

MINUTES TO THE JANUARY 13, 2020
CASCADE CONSERVATION DISTRICT REGULAR MEETING
USDA Service Center
CORRECTED 2/10/2020

CALL TO ORDER

Chair Wortman called the meeting to order at 12:37pm. A quorum was present.

Supervisors: Gayla Wortman, Scott Brown, Pete Heryford, Marc Shane, John Chase, Stevie Neuman, Elliot Merja

Associate Supervisors: Kathi Lahti

Staff: Tenlee Atchison, Emma Link

Guests: Tracy Wendt (Sun River Watershed Group (SRWG)), Emma Kelsick (SRWG), Bailey Rapp (Natural Resources Conservation Service (NRCS)), Jason Mullen (Fish, Wildlife & Parks), Sandor Hopkins (Cascade County Planning Department)

310: Pat Kleffner, Doug Little, Whitney Olson

ELECTION OF OFFICERS

Wortman moved to open the floor to nominations for secretary/treasurer.

Neuman moved to nominate Marc Shane as secretary/treasurer to the Cascade Conservation District Board of Supervisors. Wortman seconded.

Wortman moved to cease nominations for secretary/treasurer and elect Marc Shane for secretary/treasurer by acclamation.

Wortman moved to open the floor to nominations for vice chair.

Shane moved to nominate Elliot Merja as vice chair to the Cascade Conservation District Board of Supervisors. Brown seconded.

Neuman moved to cease nominations for vice chair and elect Elliot Merja for vice chair by acclamation.

Wortman moved to open the floor to nominations for chair.

Shane moved to nominate Gayla Wortman as chair to the Cascade Conservation District Board of Supervisors. Neuman seconded.

Neuman moved to cease nominations for chair and elect Gayla Wortman for chair by acclamation.

Wortman moved to appoint Emma Link as recording secretary.

Shane moved to appoint Jim Freeman, Jim Larson, Kathie Lahti, and Rose Malisani as associate supervisors to the Cascade Conservation District. Merja seconded. Motion carried unanimously.

PUBLIC COMMENT

No public comment

SWEARING IN OF SUPERVISORS

John Chase was appointed by the City of Great Falls to serve a three-year term (2019-2022) as Urban Supervisor to the Cascade Conservation District. Cascade County Chief Deputy Clerk & Recorder swore John Chase in.

MINUTES

Chase moved to approve the December 9, 2019 minutes as presented. Neuman seconded. Motion carried unanimously.

FINANCIAL REPORT

Shane moved to approve unpaid bills and authorize payment for the total of \$14,015.07. Heryford seconded. Motion carried unanimously.

Shane moved to approve the monthly treasurer's report as submitted. Neuman seconded. Motion carried unanimously.

Shane moved to approve the monthly petty cash report as submitted. Brown seconded. Motion carried unanimously.

PARTNER'S REPORT

NATURAL RESOURCES CONSERVATION SERVICE

Bailey Rapp, Supervisory District Conservationist reported the following:

- He encouraged CCD to apply for a National Association of Conservation Districts (NACD) technical assistance grant. This grant would fund a staff member to conduct surveying and mapping for the NRCS (80% of time) as well as duties for the district (20%).
- He is waiting to hear back regarding his Belt Valley Watershed TIP funding. If funded CCD would assist with education and outreach.
- He discussed the possibility of collaborating with CCD and possibly SRWG on an Irrigation Water Management Workshop.

SUN RIVER WATERSHED GROUP

Tracy Wendt, SRWG Coordinator reported the following:

- She introduced Emma Kelsick (SRWG's Big Sky Watershed Corps Member for 2020).

- She will be working on the SRWG project prioritization list in hopes that when funding becomes available top priority projects are ready to go.
- She gave an update on the CMZ Mapping process. A mapper has been selected. She is working with CCD to develop a contract. The mapping will be initiated ASAP with a completion date of June 2020. This mapping will guide SRWG and landowners regarding what areas are high risk areas, as well as areas where money is best invested.
- SRWG was awarded a Project Rain Barrel sponsorship for the 2020 year. She has approached CCD about collaborating on this project.
- SRWG is a part of the RCPP Working Group. This group is attempting to nail down a long-range watershed scale effort that would focus on water management.
- Updates were giving regarding grants and funding for potential bank stabilization improvement projects for landowners along high erosion areas of the Sun River.

