

MINUTES

Missoula Conservation District
December 12, 2016

**Missoula Conservation District
December 12, 2016 Meeting Minutes**
3550 Mullan Road, Suite 106
Missoula, MT 59808

Missoula Conservation District Attendees:

Tim Hall, Supervisor & Chair
Paul Parson, Supervisor
Libby Maclay, Supervisor & Vice Chair
Travis Greenwalt, Supervisor & Treasurer
Bob Schroeder, Supervisor
Art Pencek, Supervisor
Bart Morris, Associate Supervisor
Jen McBride, Staff
Monica Perez-Watkins, Staff

Absent:

Sidney Wills, Supervisor

Additional Attendees:

Erica Grinde, Deputy County Attorney
Ladd Knotek, MT FWP
John Bowe, NRCS
Bob Cole, Missoula Irrigation District (CM-03-16)
Jen Marangelo, Missoula Butterfly House and
Insectarium
Glenn Marangelo, Missoula Butterfly House and
Insectarium
Nick Checota, Business Owner, Bonner
Amphitheater
Steven Beck, Landowner (CM-10-16)
Bruce Howard, Landowner (MS-41-16)
Carrie Howard, Landowner (MS-41-16)
Lucas Dupuis, Architect (MS-41-16)

Call meeting to order – 7:03 pm by Tim Hall, Chair.

Minutes – Libby Maclay proposed edits to the November 7, 2016 draft minutes. Maclay's suggested edits applied to Jan Carr's project site (Application No. MS-36-16) and provided clarity regarding the reason for re-inspection of this site.

Libby Maclay moved to accept the November 7, 2016 minutes as amended. Tim Hall seconded the motion, motion passed – unanimous.

Treasurer's Report – Travis Greenwalt reported \$32,104.14 in the District checking account.

Public Comment – No Public Comment.

Natural Resources Conservation Service (NRCS) Report - District Conservationist John Bowe provided the Board with the NRCS report. The report included information on recent contract work through the Environmental Quality Incentive Program and the Conservation Stewardship Program, easements and applications for the Wetland Reserve Program, and a clarification on the definition of an exemption trust.

Missoula Butterfly House and Insectarium (MBHI) – Glenn Marangelo, MBHI Development Director and Founding Board Member, introduced himself and Jen Marangelo, MBHI Executive Director and Founder, to the District Board of Supervisors. Mr. Marangelo thanked the Board for its 2014 sponsorship and stated the support was instrumental in the Insectarium's June 2015 opening. Mr. Marangelo spoke of the Insectarium's progress since the 2014 sponsorship and discussed the impacts of their educational program through fieldtrips, classroom activities, and special events. He provided the Board with handouts outlining the organization's mission, education program, photos, funding request, project expenses, and FY17 budgets. Mr. Marangelo stated that the Insectarium is continuing work to expand its programs and exhibits, and asked the District for additional support through a sponsorship of \$5,000.00 to fund a honey bee exhibit, lab exhibit, QR codes, and Bug of the Month exhibit.

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The District Supervisors reviewed the project costs in their handouts and asked Mr. Marangelo questions regarding organizational structure, project timelines, and rent costs. Bob Schroeder and Art Pencek expressed support of the organization and discussed their understanding of the need for financial support for getting projects started and covering capital costs. They also expressed a need for public support following inception. Art Pencek said that he supported funding the honey bee and Bug of the Month exhibits. Paul Parson and Travis Greenwalt spoke of the value of the organization and the new programs, and stated that the education costs were only a small percentage of the Insectarium's total expenses, as listed on the budget.

Paul Parson moved to provide the Insectarium a \$5,000.00 sponsorship for the expansion of the honey bee exhibit, lab exhibit, QR codes, and Bug of the Month exhibit. Travis Greenwalt seconded the motion. Motion passed, Art Pencek opposed.

New 310 Permit Applications

MS-40-16 – Missoula Electric Cooperative c/o Erik Langaunet - Carlton Creek – Vegetation Removal
(Geocodes: ROW directly north of 04197535203080000)

Jen McBride reported on the project to remove vegetation under power lines along Carlton Creek and explained that the project scope is relatively small. Prior to the meeting, Erik Langaunet of Missoula Electric Cooperative (MEC), submitted an updated aerial image outlining the project area and explained that the crew would need to cut a couple of cottonwood trees overhanging the line and remove a small pine tree. McBride informed the Board that a site inspection did not occur for this project and reviewed approval of a previous MEC 310 Project (Permit No. MS-08-16) for a similar project.

