

COMMISSIONERS APPROVAL

FOSS *SF*

CHILCOTT *g*

IMAN *JR*

STOLTZ *RS*

BURROWS *JB*

Members Present.....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

Date.....November 28, 2012

Minutes: Glenda Wiles

► The Board met at 10:00 a.m. with Deputy County Attorney Howard Recht in regard to a personnel matter relating to a Road and Bridge Department employee. Also present at this meeting was the County Attorney's Special Investigator Pete Clarkson, Human Resource Director Robert Jenni and Road Department Union Representative Jay Reardon.

Commissioner Foss called the meeting to order reading the calendared item. She believes that the privacy of the individual outweighs any right to for public disclosure and called for a closed door session under 2-3-203 MCA.



**FY2013 Extension Services Agreement**  
 between  
**Montana State University Extension**  
 and  
**Ravalli County, Montana**

The parties hereto enter into this agreement for the funding and operation of Extension in the above named county. This agreement is entered into under the authority 7-21-3203 MCA; the Smith-Lever Act of May 8, 1914, and subsequent Acts of the Congress of the United States.

**BUDGET AND PERIOD COVERED:** The above named county will contribute funds for the support of extension work in agriculture and natural resources, family and consumer sciences, 4-H/youth development, community development, and related subjects in the amounts and for the purposes specified in the following budget. Montana State University Extension will contribute the amounts necessary to pay the balance of the cooperatively financed salaries and all of the payroll benefits of county Extension agents assigned to the above county. It is recommended by MACo that the county provide support to the MSU Extension Service for each agreed-upon full-time equivalent (FTE) at the level of 65% of the Clerk and Recorder's salary. For FY2013, counties may choose to contribute at the 65% formula level or a maximum of \$32,000 (50% of the average agent salary plus benefits). The maximum contribution is subject to annual review to allow for salary and benefit inflation.

This agreement covers the period beginning July 1, 2012 and ending June 30, 2013.

FY13 Clerk/Recorder Bases Salary = \$49,826.33

**Foundational Support of Agents**

Position	Name	FTE	Employment	Comm. Allow.	Total Contrib.
Agent, Chair	Katelyn Andersen	1.00	\$31,266.50		\$31,266.50
Agent	Ralph Johnson	1.00	\$31,266.50		\$31,266.50

Total County contribution to agents' salaries for contracted services\* \$62,533.00

**Supplemental Support**

Employee Name	Purpose of funds	Contribution

\$0.00

**Total County Funding:**

Personnel:	FTE	Name	Salary
Admin Support	1.00	Kristyn Martinez	\$21,834.00
Admin Support	0.14	Temporary	\$3,034.00
Co. Only Funded Agent or Other			
Program Assistant or Other (please enter description here)			
Other (please enter description here)			
		<b>Total Support Staff Salaries</b>	<b>\$24,868.00</b>
		<b>Support Staff Benefits (incl. Term Pa</b>	<b>\$11,296.00</b>
		<b>Agent Salary Support</b>	<b>\$62,533.00</b>
		<b>Agent Termination Pay</b>	<b>\$0.00</b>
		<b>Total Personnel Costs</b>	<b>\$98,697.00</b>
<b>Operations:</b>		<b>Travel</b>	<b>\$4,385.00</b>
		<b>All Other</b>	<b>\$26,292.00</b>
		<b>Total Operations</b>	<b>\$30,677.00</b>
<b>Capital:</b>		<b>Total Capital</b>	<b>\$0.00</b>
		<b>TOTAL ALL ITEMS</b>	<b>\$129,374.00</b>

Additional Information (include information concerning cooperative arrangements between counties or with weed districts, special arrangements for part-time agents, etc.):

