


CONSERVATION DISTRICT EMPLOYEE

VIRTUAL ORIENTATION

PAST, PRESENT & FUTURE VIDEO - NACD



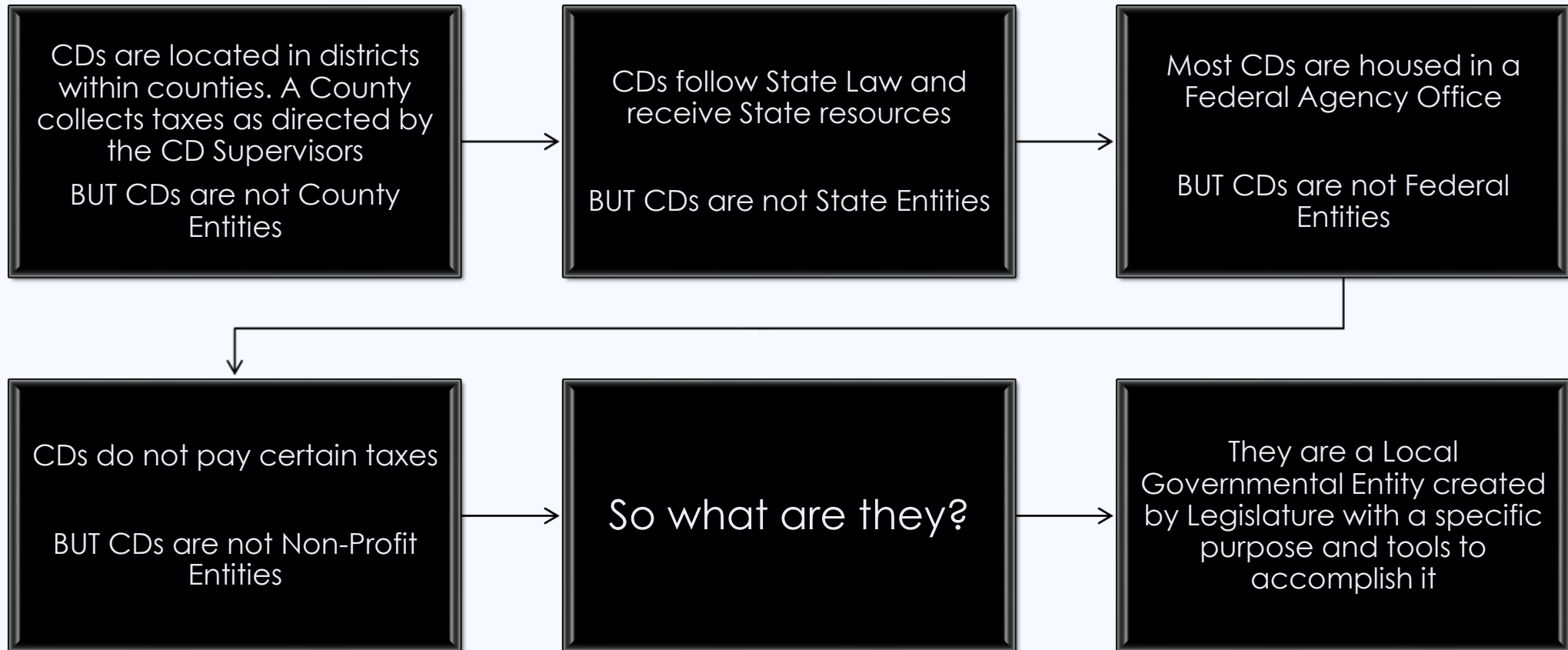
PAST, PRESENT AND FUTURE
OF CONSERVATION DISTRICTS



The first conservation districts were formed in Sheridan and Wibaux Counties in 1940 and today, most land in Montana is within a boundary of our 58 conservation districts.

MONTANA CONSERVATION DISTRICT OVERVIEW

WHAT ARE CONSERVATION DISTRICTS?



A scenic view of a mountain valley with dense evergreen forests and rocky peaks. The foreground shows a line of tall evergreen trees. The middle ground is a deep valley filled with a thick forest of evergreens. In the background, rugged mountain peaks rise, some with rocky outcrops and sparse vegetation. The overall tone is cool and natural.

DNRC Conservation & Resource Development Division
(CARDD) CONSERVATION DISTRICTS BUREAU

WHO ARE CONSERVATION DISTRICTS?

CONSERVATION DISTRICTS SERVE AS A
TRUSTED LOCAL PARTNER HELPING PEOPLE
CARE FOR NATURAL RESOURCES.