310 BUSINESS

**CA-22-19 – PATRICK KLEFFNER
NEW APPLICATION**

**SPRING CREEK OF BOX ELDER CREEK
CULVERT REPLACEMENT/POND RESTORATION**

Application is to restore a small shallow pond to working condition and replace a washed-out culvert. This will allow access to property on the other side of the stream and pond. A 2’ culvert will be replaced in stream. Approximately 20cy of native rock and soil will be used to secure the culvert and rebuild the crossing. Silt will be removed from the pond to bring its depth back to about 10 feet deep. The current bank of the pond is 4 – 6 feet high and covered with native range grasses. Applicant states there is approximately 5 springs where the pond sits that also feed the stream.

INSPECTION TEAM RECOMMENDATION: Approve CA-22-19 with modifications.

- Bury culvert 20% into streambed to allow sediment and debris to move freely through the culvert.
- Rip rap the upstream and downstream ends of the culvert.
- Place silt removed from the pond well above the ordinary high-water mark.

Heryford moved to approve CA-22-19 with the inspection team recommendations. Shane seconded. Motion carried unanimously.

**CA-30-19 – WHITNEY OLSON
NEW APPLICATION**

**MISSOURI RIVER
RIP RAP/STEPS**

Application is to make repairs to previously installed riprap and install steps to access the stream. Riprap has sloughed into the stream since it was originally installed 20 years ago. Approximately 80 cy of 3’ minus rip rap will be placed to stabilize and fill in the material already on site. Concrete or stone steps extending from the top of the bank to the ordinary stream flow will be installed for stream access and irrigation equipment placed for landscaping purposes. 192 linear feet will be impacted. The project will encroach into the stream 5 feet and extend away from the river approximately 25 feet. This is consistent

with the existing riprap. All disturbed areas will be revegetated with grass seed and willows per the “Planting willow and Cottonwood Poles under Riprap” guide.

INSPECTION TEAM RECOMMENDATION: Recommend approving CA-30-19 with modifications. Individual flat stone steps may be strategically placed for access to the stream. No Concrete. Key rock rip rap in on the upstream side. If possible, recommend incorporating willow into rock to provide some natural function and help stabilize rock. Landowners should be aware that additional rock may not solve problems and rock may continue to slough into channel over the long-term.

Neuman moved to approve CA-30-19 with the inspection team recommendation. Shane seconded. Motion carried unanimously.

**CA-26-19 – PHILLIPS 66 PIPELINE, LLC
NEW APPLICATION**

**CORA CREEK
PIPELINE INSTALLATION**

Application is to replace a pipeline across Cora Creek. This is a section of pipeline that runs from Canada to Billings. A 7.65- mile section of existing crude oil pipeline will be replaced. The unexposed existing section will be abandoned in place once the new line is tied in. This replacement project will ensure pipeline integrity and allow continued crude oil transport to the Billings Refinery. The new section will be installed via trenching adjacent to and to the northeast of the existing pipelines. The process will generally proceed as follows:

- Construct a clean water diversion with sandbag cofferdams and visqueen.
- Install temporary work bridge, if needed
- Excavate the trench with separate stockpiles of subsoil and topsoil placed adjacent to the trench in the overbank areas
- Install new pipeline
- Backfill the trench with subsoil first, then topsoil
- Remove the temporary sandbag cofferdams
- Recontour the banks to previous condition.
- Seed the disturbed banks and cover disturbed soils with biodegradable erosion control fabric.

The new pipeline will be installed at a minimum depth to top of pipe at 4 feet below the minimum thalweg elevation and will be offset from the existing pipelines about 20 feet to the east. The creek will be diverted by pumping or fluming it from above the trench to below the trench bypassing the work area. Any turbid trench water will be pumped to a filter bag contained within straw bales in an upland location on the adjacent farm field and allowed to infiltrate.

A trackhoe will be used for excavation.

Construction is anticipated to take place in early spring 2020.