1. **EXPENDITURE OF FUNDS:** Expenditure of funds will not exceed the amounts appropriated, but transfers of funds between items within the budget may be approved, as permitted by State law. Money appropriated by the County for operations shall be expended by county warrant in accordance with regular procedures followed by the County. MSU Extension will bill the County for its portion of the agents' salaries. Money appropriated from State and Federal funds as well as County funds for agents' salaries will be paid directly to the agents each month by the MSU Extension, Montana State University, Bozeman, Montana 59717-2230.
2. **COUNTY ACCOUNTS:** It is agreed by MSU and the County Commissioners that all financial accounts managed by the Extension office will be subject to such audits as are determined necessary in compliance with County, MSU or State auditing requirements. If either party has reason to believe that the Extension staff is engaged in any financial malfeasance, misappropriation or misuse of funds managed by the Extension office, it will promptly notify the other party and conduct an audit or investigation. Any audit or investigation conducted by MSU or the County regarding funds managed by the Extension office shall be made available to the other party.
3. **OFFICE SPACE, ADMINISTRATIVE SUPPORT, OPERATIONS AND EQUIPMENT:** The Board of County Commissioners, with the agreement of Extension administration, shall provide sufficient office space, administrative support, operational and capital support for the county-based MSUE faculty.
4. **SELECTION AND APPOINTMENT OF AGENTS:** The MSU Extension, in cooperation with the County Commissioners, will develop a position announcement for any vacant Extension agent positions in the county. The MSU Extension will assess the qualifications of one or more candidates on the basis of education, experience, and other criteria listed in the position announcement. An applicant review committee will be appointed to interview the selected candidates and make recommendations. MSU Extension is the hiring authority for the position. Extension agents will be appointed as adjunct or tenure track faculty of Montana State University and, in some cases, may have appointments with the United States Department of Agriculture and would be subject to the privileges and responsibilities consistent with these appointments and the position. One member of the County Extension faculty will be appointed as chairperson and serve as the county department head for the Extension Office and as liaison between the MSU Extension and the county.
5. **COUNTY EXTENSION PROGRAM:** The Director of the MSU Extension is responsible for the work done under the name of Extension. The County Extension faculty will annually submit, on predetermined dates, a Plan of Work based on county priorities and needs. Approval of these plans of work will be given by the Regional Department Head. An annual report will also be submitted in the format provided.
6. **ENSURING EFFECTIVE SERVICE:** The parties to this agreement are mutually interested in providing the people of the county with an effective educational program in agriculture and natural resources, family & consumer sciences, 4-H/youth development, community development, and related subjects. Provision of the highest level of services requires a well-managed office and personnel who are capable of working effectively with people. The parties agree that any concerns about services, staff or operation of the county Extension program will immediately be discussed between the Director or his/her designee and the County Commissioners or their designee, and every effort made to provide a solution. Annual salary rates may be adjusted when changes in personnel occur, but such adjustments will not change the schedule for county contributions to the salaries of county Extension agents. The resignation of an Extension Agent does not affect continuance of this agreement. Counties will not be billed during periods when a vacancy exists.
7. **TERMINATION PAY:** Upon resignation, termination or retirement of the Extension agent, each party shall be responsible for its share of termination pay for annual and sick leave based upon the budget agreement in effect. In the case of transfers from one county to another, Extension administration will notify the county from which the agent departed of the sum of money to be paid to the county of destination.
8. **DURATION OF AGREEMENT:** This agreement shall cover the period stated on the budget agreement form, except that it may be terminated by either party, without cause, ninety (90) days after written notice is delivered to the other party.

The County confirms that the Clerk/Recorder salary recorded on page one is accurate for time period of this agreement. In the event the an error is discovered in this agreement, the county and MSUE (county chair and regional department head) will correct the error and develop reasonable payment adjustments.

BOARD OF COUNTY COMMISSIONERS

Suzanne Foss 11/27/12  
Commissioner Date

[Signature] 11/27/12  
Commissioner Date

[Signature] 11-27-12  
Commissioner Date

[Signature] 11-27-12

[Signature] 11-27-12

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Chief Executive Officer (if applicable) Date

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Director, Montana State University Extension Date



## What is Montana State University/Ravalli County Extension?

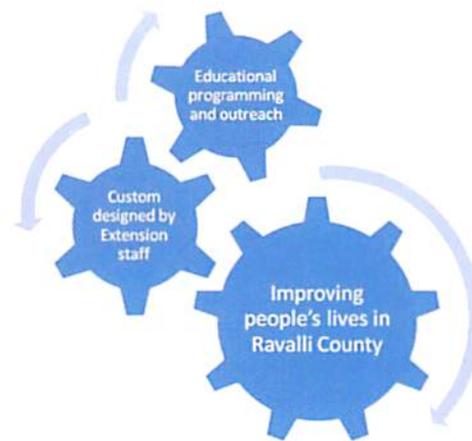
### Enhancing Ravalli County through Education and Partnerships

MSU Extension is a partnership between Montana State University, Ravalli County and U.S. Department of Agriculture. About 100 years ago, MSU Extension began providing unbiased, scientific, research-based information to every citizen in Montana. Extension began with informal education focused on agriculture, which was provided to citizens on a county level.