CONSERVATION DISTRICT LAW

Laws Pertaining to Montana's **Conservation Districts**

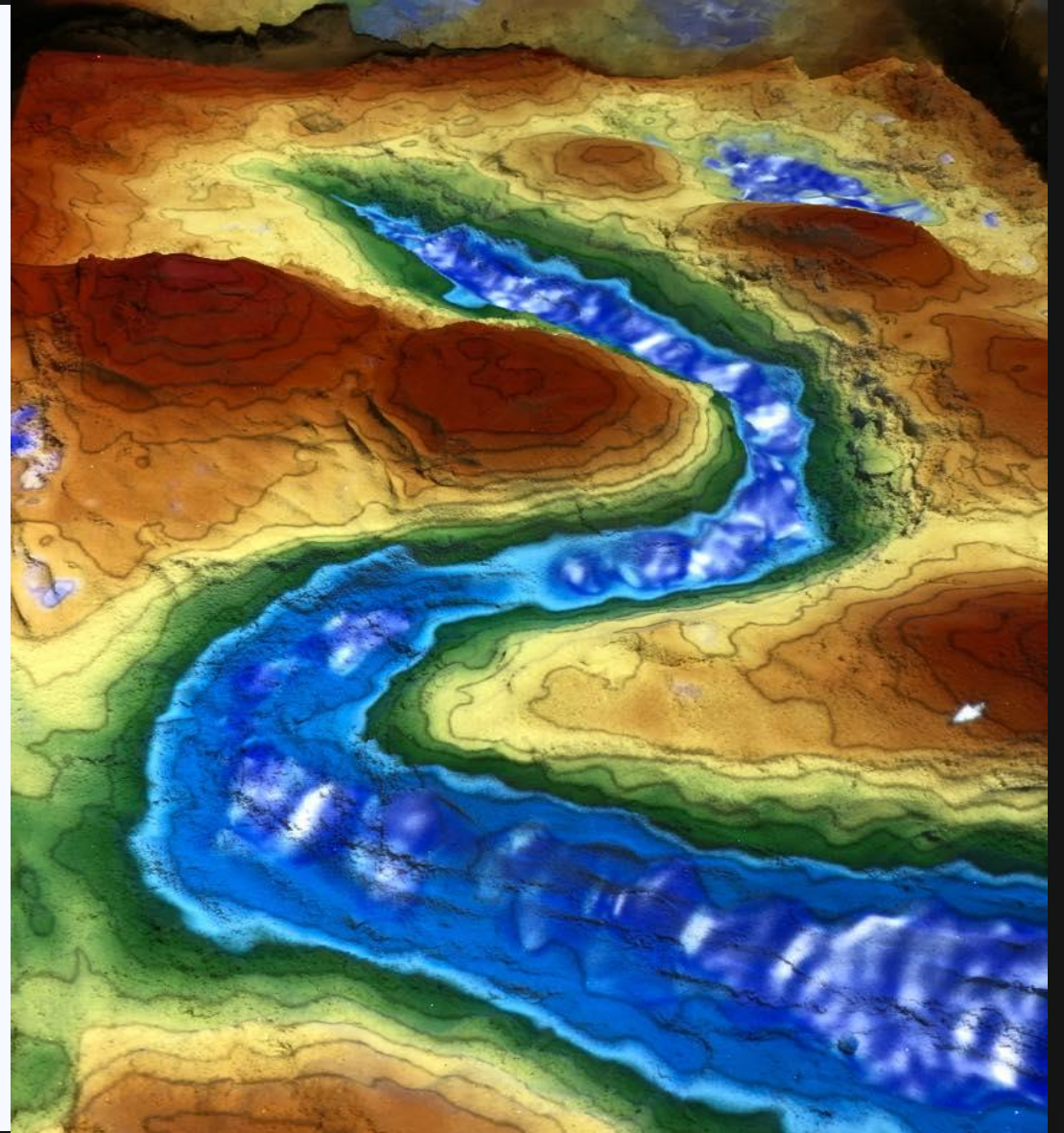
2020 Edition

- *Conservation Districts*
- *Natural Streambed and Land Preservation Act*
- *Montana Rangeland Resources Act*
- *Government Structure and Administration*



HOW DO CONSERVATION DISTRICTS DO THAT?

... by promoting voluntary approaches to conservation, education, and administering the 310 Law ...



ADDRESS NATURAL RESOURCE CONCERNS



COAL SEAM FIRE
MITIGATION



WATERSHED
RESTORATION



TRANSBOUNDARY WATER
CRITICAL INFRASTRUCTURE
PARTNERSHIP



FLOODING

EDUCATION & OUTREACH PROGRAMS



CARE ABOUT THEIR LOCAL COMMUNITIES



RIVER CLEAN-UP



SEED GIVE-A-WAYS



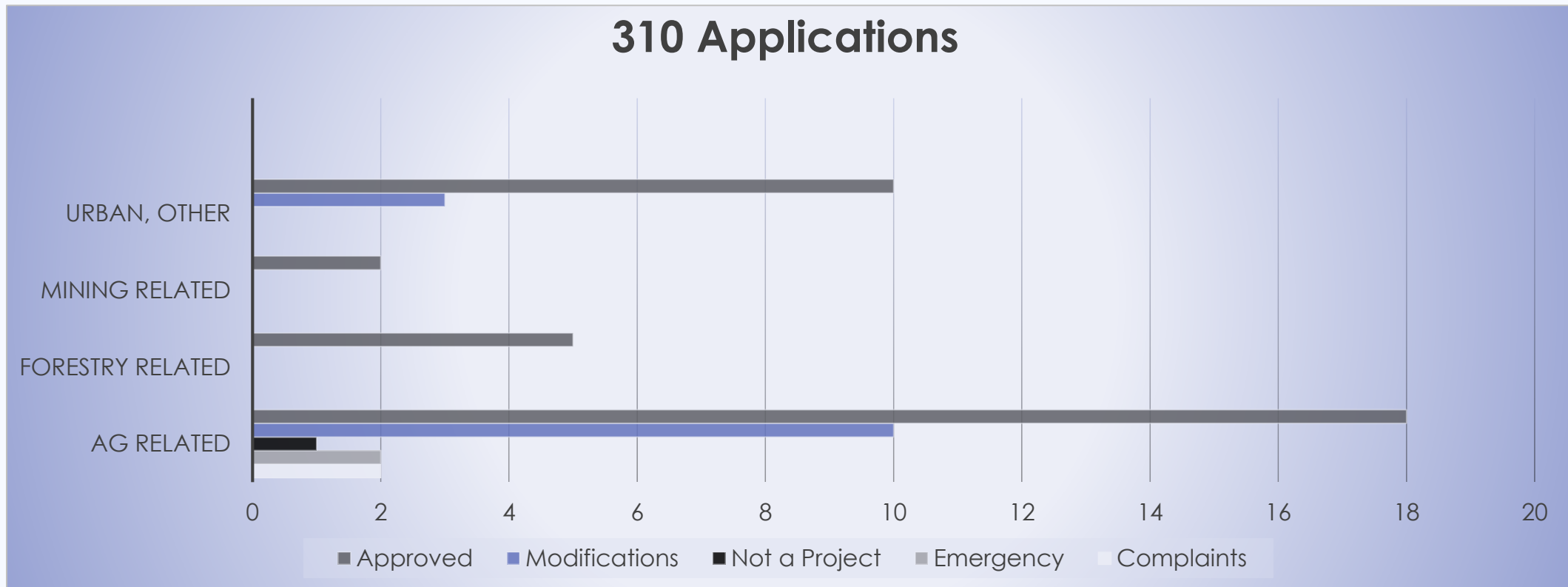
LOCAL SUPPORT

ADMINISTER THE 310 LAW *JASON GARBER*



310 PERMITTING

Process joint application, schedule/attend inspections, submit information to supervisors at monthly board meetings