Art Pencek moved to accept Application No. MS-40-16 as a project for review and approve the project with modifications based on standard vegetation removal procedures, as recommended by the District in previous permits. Bob Schroeder seconded the motion, motion passed – unanimous.

The project to remove vegetation for powerline maintenance is approved with modifications incorporating the following:

- Leave all shrubs and other vegetation that is not capable of impacting overhead lines, as riparian vegetation is essential for healthy habitat and stream function.
- Where shrubs or deciduous trees (cottonwood, aspen, birch, etc.) must be cut to avoid overhead lines, cut at a minimum of 4-feet from the ground.
- Where conifers and dead trees must be cut to avoid overhead lines, they may be cut at ground level.
- Where possible, and with the approval of the landowner, place cut trees that are large in diameter (4-inches or greater) in the stream channel or on the banks to provide complexity in the stream.
- Do not take equipment into the active stream channel.
- Otherwise proceed with project as proposed in Application No. MS-40-16.

MS-41-16 – Bruce and Carrie Howard c/o Lucas Dupuis – Blackfoot River – Home Demolition and Reconstruction
(Geocode: 04220208402010000)

McBride reviewed the project to demolish a home, rebuild on the existing foundation, build an addition to the home, and remove other structures on the property along the Blackfoot River. She showed the Board an aerial image indicating the existing structures and on-the-ground images from the December 7, 2016 site inspection

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attended by the contractor and applicant Lucas Dupuis, landowners Bruce and Carrie Howard, Ladd Knotek, Art Pencek, and McBride. McBride identified the structures indicated in the ground images, and informed the Board that the stairs leading to the Blackfoot River will be removed, along with neglected miscellaneous items along the bank.

Landowner Bruce Howard told the Board that the proposed deck will be wider than 12-feet, but not closer to the river than originally anticipated. Pencek read his Team Member Report, which included a statement that the deck will encroach on the 50-foot riparian buffer by a few feet, but will not have an impact on the river. Knotek then read his Report and stated that if the stairs and trailer along the river bank are removed and riparian revegetation occurs, he recommends that the proposed deck is approved.

Tim Hall moved to accept Application No. MS-41-16 as a project for review and approve the project with modifications in the Team Member Reports. Art Pencek seconded the motion, motion passed – unanimous.

The project to remove existing structures and rebuild a single family residence and garage is approved with modifications incorporating the following:

- Do not disturb existing mature trees on the bank.
- Remove steps and other structures on the bank.
- Replant the riparian area with native grasses, shrubs, and woody plants.
- Vegetation survival rates must meet 75% after one year, and 50% after two years.
- If the above activities are completed on the property, then the proposed deck may extend a few feet into the 50-foot riparian buffer. Due to the elevation of the bank, this encroachment should not have an impact on the river.
- As discussed at the site visit, encroachment of the deck must not exceed a few feet and it must allow a minimum of a 40-foot horizontal riparian buffer from the ordinary high water mark.
- Do not mow or clear vegetation between the deck and the river.
- Otherwise proceed with project as proposed in Application No. MS-41-16.

Existing 310 Applications

MS-36-16 – Jan Carr – Butler Creek – Irrigation Upgrade (Re: MS-22-15 - Irrigation Diversion; Permit Expiration: October 5, 2016)

(Geocode: 04252835101090000)

McBride informed the Board that Jan Carr withdrew Application No. MS-36-16 for the project to upgrade an irrigation system. Carr told McBride that she would be in touch with the District in 2017. Ladd Knotek reported that he was working with Carr on a grant through Fish Wildlife and Parks' Future Fisheries Improvement Program, and that Carr would like to see fish screen and weir examples prior to pursuing a similar project.

Complaints

CM-03-16 - Missoula Irrigation District - Clark Fork River - Equipment in/near River at Head of Jacob's Island - 310 Application Required (Original Deadline: May 9, 2016; Extended Deadline: September 12, 2016)

(Geocode: 04220022405030000)

Missoula Irrigation District (MID) Representative Bob Cole addressed the Board. He stated that he only recently received the District's letters and those sent by Deputy County Attorney Erica Grinde. He further explained that

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MID lost its President in 2016 and was experiencing changes within its organizational structure. McBride reviewed the District's jurisdiction at the site of Complaint No. CM-03-16 and the history of the complaint regarding equipment in the river at the head of Jacob's Island for ditch maintenance work. The complaint was submitted by a member of the public. McBride reviewed letters sent to MID by the District, which urged MID to submit an application for an Annual Plan of Operation (APO) and informed MID of submission deadlines. The Board turned communications over to the County Attorney's office on May 9, 2016. Grinde reviewed her correspondence with MID, stating that she was told by MID that a representative would be present at the September and October meetings. A representative did not attend either meeting. At the October 17, 2016 meeting, the Board assessed an Administrative Fine of \$500.00, due to MID's failure to comply with directions to submit a 310 application for annual maintenance work.