Although agriculture remains a strong component of Extension, the programming areas have shifted to focus on the needs of local communities. Through Extension, people may:

- Become proficient at gardening through a Master Gardener program
- Learn how to properly apply pesticides through applicator training
- Learn the identity and information about a mystery plant or insect
- Learn to be a good steward of forest property
- Learn about proper feeding and care of livestock
- Volunteer to make a difference in the life of a child through 4-H and mentoring
- Find resources on canning, food preservation & free canning pressure gauge checks
- Schedule a worksite wellness or nutrition class for a business, church or organization
- Discover 4-H with activities such as camping, photography, leadership and robotics

Many people regard the Extension office as an initial contact point for questions or concerns in the local community. They understand Extension is connected to the community as educators, collaborators, and synergists. Extension staff have the ability to provide information in a context that can be understood and applied to current situations in Ravalli County.



Extension is about relationships. Trust is earned over years of interactions with local clientele. Even in our technology based world, Extension places a high value on face-to-face relationships. The personal relationships form the bond of trust and confidence that enable citizens to act on the resources provided by Extension.

As in the past 100 years, Extension continues to build trust, enable better decision-making skills, foster prosperity, instill stewardship and help improve the overall quality of life for Montanans. This is achieved through the educational programming and outreach strategies custom designed by Extension staff to improve people's lives in Ravalli County.

## Meet Our Office Staff



The Ravalli County Extension Office continues to be a resource for education and make an impact on constituents.

Back row, left to right: Kristyn Martinez, Ralph Johnson.

Front row, left to right: Katelyn Andersen, Terry Moran, Virginia Chaffin.

The relationships and trust earned through the years of interaction with local clientele enables partnerships to be sustained when transitions occur within the office. This last year, some of the faces of Extension changed, but the office staff continues to provide objective information and programs to help citizens make better decisions to positively impact their lives.

Kristyn Martinez joined the office in February as the Administrative Assistant. In April, Terry Moran became the 4-H Mentoring Site Manager for a grant funded program through National 4-H Council and Office of Juvenile Justice and Delinquency Program (OJJDP). Dr. Ralph Johnson also joined the office staff in April to serve as the Agriculture and Natural Resources Extension Agent. He replaced Bobbie Roos, who transferred to Daniels County Extension last November.

Bridging the transition with new staff members are Katelyn Andersen, as the 4-H/Youth Development Extension Agent position since 2006 and Virginia Chaffin as the SNAP-Ed Nutrition Educator since 2008.

The office continues to provide educational programs and information to help improve people's lives in Ravalli County.

# Community Programs

## Meeting Ravalli County's needs

### Financial Literacy in the Bitterroot

The Bitterroot Valley is rich in natural resources and beauty, but there is one beautifully "natural" resource that most people do not know exists, primarily because it is relatively new: the Bitterroot Financial Education Coalition (BFEC).

Formed in June of 2011, coalition members now include Bitterroot Job Service, Bitter Root RC&D, Habitat for Humanity, MSU Extension, Ravalli County Council on Aging, Ravalli County Economic Development Authority, Ravalli County Federal Credit Union (FCU), Ravalli Head Start, Soroptimist Hamilton, and Summit Independent Living Center, Inc. The partnering began when a \$3,500 grant made to the Ravalli County FCU by the National Credit Union Foundation was awarded. The grant was expended to enhance and supplement materials used in last fall's financial education series that reached over 150 constituents on the subjects of budgeting, debt/credit management, taxes, estate planning, etc.



