

Park Conservation District

5242 Highway 89 South Livingston, MT 59047
O: (406) 946-3007 C: (406) 223-1048 E: parkcd@usda.gov

BOARD MEETING: MINUTES

February 4, 2025 – 11:00am

USDA Conference Room, 5242 US Hwy 89 S, Livingston, MT 59047

BOARD MEMBERS PRESENT: Ned Zimmerman, Dustin Homan, Judy O’Hair, Dave Haug, Martin Davis.
NON-BOARD MEMBERS: Kelly Arterburn, PCD Administrator; Ashley Lowrey, Watershed Coordinator; Nate Brown, NRCS; Scott Opitz, FWP.

1. **11:13am - Call the Regular Park CD Board Meeting to Order – Dustin Homan, Chair**

2. **310 Applications: Inspection Reports, Discussion and Board Decision:**
 - A. **PK-01-25**
Boulder River, 15 Whispering Pines, McLeod.
Joe Hanser. Rip rap, log, and root wad bank stabilization project. FWP - pull debris off the island to keep it from pushing water off the bank.
***Ned moves to table the application: need more information on land ownership and project information, Dustin 2nd. Motion carries (4-3).**
 - B. **PK-02-25**
Shields River, 16 Brackett Creek Rd, Clyde Park.
Gay Podzemny. Re-slope bank, install rip rap, and reseed native grass mix. PCD - water deflecting off RR grade, pushing river towards home. Brackett Creek bridge downstream.
***Ned made a motion to approve and waive the 15-day waiting period, Judy 2nd. Motion carries (4-3).**
 - C. **PK-03-25**
Mission Creek, 215 Mission Creek Rd, Livingston.
Ron Hoaglund. Install 300 LF rip rap, slope bank to 1.5:1.
***Ned moves to table until more complete plans are received, including depth of keys in relation to streambed. Dustin 2nd. Motion carries (4-3).**
 - D. **PK-04-25**
Mission Creek, 215 Mission Creek Rd, Livingston.
Ron Hoaglund. Install 85 LF rip rap, slope bank to 1.5:1.
***Ned moves to table until more complete plans are received, including depth of keys in relation to streambed. Dustin 2nd. Motion carries (4-3).**
 - E. **PK-05-25**
Mission Creek, 215 Mission Creek Rd, Livingston.
Ron Hoaglund. Install concrete headgate. PCD - concern to depth of headgate needed for water to flow through headgate, will ditch need to be dredged.
***Judy made a motion to table the application until more information is provided: need depth of headgate in relation to streambed. Ned 2nd. Motion carries (4-3).**
 - F. **PK-06-25**
Yellowstone River, 2290 E River Rd, Livingston.
Tom Coleman, Bruce Rauner. Install new diversion – concrete intake structure with bar guard.
***Ned moves to approve, Dave 2nd. Motion carries (4-3).**
 - G. **PK-07-25**
Yellowstone River, 15 Ninth Street Island Dr, Livingston.
Tom Coleman, Diane Gerber. Rip rap installation to fill gap between bank treatments on Olson property and former Stewart property.
***Dave moves to approve, Ned 2nd. Motion carries (4-3).**

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H. **PK-08-25**

Yellowstone River, 1037 Hwy 89 S, Gardiner.

Yellowstone River Gardiner Lodge, LLC, John Robidou. Permit expired October 18, 2024, before work commenced due to delays in permitting. New river access point.

***Dustin moves to approve and waive the 15-day waiting period, Ned 2nd. Motion carries (4-3).**

3. **Reserved Water Applications – Reports, Discussion and Board Decision:**

A. **PA 2301**, West Creek Ranch, LLC. –

- DNRC Director approved to complete the 606-CD process
- Review and sign Form 606 - Park CD has 180 days to submit application & fee.
- DMS to make payment to DNRC for 606-CD application: \$1,000

4. **Public Comment - none.**

5. **Treasurer’s Report and Financial Items**

- A. Approval of Checks, Financial Reports, P&L, Balance Sheet, Timesheets.
- B. Supervisor reimbursement forms
- C. Checks: CEM Bookkeeping, MCDEO Dues

***Dave made a motion to approve, Judy 2nd. Motion carries (4-3).**

6. **Minutes – January 7, 2025 Minutes, review and sign**

***Ned moves to approve, Dustin 2nd. Motion carries (4-3).**

7. **New Business**

- A. 319 funding Letter of Support – request from Ashley Brubaker, Trout Unlimited, two projects on tributaries of the Shields River.

***Ned moves to approve submitting a letter of support for Brackett Creek and Canyon Creek Project, Dustin 2nd. Motion carries (4-3).**

- B. Supervisor elections – Jamie Lannen CP Urban term.

8. **Old Business**

A. **PK-01-23**

Soda Butte Creek, 279 Bannock Trail, Cooke City, Michael & Michelle Rosengren. EPA Clean Water Section 404 enforcement, criminal investigation underway.

- A. **Oath of Office** – submitted to Clerk & Recorder by Ned Zimmerman & Judy O’Hair.

9. **Planning & Development Board Update– Dustin Homan**

Water briefing next month.

10. **NRCS Update – Nate Brown**

Snow & precipitation reports, new USDA building announcement - with FS as the lead agency. Ranking deadline approaching, payments paused due to federal directives. Working group meeting postponed until Fall.

11. **Watershed Business:**

UYWG General Meeting – November 14th, 5-7pm, St. Johns Church, Emigrant.

SVWG Meeting – tbd

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12. Conservation District Updates

- SB 123
- Need to check with NRCS on Mill Creek pipeline records.

13. Adjourned - 2:45 pm

CLOSED SESSION

2025 Capacity and Restructuring -

Hire Watershed Coordinator for 20 - 32 hours / week, wage depending on experience, benefits included.

Ashley - to move to Director of Conservation and Operations (15 hours / week), will oversee finances and grant management.

Kelly - to remain as District Administrator, with a focus on 310 permitting and water reservations.

Staff Evaluations -

Ashley Lowrey, Watershed Coordinator - satisfactory performance review.

***Ned made a motion to increase Ashley's wage to \$33/hour, Dave 2nd. Motion carried (4-3).**

Kelly Arterburn, District Administrator - satisfactory performance review.

***Ned made a motion to increase Kelly's wage to \$28/hour, Dave 2nd. Motion carried (4-3).**

NEXT MEETING: March 4, 2025 at 10:30am - USDA Conference Room, Livingston, Montana.


 Minutes approved by _____ Date 3/4/2025


 Minutes prepared by _____ Date 3/4/2025