Cole informed the Board that he was now in possession of all of the letters sent by the District and Grinde, adding that there was a lack of communication between MID's Secretary and ditch rider, and consequently between MID and the District Board. He stated that MID Secretary Ray Tipp, whom Grinde had spoken with on the phone in July of 2016, told Cole that he didn't believe that MID needed a 310 permit for ditch maintenance at the site. Cole said that a clarification on the District's jurisdiction at the complaint site was good to know.

District staff provided Cole with a 310 application, and the Board and Cole discussed the process for applying for an APO. The Board and Grinde told Cole that he may call the District staff for assistance. Cole asked the Board if the fine is still in place. The Board decided that MID failed to act within an agreed upon timeframe and the fine is appropriate. Tim Hall thanked Cole for attending the meeting.

CM-08-16 – Jack Wilkinson – Petty Creek – Work on Stream and Dewatering (Geocode: 04219625101010000)

Grinde informed the Board that letters for landowner Jack Wilkinson regarding Complaint No.s CM-08-16 and CM-09-16 were drafted. She stated that she is awaiting review from her colleague prior to sending the letter as he will take over this matter once she's left her position with the County Attorney's Office.

CM-09-16 – Jack Wilkinson – Garden Creek – In-stream Ponds (Geocode: 04219625101060000)

See CM-08-16 for discussion.

CM-10-16 – Steven & Nellie Beck – Cromwell Creek – In-Stream Pond (Geocode: 04242707105090000)

McBride reported that she spoke with landowners Steven Beck and Mark Germain and with the DNRC Water Resources Regional Manager, Jim Nave. Nave confirmed that the pond was created in approximately 1967, prior to the passage of the 310 Law (Natural Streambed and Land Preservation Act). McBride stated that an on stream reservoir is documented in a surface sprinkler irrigation water right (no. 76M 4913-00), providing evidence that the pond has been in place for some time.

McBride said Art Pencek and Ladd Knotek accompanied her to the pond site on December 7, 2016. Pencek said he would still like to conduct further research and observation as to a jurisdictional decision on various segments of Cromwell Creek. He then stated that the pond pre-dates the 310 Law and should be allowed to remain. He added that, since the property is currently in the process of being sold, Steve Beck should inform the new owners that any work to modify, maintain, improve infrastructure, remove vegetation or conduct work in or near the pond or along Cromwell Creek will require a 310 application. Beck agreed to do so. The Board discussed dismissing Complaint

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No. CM-10-16, for the existence of the pond. Beck then discussed water issues with his upstream neighbor, to which the Board told him it was a DNRC Water Rights issue.

Paul Parson moved to dismiss Complaint CM-10-16 regarding the in-stream pond on Cromwell Creek. Art Pencek seconded the motion, motion passed – unanimous.

Existing 310 Permits

MS-02-16 - Greg Sikes - Ninemile Creek - Bridge Upgrade (Permit Expiration: February 8, 2017)
(Geocode: 04263521101020000)

McBride informed the Board that she had a couple of conversations with Ben Toone (property owner) and Greg Sikes (applicant). She spoke of Toone's expressed frustrations with the project and District, especially as Toone reports he is legally blind, so he cannot see the work, and he is out of state. McBride said she visited the bridge site on December 1, 2016, while in the area conducting Cost-Share site visits. Sikes was working at the site and McBride took photos of views from both sides of the bridge and underneath it. The Board reviewed the bridge images and the approved design with required modifications in the permit.

McBride said she asked Sikes to email her images of the bridge and any seeding that occurred after he was finished. She also encouraged him to attend the meeting, which he said he would do if it would help. Sikes did not attend. McBride continued that she emailed him on December 5, 2016, so that he would have her email address and could email the photos. He did not respond to her email. Paul Parson spoke of his conversation with Toone and Toone's concerns about the quality of construction of the bridge. The Board discussed the work to backfill the bridge and stated that proper follow-up on the bridge work would likely not occur until the site is visible in the spring, following snowmelt.