310 PERMITTING – FROM AN ADMINISTRATOR'S PERSPECTIVE



CD WATER RESERVATIONS

ON THE YELLOWSTONE & MISSOURI RIVERS

DUANE CLAYPOOL IN MILES CITY

Upper Yellowstone Conservation Districts	Lower Yellowstone Conservation Districts	Upper Missouri Conservation District
		Lower / Little Missouri Conservation Districts
Big Horn Carbon Park Stillwater Sweet Grass Yellowstone	Custer Dawson Little Beaver Powder River Prairie Richland Rosebud Treasure	Lower Musselshell Carter Wibaux Richland Little Beaver



ANN KULCZYK IN GLASGOW

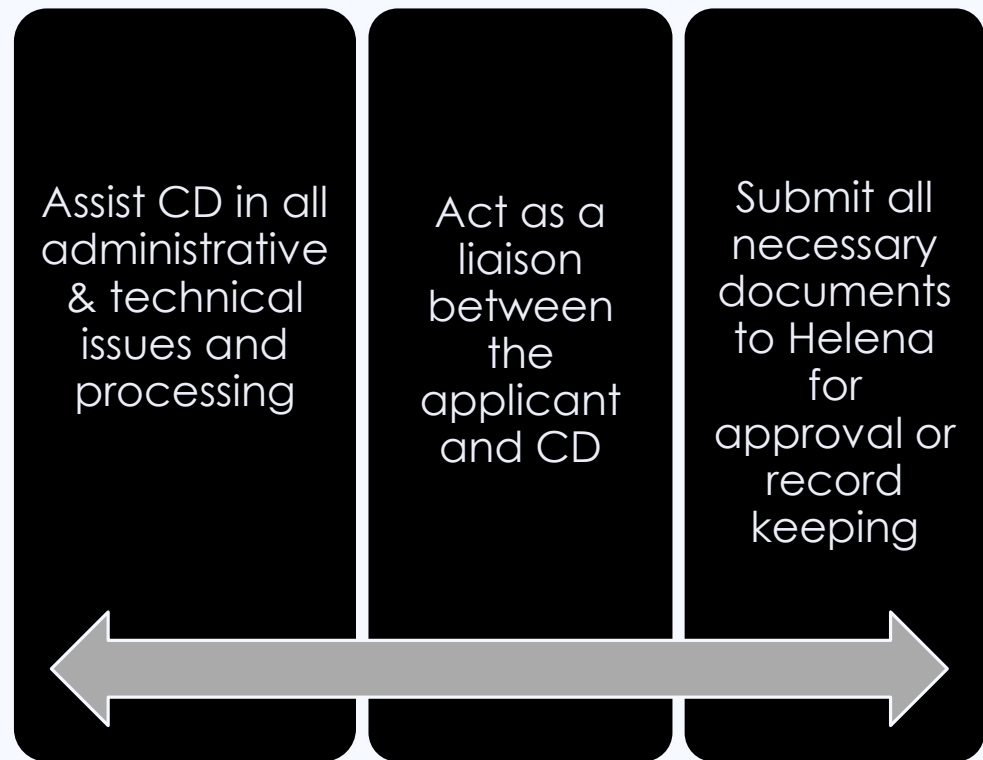
Upper Missouri Conservation Districts	Lower Missouri Conservation Districts
Chouteau Fergus Glacier Judith Basin Pondera Teton Toole Cascade (below Moroney Dam) Valley Liberty	Blaine Daniels Liberty McCone Roosevelt Sheridan Valley

CD WATER RESERVATION ADMINISTRATION

CD/CD ADMINISTRATOR ROLE:

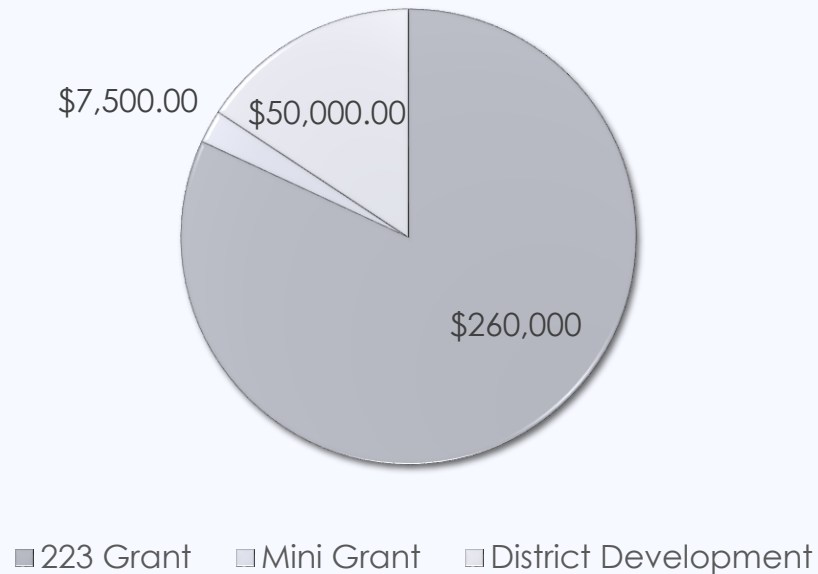
- 1 • Receive all applications, transfers, etc., & process them
- 2 • Send copies of all applications, transfers, etc., to the CDB Specialist
- 3 • Levy any necessary fees
- 4 • Maintain district records
- 5 • In general, perform all administrative actions needed

DNRC CDB ROLE:



GRANTS *LINDA BRANDER*

FUNDING OVERVIEW



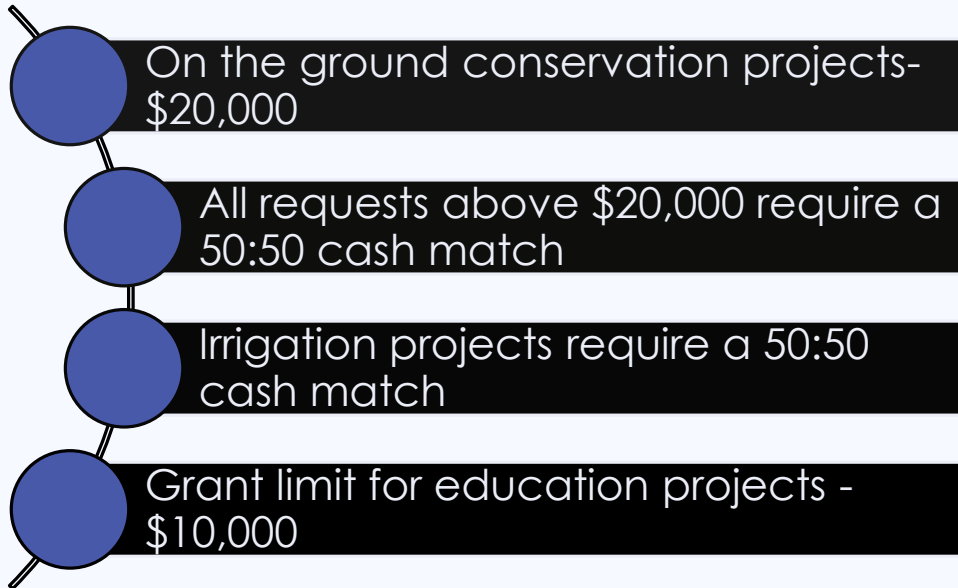
RESOURCE CONSERVATION ADVISORY COUNCIL (RCAC)

Western Montana	Bob Schroeder, Florence Kathleen Johnson, Eureka
North Central Montana	O. Ramsey Offerdal, Conrad Gayla Wortman, Great Falls
South Central Montana	Judi Knapp, Hysham
Eastern Montana	Bob Breipohl, Saco Doug Bonsell, Ekalaka

223 GRANT PROGRAM

THE 47TH LEGISLATURE PROVIDED TO THE CONSERVATION DISTRICTS ONE HALF OF ONE PERCENT OF THE COAL SEVERANCE TAX MONIES.

223 GRANT DOLLAR LIMITS



ELIGIBLE PROJECTS

- Planning
- Education
- Feasibility studies
- Demonstration projects
- Farm / Ranch experiments
- Equipment
- Construction of projects

OTHER GRANTS

THIS COULD BE A STUDY,
EDUCATIONAL EVENT, ON-
THE-GROUND PROJECT,
AND OR A NEW GRANT TO
SECURE FUNDING

MUST PRODUCE AN
OUTCOME.

DISTRICT DEVELOPMENT

ASSIST DISTRICTS, SCHOOLS,
AND OTHER ORGANIZATIONS
WITH EDUCATIONAL PROJECTS
THAT FOCUS ON NATURAL
RESOURCES AND
CONSERVATION.

UP TO \$500 IS AVAILABLE,
MINIMUM REQUEST IS \$100.

MINI EDUCATION GRANT
FOR YOUTH & ADULTS



MINIMUM \$500 UP TO
\$20,000 PER GRANT
MUST BE APPLIED THROUGH
A CONSERVATION DISTRICT

FIRST COME FIRST SERVED

POLLINATOR

ROLES & RESPONSIBILITIES

- MANAGEMENT -

Office & Staff

Financials

Monthly Board Meetings

Annual Plans & Projects



OFFICE & STAFF MANAGEMENT

Office:

Maintain consistent office hours

File management

Staff:

Scheduling

Others

Supervisors:

Maintain communication and correspondence with Supervisors

Financial Management

District accounts: Checking, savings, petty cash & others. Some districts have certificates of deposit (CDs) with financial institutions.

Accounts Payable: Payroll, taxes and withholdings, vendors and grant re-imbusement expenses

Accounts Receivable: District sale items, grants and donations

Reports: Many reports have specific timelines. Please check for deadlines.

*UI – Unemployment Insurance

*PERS – Public Employee Retirement System

*DOA – MT Department of Administration

PAYROLL

- Pay period:
- Time sheets
 - Withholdings
 - PERS

Quarterly:
UI

VENDORS

Pay as received

REPORTS

- Scheduled:
- Bank Reconciliation
 - MT State Tax
 - MT State Fund
 - IRS 941

- Annually:
- W-2
 - 1099
 - DOA

MONTHLY BOARD MEETINGS



Meeting
Notice



Agenda



Take minutes

All CD Board meetings are open to the public.

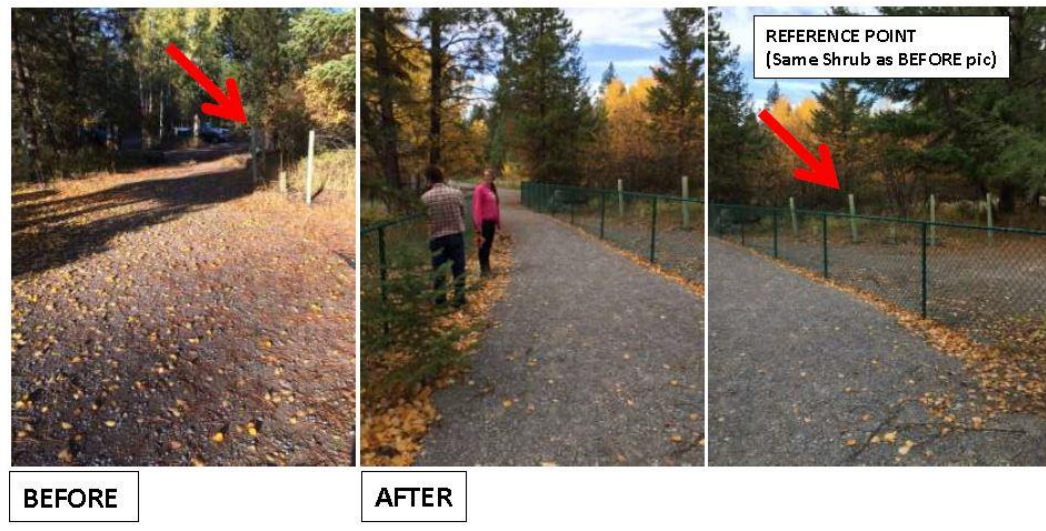
Prior to each meeting, prepare the agenda & notice.

The notice should be posted in publicly.