Staff from Ravalli County Federal Credit Union accept the Montana Credit Union's Philosophy in Action Award in spring 2012. They were selected for contributions to and commitment towards the Bitterroot Financial Education Coalition (BFEC).

The coalition is working to improve lives and strengthen our community by providing a one-stop resource for personal finance education. Affiliates have always offered components of personal finance education relevant to their respective organization's mission. The BFEC was formed to facilitate agencies to work together to reduce redundancies, improve efficiency, and create a

more comprehensive package of personal finance education available to the community as a whole. Join the Facebook page, Bitterroot Financial Education Coalition, to receive updates on financial articles and links.

### Nutrition Education

The Supplemental Nutrition Assistance Program – Education (SNAP-Ed) offers free cooking and nutrition classes to SNAP eligible adults and elementary students in the first, third and fifth grades. A school's eligibility is based on participation in the Free and Reduced Lunch Program.

Of 24 eligible classes in five Ravalli County schools, the SNAP-Ed Program was enthusiastically received by 13 first grade classes, six third grade classes, and one fifth grade class.

**"My family is benefitting from eating better and smaller portions." -SNAP-Ed Class participant**

Reactions from first graders to the SNAP-Ed program ranged from giving up special time with the Superintendent of Schools so they would not miss nutrition class to realizing beets taste great. Third graders were proud when they understood nutrition labels and used that knowledge to help their families make nutritious choices. The fifth grade class loved the science aspect of food.

The experiments and activities complement and reinforce academic goals which teachers appreciate. All students finished the classes with a better knowledge of where food comes from, how MyPlate helps them make good choices, and the diversity of fruits and vegetables.



First graders love learning about food in a variety of storybooks.

Non-eligible county schools would also like to have the classes.

Eleven SNAP-Ed adult classes were offered through partner agencies. Participants learned new skills and increased their nutrition knowledge.

### Mentoring Partnership

The MSU Extension 4-H Mentoring Partnership collaborates with the established Corvallis, Hamilton and Darby After-School Programs to provide mentors for youth 10 to 14 years of age.



Youth from the day camp, *Crazy Cooking and Wild Outdoor Adventures*, learned how to make healthy snacks and meals.

mentors with ten potential mentors completing the application process.

The Mentoring Program held a day camp, *Crazy Cooking and Wild Outdoor Adventures*, for any community youth between 10 to 14 years of age. The Crazy Cooking focused on nutritious foods the youth could easily prepare at home for a snack or meal and the Wild Adventures portion featured experiential activities on plant identification.

# Research-based Information

Facilitating change and education

## Healthy Lifestyles with a Million Hearts

Million Hearts, a nationwide initiative by the U.S. Department of Health and Human Services, set a goal of decreasing the number of heart attacks and strokes by one million over a five year span. In an effort to assist the nation, the Ravalli County Extension



Free blood pressure screenings were available to the public at local farmers markets and through the senior citizen centers in Ravalli County.

office organized an outreach program, supported by a grant, which provided the county with information on and ways to reduce high blood pressure and cholesterol, and provided blood pressure readings.

To reach community members, the office set up a booth at local businesses, four farmers markets, and senior luncheons throughout the county. During the summer over 400 members of the community stopped to get their blood pressure checked, and many more received information on blood pressure and cholesterol.

Through the grant, the office also reached over 50 community members through a *Cooking with Herbs* class. Participants received information on the effects of high sodium diets, and what herbs to use when seasoning different foods. They also learned about methods for planting, harvesting, preparing and storing herbs. In addition, they planted three different herbs to take home, grow and harvest for use in their meals.

## Improving the Growing Season - One Apple Tree at a Time

The growing season this spring started with warm weather in April and early May, followed by a severe frost in May. Fruit trees were hard hit with most growers seeing major or total loss of their flower buds due to the freeze. This resulted in a 60-90 percent loss in crops with major producers.

Home gardeners sought assistance with the identification of insects, spiders, weeds, and plant diseases. Most prominent were spider mites, blister mites, and leaf rollers on apple trees.

Over 100 samples were submitted for identification. The Extension office now has a digital microscope to help with insect, plant and plant disease identification. Digital microscopy has enhanced the identification process in the office and allows clear images to be sent to the MSU Diagnostic Lab in Bozeman.