INSPECTION TEAM RECOMMENDATION: Approve CA-26-19 as submitted completing work during low flow conditions before May 1 or during summer from July 1 through Sept 15 to ensure fall spawning fish are not disturbed. Recommend requiring a completion report with pre-work and post-reclamation photos that document the reclamation to pre-conditions. Recommend follow up inspection to ensure streambank, streambed, and riparian vegetation has been restored to pre-conditions as much as feasibly possible.

Shane moved to approve CA-26-19 with inspection team recommendations with the addition of a specified lateral distance surrounding the pipe be maintained throughout. Brown seconded. Motion carried unanimously.

**CA-25-19AP – TERRY YOUNG
NEW APPLICATION**

**SUN RIVER
BOAT DOCK**

Application is for a boat dock on the Sun River. The dock is an L shaped dock with an additional arm extending approximately 20' into the stream. The dock is anchored with A cable to a tree on the bank . There is a ramp that extends from the bank to the dock. The bank is undisturbed and remains in its natural state. The bank gradually slopes up at a 10- degree grade. This application must be approved by the County Commission.

RECOMMENDATION: Recommend the Cascade County Board of Commissioners approve CA-25-19AP as a 5-year annual plan of operation for the use of a boat dock on the Sun River.

Shane moved to recommend that the Cascade County Board of Commissioners approve CA-25-19AP a 5-year annual plan of operation for the use of the boat dock on the Sun River. Heryford seconded. Motion carried unanimously.

**CA-27-19AP – TOM CHASE
NEW APPLICATION**

**SUN RIVER
BOAT DOCK**

Application is for a boat dock on the Sun River. The dock is an I shaped dock extending approximately 15' into the stream. The dock is anchored with 2-inch steel posts. There is a ramp that extends from the bank to the dock. The bank is undisturbed and remains in its natural state. This application must be approved by the County Commission.

RECOMMENDATION: Recommend the Cascade County Board of Commissioners approve CA-27-19AP as a 5-year annual plan of operation for the use of a boat dock on the Sun River.

Shane moved to recommend that the Cascade County Board of Commissioners approve CA-22-19AP as a 5-year annual plan of operation for the use of the boat dock on the Sun River. Heryford seconded. Motion carried unanimously.

**CA-28-19AP – GARY ABEL
NEW APPLICATION**

**SUN RIVER
BOAT DOCK**

Application is for a boat dock on the Sun River. The dock is an L shaped dock extending approximately 10' into the stream. The dock is anchored with 2-inch steel posts driven into the streambank and attached with a cable. There is a ramp that extends from the bank to the dock. The bank is undisturbed and remains in its natural state. This application must be approved by the County Commission.

RECOMMENDATION: Recommend the Cascade County Board of Commissioners approve CA-28-19AP as a 5-year annual plan of operation for the use of a boat dock on the Sun River.

Heryford moved to recommend that the Cascade County Board of Commissioners approve CA-28-19AP as a 5-year annual plan of operation for the use of the boat dock on the Sun River. Heryford seconded. Motion carried unanimously.

BUILDING DISCUSSION

A formal discussion took place regarding the purchase of a CCD facility.

Brown moved to submit the buy-sell agreement in the amount of \$650,000. Merja seconded. Motion carried unanimously.

MACD REORGANIZATION SURVEY

A Reorganization Ad Hoc Committee has been created to investigate the process and tasks that need to take place in order to merge SWCDM and MACD into one organization. A survey has been created to explain the purpose and reasons for wanting to merge the organizations. District input is imperative. District supervisors and staff have been instructed to complete the survey and send it to the Reorganization Ad Hoc Committee by the end of January.

DISTRICT REPORT

Assistant: Link reported the following to CCD:

- The Chamber Ag Appreciation Banquet is Friday January 17th, CCD has purchased and will fill two tables.
- The state mileage reimbursement rate has changes from 0.58 cents/mile to 0.575 cents/mile.
- A FY 2019 Financial Review will take place February 7th @ 1PM.
- The Montana Water Summit will take place in Helena on March 3rd & 4th, registration for that summit is now open.
- Link shared the progress she has made on the CCD impact video and encouraged board feedback for direction moving forward.
- Attended:
 - RCPP Meeting – January 8th
 - Ag Committee Meeting – January 9th
- Upcoming Meetings:
 - Soil Health Symposium – February 4th & 5th – Billings, MT
 - Ag Committee Meeting – February 13th
- SRWG was selected to host a Project Rain Barrel event and has approached CCD to collaborate.
- Leave was requested.