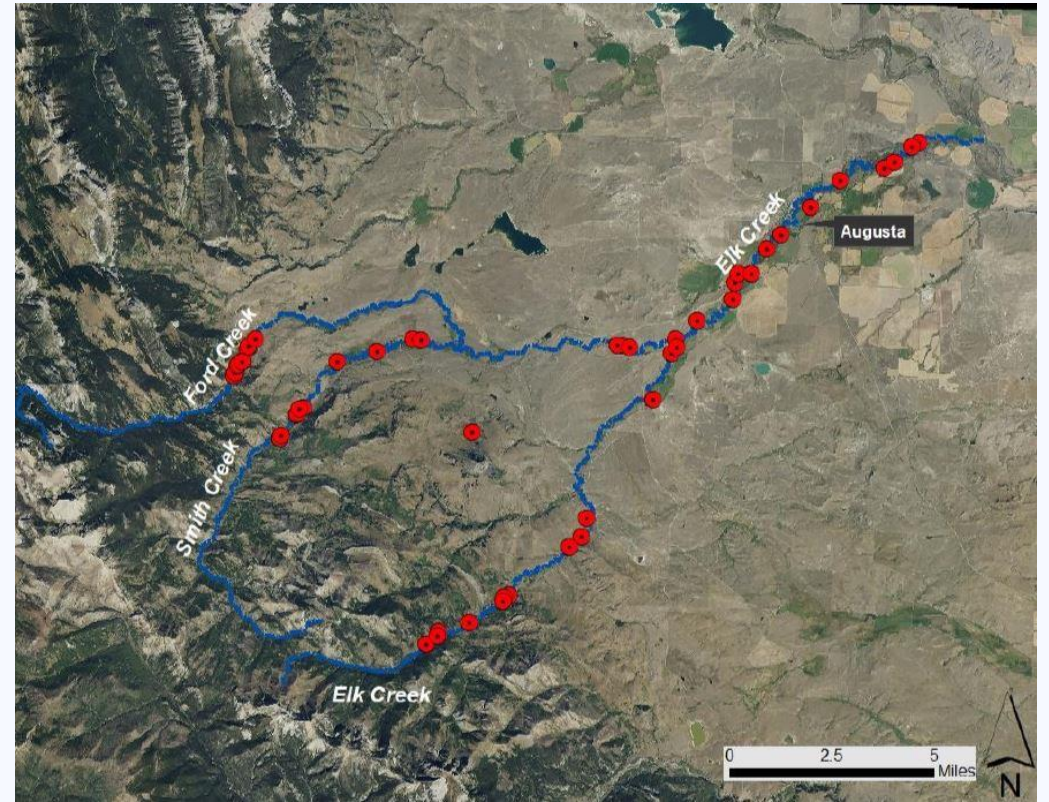
Take minutes at meeting. Once previous minutes have been approved, send a copy to DNRC and your county clerk & recorder