310 Permit Follow-Up

MS-11-15 – Ernie Otoupalik – O'Keefe Creek – Two Bridge Crossings - Request for Extension (Original Expiration Date: August 10, 2016; Extension Expiration: October 31, 2016)
(Geocode: 04232504401050000)

McBride reported that Ernie Otoupalik (permit holder) called the District office to ask for a second extension on his permit. The original expiration date of this permit was August 10, 2016, with an extended expiration of October 31, 2016, approved by the Board at the August 8, 2016 District meeting.

McBride said that she did a follow-up visit on December 2, 2016 and she showed the Board images she took from her visit. Otoupalik is nearing completion of the project to install two bridge crossings, but needs the extension to finish the fill. The Board discussed that it is unusual to grant more than one extension, but given the near completion of the permitted project it seems appropriate in this instance.

Tim Hall moved to approve a second permit expiration extension for Permit No. MS-11-15 to May 1, 2017. Art Pencek seconded the motion, motion passed – unanimous.

310 Issues

Amphitheater adjacent to the Blackfoot River - McBride informed the Board that music venue owner Nick Checota called the District office on December 9, 2016 to discuss the work on the Amphitheater adjacent to the

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Blackfoot River. On the morning of December 12, 2016, Checota brought design plans to the District office for McBride to review, and she met him at the project site in the afternoon.

Checota spoke to the Board and stated that the County Offices recommended that he contact the District Office regarding the 310 Law. McBride passed copies of the amphitheater design plans to the Board and showed images from her site visit earlier that afternoon. Images included that of a berm and fill along the bank that Checota is proposing to remove, work already completed to clear the site for the amphitheater, and an image depicting differences in native soil and decomposing wood from the historic Bonner Mill site. The Board reviewed the amphitheater plans and images and discussed the project site and berm. Checota passed the Board copies of a rendering of the amphitheater, and stated that he halted further work on the berm to check with the District to determine whether or not a 310 permit was needed. He spoke of the work the contractors are intending to complete on the berm in relation to the 100-year floodplain, and Art Pencek asked for figures on the elevation change between the ordinary high water mark and floodplain. Checota said he would acquire the exact change, and discussed the stage site. Ladd Knotek inquired on revegetation and a boat ramp. Checota replied that they would be happy to revegetate and that he believed the landowner might be interested in a boat ramp in the future, but that is not in the immediate plans. The Board and Checota discussed predictions of river access and potential impacts to the riverbank. Checota assured the Board that concert guests will not have access to the river, and that security and event staff will be present at each event to keep guests restricted to the perimeter. Pencek expressed concerns about the noise level and Tim Hall spoke of the potential damage to the riparian buffer by the non-paying public standing along the bank and outside of the property's boundary in an effort to hear live music. Checota said that new technology enables the directional control of sound, which should limit the noise level outside of the venue.

Paul Parson asked about the soil, noting that the berm is not structural fill and is not made of natural material. Checota said that it is organic wood waste, and does not contain contaminants. Bob Schroeder then asked if the project will be within 50-feet of the ordinary high water mark if the berm is removed. McBride said it would be within approximately 40-feet. Schroeder instructed Checota to apply for a 310 permit. Checota asked the Board about the 50-foot riparian buffer in relation to the 310 permit, to which the Board responded that all projects are site specific, 50-feet is a guideline, but depending on a site the Board might take jurisdiction at a greater or lesser distance. The Board then discussed ice jams in the river, bank protection, and revegetation.

MS-30-16 Follow-Up – McBride informed the Board that she spoke with Lee Yelin of Water Rights, Inc. regarding a follow-up on the project to regrade and revegetate along the Clark Fork River (Permit No. MS-30-16; approved with modifications on September 12, 2016). She showed the Board images taken on a December 1, 2016 follow-up visit. The images indicated heavy browsing by wildlife. Yelin told McBride this was caused by elk and she told the Board she reminded him of the District's revegetation standards. The Board instructed her to visit the site after snowmelt in the spring to see how the vegetation is doing.

Clark Fork River Impoundment – McBride reported that the County Floodplain Administrator recently contacted her regarding an existing gravel berm along the Clark Fork River that is potentially related to a utility boring project (Permit No. MS-11-12 – approved with modifications) carried out by Yellowstone Pipe Line (YPL) and Terracon Consultants. McBride showed the Board a recent ground image provided by Montana FWP, an aerial image, and images taken from 2012 and 2013. She said the berm was likely placed to restrict flow on the meander. The images showed an impounded side channel of the river, which appeared to have not been active for multiple seasons. The Board discussed the berm, which they said was not a part of YPL and Terracon's application and instructed McBride to treat the issue as a complaint.

