2df-fe94660919f9/technical-assistance-program-renewable-resource-planning-grants> - accepted through December 31

Grant Opportunities Coming Soon!

- **CDB FY25 Administrative Grant** will open May 1 and accepted through June 30

Visit [Submittable](#) for more information.

Upcoming Events in April

April 18 CDAC Meeting and Grant Review

*There will be a Conservation Matters News Release April 4 with more information.



Earth Day is celebrated annually on April 22.

This year's theme is on plastic reduction worldwide.

Did you know that the Earth Day organization also campaigns for Food and Environment through Regenerative Agriculture, Conservation and Biodiversity? There is much more to learn by visiting Earthday.org.

Are you planning an Earth Day Education Program?

Here's some ideas for Earth Day activities for Kids:

- Plant a Tree
- Host a cleaning Drive
- Recycle, Reduce, and Reuse project
- Premiere movies, documentaries, or videos

Visit [Earth Reminder for Everyone website](http://EarthReminderforEveryone.com) for activity suggestions for schools, kids, and adults.

National Arbor Day is Friday, April 26

[Explore Educational Resources](#) from the Arbor Day Foundation.

Has your CD considered partnering with the following Tree City USA cities on conservation and tree planting events?

- Billings – for 39 years
- Bozeman - 29 years
- Butte-Silver Bow – 28 years
- Helena – 37 years
- Judith Gap – 22 years
- Livingston – 21 years
- Manhattan – 28 years
- Red Lodge – 24 years
- Roundup – 31 years
- Three Forks – 7 years
- Townsend – 23 years
- White Sulphur Springs – 20 years



CD Specialist Comments

You are receiving this monthly report early as I will be on annual leave March 22 through April 1. I will respond to your inquiry as soon as I can upon my return.

For immediate assistance, please contact Hailey Graf at hailey.graf@mt.gov



Montana Conservation District Employee Organization

April 2024–Quarterly Report to the Conservation Districts

Nonprofit status-benefit to Conservation Districts in Montana

The EO was recently granted nonprofit status by the IRS and we have gotten questions in the past few months about what that means for Conservation Districts in Montana and how it will benefit CD Employees. MCDEO was informally created in 1994. In 1994, email was just really getting going and zoom was unheard of. We had 58 districts whose employees were essentially “on their own”. The need was identified, and those forward-looking employees formed a group to share knowledge, support and resources with each other.

Our stated mission is:

- To assist in developing and furthering the interest, objectives, and purposes of Montana Conservation Districts by providing training and support to their employees;
- to foster and promote charitable and educational purposes designed to further the principles of soil and water conservation and stewardship, water conservation and stewardship;
- to provide a professional network for conservation district employees to better prepare them to promote natural resource conservation in Montana and their local conservation districts to the general public;
- to assist in the implementation of district programs providing natural resource conservation to private landowners benefiting the public good

Given our mission, nonprofit status will allow our organization to find funding to increase the capacity of the organization to better fulfill our mission by boosting training type and availability. We are exploring the availability of things like TechSoup, which has offers for software and tech services to nonprofits, as well as grants and other funding sources to benefit districts.

To learn more about the EO and what we do and provide, see our website at

<https://employees.macdnet.org>.

CD Projects & Programs Mini Library

One of the questions we often get is about how to start a new project or program in a District. The MACD Education Work Group came up with the idea of creating a template for CDs to fill out about their projects and programs. This template was sent out with a request for Districts to fill out one for each project or program) if they wanted, and to return them to Chris Evans at chris@lewisandclarkcd.org. These will be sorted and will create a mini-library of ideas on the EO website as a resource for CDs who are looking for new ideas for their district to start. If your district didn't get a link to the template or the pdf form, let Chris know at the above email address.

MCDEO Spring Board Meeting

The MCDEO will be having our Spring Board meeting on June 12th during the MACD Spring Board meeting week. We will be meeting at the DNRC Montana Room at 1539 11th Avenue in Helena and also available via Zoom from 2:30-5:30. We will be reviewing the new framework of the organization's strategic plan, for which we'll be seeking feedback and ideas from our members. Those will be incorporated into the plan as possible, and the final draft will be available for review by the MCDEO Fall Membership meeting. Following the Spring Board meeting, in-person attendees are invited to take part in the MACD Sponsored dinner at Ten Mile Brewery.

NCDEA in Billings, August 19-23, 2024

The [National Conservation District Employees Association](#) will be having their mid-year meeting in Billings this year. CD Employees from the region will be able to participate for 2 of the days that week (TBD). The MCDEO is developing ideas for those 2 days (tours and training) and will continue working with their planning committee. We would encourage all employees to attend if they are able. The MCDEO will have some travel scholarships available for that event.