ANNUAL PLANS & PROJECTS – LAKE CD

RAINBOW DRIVE RESTORATION PROJECT – STARTED IN 2016 COMPLETED IN 2019, HOLDING STRONG IN 2020



ANNUAL PLANS & PROJECTS – LEWIS & CLARK CD



PARTNERS

Natural Resource Conservation Service

Montana Association of Conservation Districts

Soil & Water Conservation Districts of Montana

MACD Employee Organization

MACD Education Committee



United States Department of Agriculture



Natural Resources Conservation Service

Kyle Tackett – Partnership Liaison



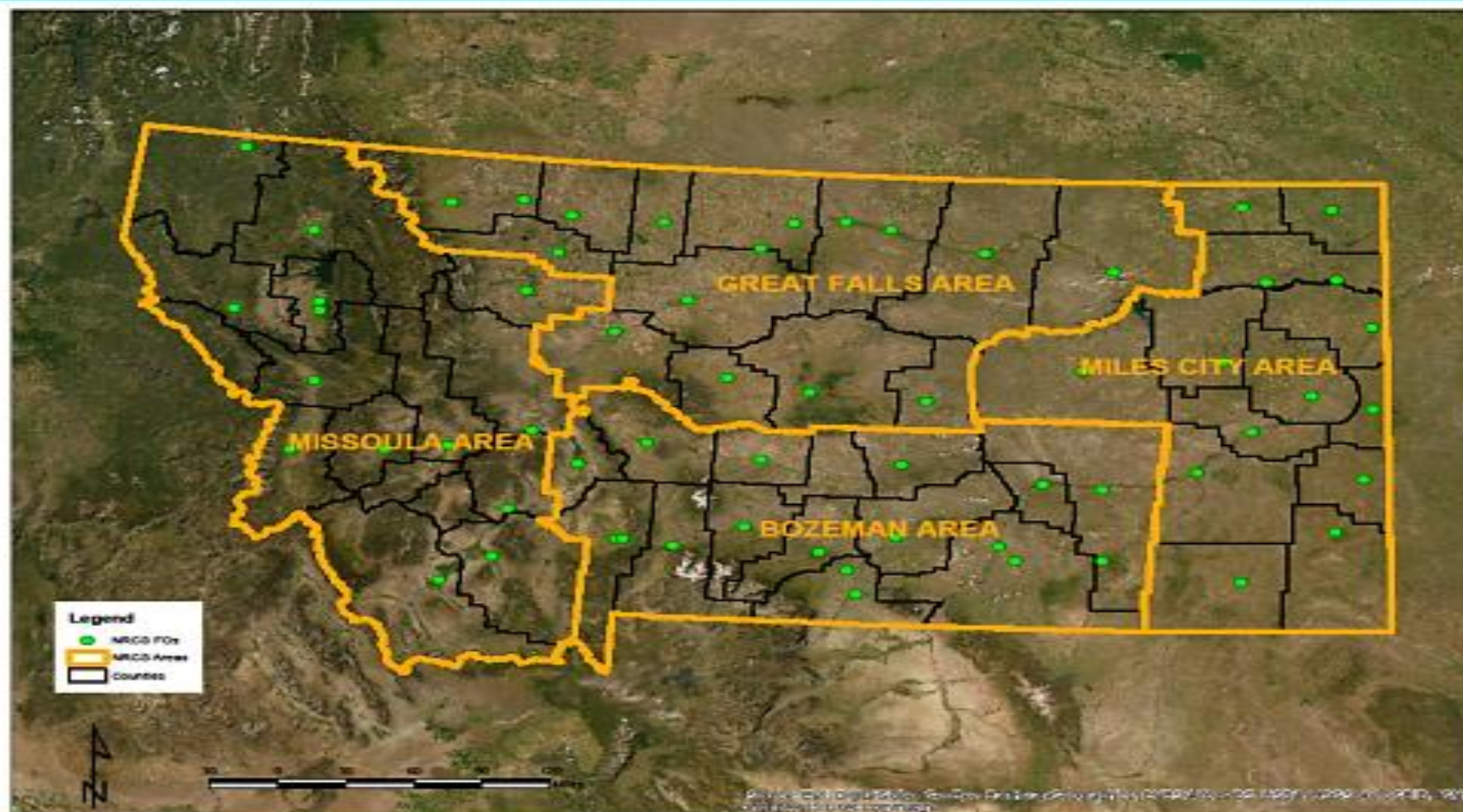
Natural
Resources
Conservation
Service

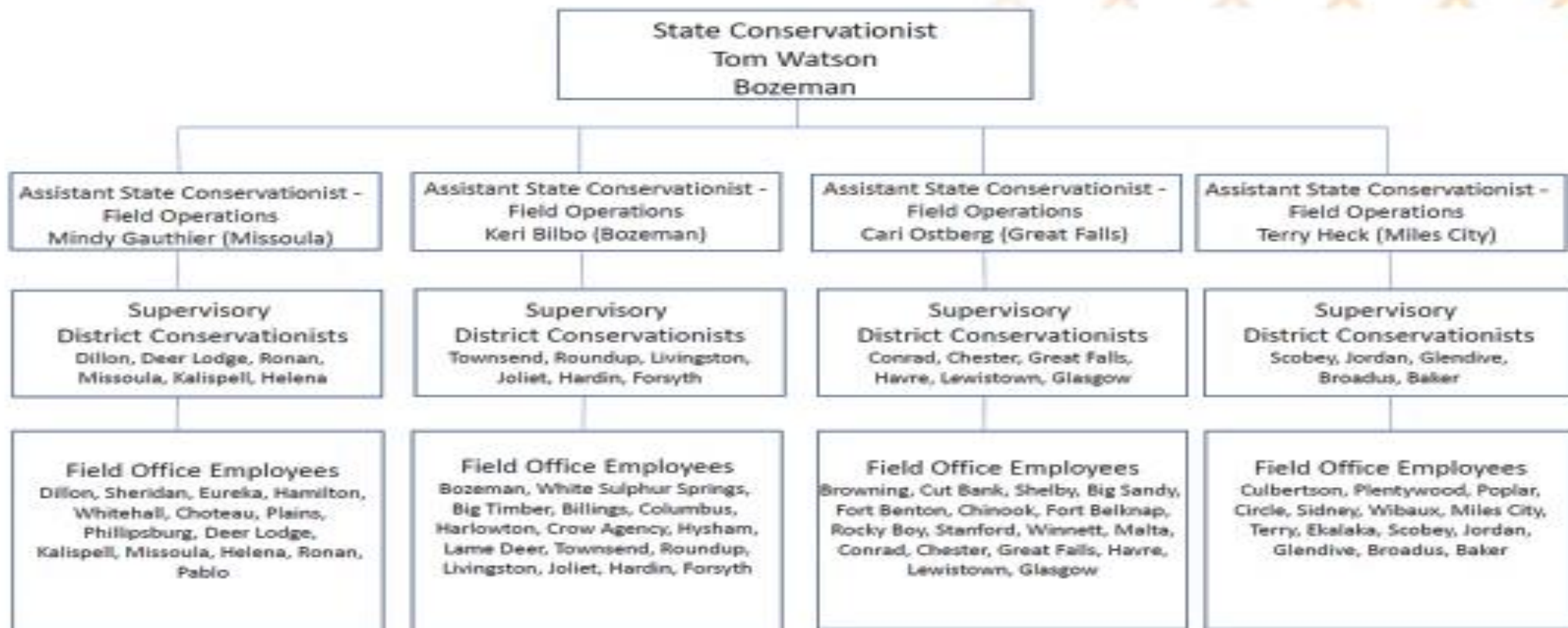
nrcs.usda.gov/

Who is the NRCS?

- **USDA's primary private lands conservation agency**
- **NRCS offers financial and technical assistance through conservation practices, activities and enhancements to help agricultural producers make and maintain improvements on their land.**
- **All programs are voluntary, not regulatory**
- **NRCS succeeds through its partnerships**
- **What else do we do?**
 - Snow Survey
 - Bridger Plant Materials Center







Conservation Districts and the NRCS

- The Natural Resources Conservation Service (NRCS) and the Nation's Soil and Water Conservation Districts share a rich history of collaborating to deliver comprehensive technical and financial assistance to farmers, ranchers, forest stewards and other entities to voluntarily conserve and enhance natural resources.
- Along with these historical and unique relationships, NRCS has special statutory authorities to cooperate and share resources with conservation districts and Tribes for the conservation and enhancement of natural resources.
 - Office Space, Vehicles, Computers, etc.



Conservation Districts and the NRCS

- **Conservation Districts assist NRCS by**
 - Participating in outreach and community education events
 - Advocating for a strong natural resource conservation program by keeping appropriate boards, landowners, legislators, county commissioners, and other key stakeholders apprised of conservation activities within the district.
 - Assembling and chairing the USDA local working group
 - Recommending local natural resource priorities and criteria for NRCS conservation activities and programs based on the conservation needs assessment and public input.





United States Department of Agriculture

Montana Focused Conservation



Voluntary Conservation is BEST delivered and accepted where outcomes are defined at the local level.....

NRCS conservation investments will be focused in targeted areas to achieve clearly defined natural resource outcomes that have been identified through the Local Work Group and locally led process.



Natural
Resources
Conservation
Service

nrcs.usda.gov/



Montana Focused Conservation is:

- **Locally Led**
- **Partner-Centric**
- **Cost Effective**
- **Focused**
- **Results-Oriented**



Natural
Resources
Conservation
Service

nrcs.usda.gov/



How do we deliver this approach?

- Local partners including **Soil and Water Conservation Districts**, watershed councils, state and local agencies, NGO's, JV's are just a few of the members across Montana who will contribute significantly to this effort.





United States Department of Agriculture



More Information

➤ www.mt.nrcs.usda.gov



USDA is an equal opportunity provider, employer, and lender.



**MONTANA ASSOCIATION of
CONSERVATION DISTRICTS**
We're growing Montana's future.

We support Montana's Conservation Districts
in promoting local, voluntary, common sense conservation of
soil, water, and other natural resources.