Wortman moved to approve Link's leave request for the following dates: February 14th & February 18th, 2020. Shane seconded. Motion carried unanimously.

Administrator: Atchison reported the following to CCD:

- She listened in on the Eastern Heath Snail conference call discussing the updates on the Science Advisory Panel (SAP). The snails are starting to spread.
- DNRC approached her about a Rolling River's Trailer training CCD did for administrators in the past. They would like to resurrect this training and have Marc prepare and present a Rolling Rivers training for administrators, supervisors, and staff.
- FWP approached her about the Crooked Falls Natural Area, this is a conservation easement CCD holds. They are willing to collaborate to host events at Crooked Falls.
- Upcoming Meetings:
- She will man the MISC table at the MAGIE Friday January 17th.
- She will attend the MWCC Annual Meeting in Helena.

Wortman moved to allow Atchison to attend the MWCC Annual Meeting in Helena. Heryford seconded. Motion carried unanimously.

- CCD will hold a 310 Rule Change Public Hearing on January 22nd from 9AM to 10AM. Stevie Neuman will open the meeting.
- Supervisor Stevie Neuman is being honored with the Montana Cowgirls Association Heritage Award at their Annual Convention at the Great Falls Holiday Inn on January 25th, 2020.
- She attended the Stream Restoration Committee Meeting on December 6th, and will attend the next on January 30th, both in Helena.
- The NACD Convention will take place in Las Vegas, NV February 8th – 12th, she is attending.
- The Energy Summit will take place in Billings, MT on February 13th
- February 17th is Presidents Day, offices are closed.
- The Sand County Foundation is seeking applicants for the Montana Leopold Conservation Award. She has a nomination in mind. Applications are due March 15th, 2020.

Wortman moved to nominate Cooper Hibbard for the Montana Leopold Conservation Award. Merja seconded. Motion carried unanimously.

Supervisors:

Wortman reported

- She will attend the MACD Community Leadership Training @ the Double Tree in Billings – January 22nd & 23rd.
- MACD Convention 2020 will take place at the Hilton Garden Inn in Bozeman.
- A MACD Personnel Committee has been appointed.
- There were a few resolutions that were sent on to the National Association of Conservation Districts (NACD) for consideration. One regarding BLM water rights, one for American Prairie Reserve Cross Fencing, and lastly one regarding the St. Mary's Diversion.

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- In September of 2018 the board discussed donating money in honor of longtime River's Edge Trail and CCD supporter, Doug Wicks, who passed away while doing maintenance work on the trail that summer. Since that time the River's Edge Trail Foundation has made plans to construct the Doug & Karen Wicks Circle of Giving monument.

Wortman moved to donate \$300 towards the Doug & Karen Wicks Circle of Giving monument.

Brown reported:

- He has noticed increased soil erosion in different areas of the county. The board discussed the possible causes of this and ways to combat it in the future.

Chase reported:

- He is **hopeful** that MRCDC will integrate the "Naked River Banks" issues into **their** plan of work to address the lack of proper riverbank vegetation throughout the county, especially on lands adjacent to production ag ground.
- He reminded the board **that** with extremely low temperatures and lack of snow on the ground, Cascade County residents may have issues with water lines freezing.

Shane reported:

- He attended the last Stream Restoration Committee Meeting on December 6th and will attend the next one on January 30th, both in Helena.

Neuman reported:

- She gave a Water Pollution Advisory Council update. Arsenic levels in the Yellowstone River were discussed, because of the health concerns associated with arsenic, WPAC will attempt to change the sampling schedule to **once a year versus multiple times a year**.

Merja reported:

- He gave a Planning Board Meeting update. Most of the meetings focus on subdivision applications.

Meeting adjourned at 4:39pm