Dues invoices have been sent

Dues invoices have been sent out to all the Conservation Districts. Employees can pay these dues (\$30 annually per employee) or the Conservation Districts can pay the dues for their employees. These dues are a very small part of the funding that we use for travel scholarships for employees to attend events, meetings and training. These dues also allow members to attend training at half the cost of non-members.

If you have not received your dues invoice, contact the MCDEO Treasurer, Robbie Savelkoul at treasurer.eo@macdnet.org to let her know.

CD Training Needs Survey

We have an [ongoing survey](#) for Districts to contribute needed training ideas. You can also find this link on the Resources and Training page of the EO website at <https://employees.macdnet.org/conservation-district-resources> at the bottom of the tab for Roundtables/Training.

April 2, 2024

Re: March MRCDC Coordinator Report

MRCDC Council Members, Partners, and District Administrators:

Happy April, everyone. Here are the activities the Missouri River CD Council was up to during the month of March.

Things are not slowing down as we head into the spring and summer months. A special MRCDC meeting was held on March 1 to approve a couple documents. This included a letter regarding the USACE Fort Peck Dam Test Flows and another on USFWS's proposed rule changes on National Wildlife Refuge System; Biological Integrity, Diversity, and Environmental Health (BIDEH) rule. While we got a BIDEH rule change submitted by the original deadline, the new deadline for public commenting was extended to May 6, 2024.

The USACE Fort Peck Dam Test Flows letter was addressed to Senator Jon Tester and Senator John Hoeven of North Dakota, both serving on the Congressional Energy and Water Development subcommittee. As a result of this letter, we did have a small meeting with Senator Hoeven's office, telling them in detail why we are requesting mitigation money for the Fort Peck Dam Test Flows. Hopefully, this results in some funding for mitigation.

The spring USACE Annual Operating Plan (AOP) meeting was held in Poplar on March 28. General information on the Missouri River System was shared, as well as some details regarding the Fort Peck Dam Test Flow. As of right now, they are planning to have a Test Flow occur this year. The approximate start date of the first rise to about 18,000cfs is the end of April with it peaking about May 1. It will then drop to about 14,000cfs until mid-June when the second higher rise will begin increasing to 22,500cfs. It will peak about June 28. In July the flows will drop to about 8,000cfs until September 1. For irrigators, the biggest concern is the second high peak in the middle of prime irrigation season. The silt and saturated ground around pump sites that may need cleaned out after the high flow, followed by the low flow, will be dangerous to work on. On April 24 the USACE is planning to start holding weekly test flow meeting updates on Wednesdays at 12:00pm Mountain time. During the AOP meeting they said they will be working on getting press releases out soon. Information will be available on their website once they do publish it.

The CMR Community Working Group next meeting is scheduled for April 18 in Fort Peck. The CMR Community Working Group (CMR CWG) has been busy planning a three-part series of meetings related

to rangeland monitoring and focusing on *Who are our ecosystem service providers?* The first meeting will kick it off April 18 in Fort Peck, Montana with presentations from several folks regarding how they monitor rangeland for their ranch and how a couple programs monitor soil health and birds. While in-person attendance is highly encouraged, a virtual option will be available. Please RSVP if you plan to join either way by April 10, for meal count or the zoom link. Part 2 of the series will be held June 27 in Petroleum County. A training followed by an infield demonstration on rangeland monitoring will be held. On September 19, part 3 will conclude with information of resources to get a monitoring program started on your ranch and will take place in **Jordan**.

Planning for the 2024 River Rendezvous has commenced. We will be headquartered in Townsend. The tour may include visiting a mine reclamation site, an irrigation related site, learning about a 310 permit challenge, a solar pump demonstration, and learning about a 20-year study regarding cut-throat trout. The tour will be held on August 22nd.

During the last few MRCDC meetings, the Living on the Bank project has been briefly reviewed. The website is a great resource, and the next step for it needs to be outreach so it gets used. A couple ideas that have been bounced around are attending/working with the Montana Realtors Association, Facebook Ads, and radio outreach. More to come in the next couple of months on this.

Other meetings I participated in or listened to over the month were the yearly Montana Watershed Coordination Council meeting, Farmers' Conservation Alliance webinar, NACDEO social media training, MACD Board meeting, and legislative Water Policy Interim Committee meeting.

If you have any questions or follow up about the report or anything MRCDC, I can be reached at 406-454-0056 and mrcdc@macdnet.org.