Rebecca Boslough

September 23, 2020

www.macdnet.org
www.swcdm.org

MACD 2020 Board of Directors

Area 1

William Bernard
Dean Rogge
Jeff Wivholm

Area 2

Tony Barone
Roddy Rost
Bob Petermann

Area 3

Steve Hertel
Gayla Wortman
Mark Suta

Area 4

Steve Shanaman
Don Youngbauer
Judi Knapp

Area 5

Bill Naegeli
Jim Simpson
Pete Woll

Area 6

Gary Giem
Mike Hansen
Rick VanDyken

President: Jim Simpson
Vice President: Dean Rogge
Treasurer: Gary Giem

www.macdnet.org
www.swcdm.org

Resolutions



Writing Resolutions

Each year, MACD's member districts are invited to craft and submit resolutions that will help direct the advocacy and policy work of the Association on specific natural resource issues.

September / October

Area Meetings

The resolution then travels to the respective annual Area meeting, where it is deliberated by the Conservation Districts of that area.

Moving forward

MACD Activities

If a resolution passes before the full membership of MACD, it then becomes part of the policies and/or workplan for MACD legislative and advocacy activities in January of each year.

September 1st

Submit Resolutions

Resolutions are drafted and approved by a local Conservation District prior to September 1 each year.

November

Annual Convention

If the resolution passes the area meeting, it then moves to the MACD Annual Convention in November. At the convention, it is assigned to a committee, which considers the resolution and then recommends a motion of "Pass" or "Do Not Pass" for the full membership body. The final step is a vote by the full membership during the general session at Convention.

www.macdnet.org
www.swcdm.org

MACD Standing Committees

- 1 District Operations
- 2 Education
- 3 Soil Resources and Land Use
- 4 Water Resources

Ad Hoc Committees: Legislative, MACD / SWCDM Merger

www.macdnet.org
www.swcdm.org



501(c)4



501(c)3

Sister organizations:

Work hand-in-hand to represent and serve Montana's 58 conservation districts through policy, programs, and outreach.

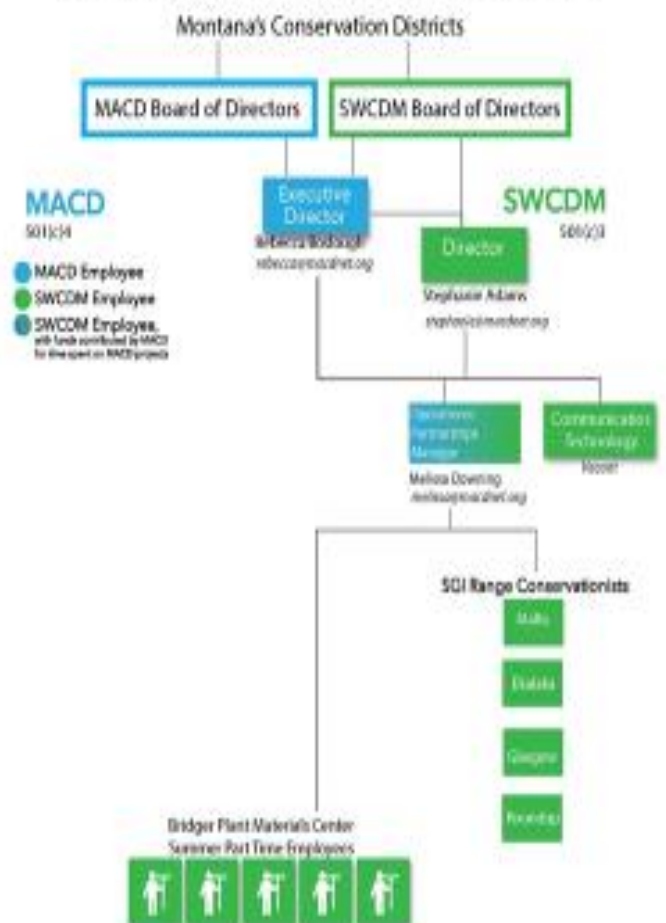
www.macdnet.org
www.swcdm.org

What we do

- 1 Advocacy and policy
- 2 Education
- 3 Conservation Programs
- 4 Technical Support
- 5 Knowledge sharing, connection, and communications

www.macdnet.org
www.swcdm.org

ORGANIZATION CHART



Funding
 MACD is funded by dues payments
 SWCDM is funded by grants & programs

Office Property
 The Helena Office is owned by SWCDM.
 MACD pays monthly rent for use of the space.

*All employees full time unless otherwise noted

Helena Office

Rebecca Boslough
 MACD Executive Director

Stephanie Adams
 SWCDM Director

Melissa Downing,
 Operations Manager & Partnerships Coordinator

Jeff Tiberi
 MACD Government Relations Advisor (contractor)

www.macdnet.org
www.swcdm.org



On the Horizon

Happening
Now

CARES Act Funding

Fall
2020

Area Meetings

MACD Convention

Potential Merge

Winter & Spring
2021

Legislative Session

www.macdnet.org
www.swcdm.org

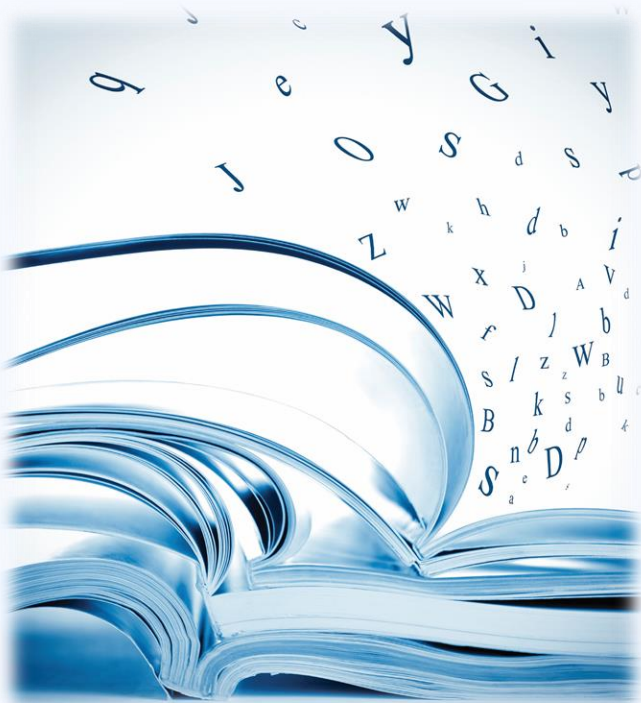


Thank you!