Pine beetles continue to impact both commercial and residential pine trees through the Bitterroot Valley in 2012.

## Collaborative Partnerships

To provide Ravalli County Extension constituents with top-notch educational opportunities and research-based knowledge, developing partnerships with a diversity of organizations is important and essential. Extension partners with government agencies, non-profit organizations, private sector businesses and volunteers to provide a variety of youth and adult educational programs.



A Master Gardener and Ravalli County Weed District Manager share noxious weed information with customers at a local store in early spring.

Regardless of the partners, Extension excels at getting teams to work on a common problem or opportunity. Recent partnership with the Ravalli County Weed District resulted in adult programming on weed management. Since then, numerous individuals sought information on weed management options for pastures and small acreages in the Bitterroot Valley. An additional program in Forest Stewardship was provided in Darby.

**“Building partnerships in support of community health and vitality is at the very heart of many organizations. Successful results are amplified by helping organizations reach goals beyond what can be achieved alone.”**

**- Becki Koon, Executive Director of Bitterroot RC&D**

Extension Agents and staff participate on a variety of boards and committees in the community. Through agent involvement, Extension provides education, leadership and assistance to continue improving the quality of life in Ravalli County. Some of these boards and committees include:

- Bitterroot Caregivers Conference
- Bitterroot Cares for Kids Network
- Bitterroot Chamber of Commerce Agri-Business Committee
- Bitterroot Financial Education Coalition
- Bitter Root Resource Conservation & Development Board and Wildland Urban Interface Committee
- Bitterroot Stockgrowers
- Ravalli County Open Lands Board
- Ravalli County 4-H Advisory Council and Subcommittees
- Ravalli County Weed Board
- Right to Farm and Ranch Board
- Western Ag Research Center Advisory Committee

In addition to local committees and boards, Extension Agents are members of professional organizations and provide leadership to enhance education on a national and international level.

# Creating Impacts with Teamwork

Delivering education through successful community programs



Ravalli County citizens directly benefit through the programs and opportunities that are fundamental to the mission of Montana State University/Ravalli County Extension. Impacts in Ravalli County are found in new knowledge learned and the application of that knowledge to all areas of participants' lives. Delivery of programs and

information includes workshops, webinars, community discussions, one-on-one conversations and printed materials.

Impacts from the services provided by MSU Extension occur on a daily basis. Ravalli County citizens utilize a variety of services through the Extension office. Clients may obtain basic information about food preservation. A homeowner receives accurate and up-to-date information on the status of mountain pine beetle. Regardless of the topic, information is being disseminated in a context that is easy to understand.

Partnerships and cooperation with key agencies help maximize the efforts of Extension staff. For example, recent cooperation with the Montana Department of Natural Resources Conservation (DNRC) allowed Extension to follow up with clients on how non-commercial forest owners can manage beetles and wildfire.

Partnerships are vital to the existence of MSU Extension in every county in Montana. Ravalli County citizens benefit from Extension partnerships and resulting accomplishments which include:

- Providing research-based and non-biased resources
- Connecting people in the county to appropriate services and organizations
- Assisting families and businesses to make sound economic decisions

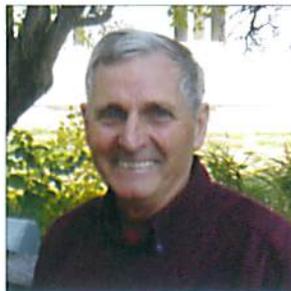
MSU Extension is making a difference in Ravalli County through collaborating, sharing, serving and informing. It is a key component in connecting people with services available in the community. From facilitating coalitions, which address community needs, to providing mentoring programs for young people, MSU Extension is highly regarded as a vital resource for Ravalli County.