Sincerely,

A handwritten signature in blue ink that reads "Molly Masters".

Molly Masters
MRCDC Coordinator

COMING UP...

April

- 1: Easter observed, closed
- 3: Molly out
- 4: River Rendezvous planning
- 9-10: MT Comprehensive Water Review, Miles City
- 10: MRWA planning meeting, Malta
- 13: Montana Matters Youth Outdoor Experience, Helena
- 16: Molly out
- 17: MISC Quarterly meeting, Helena
- 17: Test Flow stakeholder meeting
- 18: CMR CWG meeting, Fort Peck
- 18: WIWG meeting
- 23: **MRCDC Executive Committee meeting**
- 24: USACE Test Flow weekly update
- 24: CEMIST meeting
- 24: PCCD meeting

May

- 6: MRRIC webinar
- 14-15: MT Comprehensive Water Review
- 21: **MRCDC Quarterly meeting, Sidney**
- 27: Memorial Day, closed
- 29: CEMIST meeting
- 29: PCCD meeting
- Every Wednesday at 12:00pm (mtn. time): USACE Test Flow update meeting

June

- 5: MT Comprehensive Water Review
- 11-13: MACD Spring Board
- 25: **MRCDC Executive Committee meeting**
- 26: CEMIST meeting
- 26: PCCD meeting
- 27: CMR CWG Rangeland Monitoring Training**
- Every Wednesday at 12:00pm (mtn. time): USACE Test Flow update meeting

PERSONNEL GUIDANCE

EMPLOYEES & SUPERVISORS

All CD employees receiving a paycheck from your conservation district, no matter the funding source and no matter the job duties, are considered employees. As such, all applicable laws and policies pertain to every district employee. As the employer, conservation districts must apply policies and laws fairly to each employee. Therefore, having a personnel policy is important.

It is also important that a CD appoint a supervisor(s) to take care of supervisory functions for employees. These include:

- conducting performance evaluations.
- making pay recommendations to the board.
- setting and approving work schedules.
- handling personnel issues as needed.
- serving as the main employee contact.

POSITION DESCRIPTIONS

To effectively evaluate performance, each employee should have a current position description. A position description should include: the scope of duties (not specifics) to be performed by the district employee; supervision received and exercised; and skills needed to do the job.

PERFORMANCE EVALUATIONS & DISCIPLINE

CD employees should have a probationary period of a minimum of 6 months, and no longer than one year. Following that, performance evaluations should be conducted annually at a minimum. This ensures that there is communication and, when needed, corrective guidance can be provided to the employee. Everything should be documented in writing, including possible employee responses. Employee privacy is required and closed meetings may occur to complete performance evaluations and discuss employee-related issues. Legal counsel may be consulted for formal disciplinary procedures. Severity and frequency of offenses should be documented for this purpose. A personnel policy can also provide disciplinary procedures.

LEAVE ELIGIBILITY & TIMESHEETS

There are different classifications of employees, full-time, part-time, variable and different statuses, short-term, seasonal < 6 months, and seasonal. All of which affect leave eligibility.



For the different classifications, the following table can be used for reference:

Number of Years	Full Time	Part time (prorated)	Maximum allowed to accrue (full time)
Annual Leave			
0-10	15 days	.058 x No. of Hours	240 Hours
10-15	18 days	.069 x No. of Hours	288 Hours
15-20	21 days	.081 x No. of Hours	336 Hours
21 +	24 days	.092 x No. of Hours	384 Hours
All annual leave credits are paid upon termination.			
Sick Leave			
One quarter of sick leave credits are paid upon termination.			

Check the maximum amounts in the table and if your employee has leave credits in excess of the amounts shown—steps should be taken right away to reduce the number. A common mistake made by conservation districts is to not budget the amount of money it would take to pay your employee should he or she leave. Make sure you set up an account to cover the amount of leave you would have to pay if your employee were to quit.

It is important that timesheets be signed by a conservation district supervisor and the employee. It is also a good idea to have leave balances on the timesheet, so the board is in a position to manage that time, as mentioned previously. Calendars may not be used as timesheets.

OVERTIME & COMPENSATORY TIME

Conservation districts are required by the Fair Labor Standards Act (FLSA) to compensate employees overtime pay or compensatory time in the amount of 1.5 times the number of hours worked over 40 hours in a week. Make sure to have policies in place, specifically in a personnel policy, to address this, such as prior board approval required for either option.

Disclaimer

This training document is only guidance and is not meant to replace appropriate legal review and counsel. There is a model personnel policy, provided by CDB, that can also be used.