Rebecca@macdnet.org

www.macdnet.org
www.swcdm.org

MACD EDUCATION COMMITTEE



WHAT IS THE EDUCATION COMMITTEE?

- RESOLUTION REVIEW & TRACKING
- SCHOLARSHIP APPLICATION REVIEW
- INTERNAL EDUCATION ISSUES (CD EMPLOYEES & SUPERVISORS)
- EXTERNAL EDUCATION ISSUES (PUBLIC & LEGISLATION- RESOLUTIONS)
- COORDINATION OF EDUCATION EFFORTS WITH DNRC-CDB & EMPLOYEE ORGANIZATION

WHAT DOES THE EDUCATION COMMITTEE DO?

- APPOINTED MACD SUPERVISORS
- ADMINISTRATORS
- SUPERVISORS
- DNRC CDB STAFF
- ANYONE INTERESTED IN CD EDUCATION ISSUES

WHO IS INVOLVED?



President

- Tenlee Atchison, Cascade Conservation District

Vice President

- Heidi Fleury, Lake County Conservation District

Treasurer & Secretary

- Dusty Olson, Garfield County Conservation District (Treasurer)
- Gail Cicon, Liberty County Conservation District (Secretary)

Employee Organization Officers and Area Representatives

Area 1

- Mike Bjarko, Daniels County Conservation District
- Dusty Olsen, Garfield County Conservation District

Area 2

- Julie Goss, Richland County Conservation District
- Vacant

Area 3

- Tenlee Atchison, Cascade Conservation District
- Gail Cicon, Liberty County Conservation District

Area 4

- Wendy Jones, Lower Musselshell Conservation District
- Sharon Flemetis, Stillwater Conservation District

Area 5

- Heidi Fleury, Lake County Conservation District
- Julie Ralston, Bitterroot Conservation District

Area 6

- Katie Mumford, Broadwater Conservation District
- Becky Clements, Gallatin Conservation District

RESOURCES

Administrators manual (being updated)

Documents & Webinars

Videos

RESOURCES

New Administrator Handbooks

DATE	POSTED BY
July 29, 2015	Kate Arpin

The Employees organization has recently produced an update to our Administrator's Handbook. Hard copies were handed out at the statewide training in June, and you can request that one be mailed to you if you didn't pick one up at the training. Or download here!

This is a great resource for new administrators that discusses the history of Conservation Districts and advice on planning, finances, outreach and more for districts.

[Tab 1 Dividers](#) | [History of Montana Conservation Districts](#)

[Tab 2 Dividers](#) | [Agencies and Organizations Assisting the Districts](#)

[Tab 3 Dividers](#) | [Personel](#)

[Tab 4 Dividers](#) | [DISTRICT PLANNING](#)

[Tab 5 Dividers](#) | [Daily Operations](#)

[Tab 6 Dividers](#) | [DISTRICT FINANCES](#)

[Tab 7 Dividers](#) | [Grants](#)

[Tab 8 Dividers](#) | [Supervisors](#)

[Tab 9 Dividers](#) | [310](#)

[Tab 10 Dividers](#) | [Water Reservations](#)

[Tab 11 Dividers](#) | [Public Relations and Outreach](#)

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

DOCUMENTS & WEBINARS

▶ 310 FORMS [\[Show/Hide\]](#)

Forms: Joint Application, Emergency, Complaint, Supervisor Decision and Team Member Report forms

▶ ADMINISTRATION [\[Show/Hide\]](#)

Forms: Audit and Records Retention

▶ CONTRACTS / GRANT PLANNING & MANAGEMENT [\[Show/Hide\]](#)

Forms: Contract and Grants Management, Project Development, Standard Rental Agreement, Vendor Invoice
Webinars: Administration Grant, CD Grant, Developing a Budget and Scope of Work, Webgrants, Grant Writing

▶ ELECTIONS [\[Show/Hide\]](#)

Forms: Supervisor Election, Term Calendar Example, Vacancies & Common Issues, News Release Templates, Declaration for Nomination Oath of Candidacy, Oath of Office and Instructions

▶ EDUCATION [\[Show/Hide\]](#)

Form: Rolling River Trailers
Educational Links: EPA, NACD Conservation Education Hub, National Environmental Education Foundation, and others

▶ FINANCIAL [\[Show/Hide\]](#)

Form: Auditing Tips
Webinar: Filing the Annual Financial Report

▶ LAW BOOK & OTHERS [\[Show/Hide\]](#)

Forms: 2016 CD Law Book, CD Formation Dates, Funding Opportunity for CDs

▶ MEETINGS [\[Show/Hide\]](#)

Forms: Open Meeting Act, CD Meeting Minutes, Sturgis Parliamentary Procedures and Motions Chart

<http://dnrc.mt.gov/divisions/cardd/conservation-districts/documents-trainings>

Conservation Videos

Mud Creek Restoration – Lincoln Conservation District

<https://youtu.be/HbhuSUFxQjo?t=13>

Ranching for Rivers – Flathead Conservation District

<https://youtu.be/slcobNmWHfs?t=9>

Madison Valley, Montana: A model for land & water conservation <https://youtu.be/NMmQsAU3tws?t=3>

Lake County Conservation District Resource Management Videos: Swan Study

<https://lakecountyconservationdistrict.org/swan-resource-management-study/videos/>



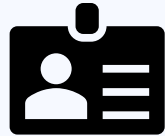


CONTACT US



LAURIE ZELLER, CD Bureau Chief
LZELLER@MT.GOV

406-444-6669



LINDA BRANDER, CD Specialist
LLBRANDER@MT.GOV

406-444-0520



KARL CHRISTIANS, CD Specialist
KCHRISTIANS@MT.GOV

406-444-3022



MARY HENDRIX, CD Specialist
MARY.HENDRIX@MT.GOV

406-444-4253



JASON GARBER, Stream
Permitting Coordinator

JASON.GARBER@MT.GOV

406-444-4340



DUANE CLAYPOOL, Water
Reservation Specialist

DCLAYPOOL@MT.GOV

406-232-6359