## Ravalli County Extension Office



**Katelyn Andersen**  
*Extension Agent*  
4-H Youth Development  
Family & Consumer Sciences



**Ralph Johnson**  
*Extension Agent*  
Agriculture & Natural Resources



**Kristyn Martinez**  
*Administrative Assistant*



**EXTENSION**

**Ravalli County**



**Virginia Chaffin**  
*SNAP-Ed Nutrition Educator*



**Terry Moran**  
*4-H Mentoring Site Manager*

MSU Ravalli County Extension  
215 S 4th Street, Suite G, Hamilton, MT 59840

Phone (406) 375-6611  
E-mail [ravalli@montana.edu](mailto:ravalli@montana.edu)  
Web [www.msuextension.org/ravalli](http://www.msuextension.org/ravalli)

Agriculture and Natural  
Resources Extension  
November 2012  
Ravalli Commissioners Update

Ralph R. Johnson, PhD  
County Agent



11/27/2012 Ravalli County Ag and Natural Resources Conservation Days

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Ag/Nat. Res.-Agent Activities

- Boards
- Committees
- Homeowner Assistance
- WARC
- Specialty Crops
- Farmer/Rancher Assistance
- Bitterroot College
- Inter-agency coordination
- Youth Programs
- Upcoming Programs



11/27/2012 Ravalli County Ag and Natural Resources An Overview 2

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Boards

- Ex-Officio
  - Weed Board
  - Right to Farm and Ranch Board
  - Open Lands Board

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### Committees

- Bitterroot Restoration Committee
- Bitterroot Forest Products Group (BNF)
- Bitter Root RC & D WUI committee
- Association of Natural Resources Extension Professionals (ANREP)—continuing education
- MACAA—teaching and Ed Technology committee
- Canadian CSA-Committee on scaling primary wood products
- Bitterroot Chamber of Commerce Ag Committee

11/27/2012

Ravalli County Ag and Natural Resources

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### Homeowner Assistance

- Backyard garden pests—primarily aphids/mites/leaf rollers
- Pests—birds, voles, spiders, bugs, and MPB
- Plant ID both weeds and native
- Small acreage forestry and wildfire
- Master Gardener Training  
– Tony and Cindy King award winners
- Soil analysis



11/27/2012

Ravalli County Ag and Natural Resources

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### Western Ag Research Center

- Advisory committee
- Receive technical advice from WARC staff
- Assist advisory committee with producer needs in the Bitterroot
- Assist with recommendations which are being prepared for possible new research areas



11/27/2012

Ravalli County Ag and Natural Resources

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11/27/2012  
 Powell County Ag and Natural Resources

**Bitterroot College Coordination**



- Natural Resources Education Working Group
- Curriculum development
- Secondary education/2 year school grant
- Possibilities:
  - 2 year degree
  - 2+2 transfer
  - Certificate program
- Dual Credit Natural Resources Program

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11/27/2012  
 Powell County Ag and Natural Resources

**Farmer/Rancher Assistance**

- Nitrate hay tests (time critical—18)
- Certified Noxious Weed Seed Free Forage program (18 producers)
- Weed management assistance—especially in forage
- Pasture management
- Pesticide applicator training and testing
- Weekly crop progress reports (NASS)

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11/27/2012  
 Powell County Ag and Natural Resources

**Specialty Crops**

- Sustainable garlic production certification
- Grape growers
- Bee keepers
- New agriculture startup businesses
- New farmers
- New crops
- MT DOA Local Food GIS



**Bitterroot garlic producer**

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### Interagency Coordination

- Bitter Root RC and D
- Montana Department of Agriculture
- Montana Department of Treasury
- NRCS
- WARC
- Bitterroot Conservation District
- Ravalli Weed District/Missoula Weed District
- Montana DNRC
- Bitterroot National Forest

11/27/2012

Ravalli County Ag and Natural Resources

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### Agriculture in the Classroom

- Forestry in the Ag-Ed program (Victor and Stevensville schools)—use of FFA Forest
- UM College of Forestry Student Mentors
- Conservation Days (Bitterroot Conservation Dist)
- Special classroom programs through Master Gardeners—including special needs youth program
- Darby school garden
- 4-H livestock



Darby school greenhouse

11/27/2012

Ravalli County Ag and Natural Resources

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### Upcoming Programs

- Raising Livestock on Small Acreage
- Master Gardener Level 1
- Pasture Renovation
- Bitterroot College Natural Resources
- Forestry in the high school
- Bitterroot Stockgrowers annual education event
- Shadow Mountain neighbors forest and pasture mgt.

11/27/2012

Ravalli County Ag and Natural Resources

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