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Clark Fork Cattle Company – McBride reported that Todd Kleitz, Missoula Co. Floodplain, informed her of inquiries regarding a new application to repair a dilapidated cable crossing that the Clark Fork Cattle Company once used for property access. Aerial images show the river has laterally moved and a pier is now in the center of the river. The District has not been contacted by the landowner regarding the project. She asked Kleitz to encourage the landowner contact the District directly regarding any work on this project.

Reports

County Attorney –Erica Grinde informed the Board that she will leave her position as Deputy County Attorney to become the County Risk and Benefits Manager on January 3, 2017. She reported that interviews for her replacement will begin soon, but that a new hire will not likely begin work before March 2017. Chief Deputy County Attorney Jason Marks will attend District meetings prior to a replacement's hire.

MT FWP - Ladd Knotek reported on the recent discovery of aquatic invasive mussel larvae in Tiber Reservoir and possibly Canyon Ferry Reservoir. Whether or not the larvae are zebra mussels or quagga mussels is not yet known, as laboratories have not yet been able to isolate the DNA. Knotek pondered that much work will be done to keep the invasive species from reaching Montana waters on the western side of the Continental Divide.

Bitter Root RC&D – No Report.

Water Quality Advisory Council - Paul Parson reported that he did not attend the last meeting of the Water Quality Advisory Council because there was not an action item on the agenda.

District Committees – Tim Hall, Chair, reviewed Supervisors' attendance to District meetings and 310 inspections for January through November 2016. The Board reviewed attendance information on a sheet in their packets. The backside of the sheet listed total applications/notifications of 310 Permits, Annual Plans of Operation, Complaints, and Emergencies for 2016 (56 total), 2015 (36 total), and 2014 (42 total).

Missoula CD Employees

Jen McBride – Resource Conservationist – November 8, 2016 to December 12, 2016

310 Administration:

Reviewed 310 correspondence letters following the November 7, 2016 District meeting. Coordinated with Monica Perez-Watkins regarding site visits and preparation of reports for the December meeting. Attended site inspections for MS-41-16, Home demolition and reconstruction, and CM-10-16, In-stream pond/jurisdictional site visit. Conducted a site follow up on MS-02-16, bridge upgrade, and other 310 projects I was near during Cost-Share visits. Corresponded with Floodplain Administrator, County Attorney, Fish Wildlife & Parks, other representatives and potential applicants regarding the 310 law, possible projects and/or complaints. Conducted site visits regarding 310 inquiries. Compiled images and passed on to Monica for use in District Meeting PowerPoint, added images for last minute site visits prior to the meeting.

Conservation Planning:

Conducted 20+ Cost-Share pre-site inspections for the 2017 program, and addressed questions regarding potential funding grant processes and timelines. Compiled Cost-Share packets for Bob Schroeder and Tim Hall Made calls to schedule additional site inspections and corresponded with 2016 Cost-Share recipients, conducting follow up site visits as needed. Sorted photos from site visits. Answered callers inquiries and forwarded callers to appropriate agencies as needed. Provided additional measurements to Perez-Watkins for the no-till-drill decals. Attended MACD Convention and provided a Missoula CD report at the Employee Organization meeting.

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Office Administration:

Followed up and corresponded with contacts as needed following the last District meeting. Corresponded with office IT regarding delivery of new computers. Worked to ensure approved wage increase for Perez-Watkins was documented with the County. Met with Perez-Watkins weekly regarding office priorities and plans for the week. Worked with Wendy Weismann, CPA, and Perez-Watkins regarding transferring books to Online Quickbooks and working on a draft budget in the BARS format. Contacted Big Sky Watershed Corps (BSWC) member regarding housing and plans for his move to Missoula. Communicated with BSWC representatives regarding the onboarding of BSWC member. Checked in regularly regarding Monica's progress on projects. Reviewed and edited December Agenda, November Minutes, and other written conservation correspondence. Corresponded with the county attorney's office on office management, contracts, letters, and 310 administration as needed. Worked with Perez-Watkins on District meeting preparations.

Monica Perez-Watkins – Conservation & Communications Coordinator - November 9, 2016 to December 12, 2016

General Coordination:

Scanned and made copies of new 310 applications; sent to FWP. Corresponded with 310 applicants and/or property owners regarding site inspections and visits. Prepared 310 forms, maps, and directions for site inspections and meeting. Met weekly with McBride to discuss working priorities, tasks, correspondence, Agenda items, etc. Contacted Cost Share applicants for site visits. Created document of no-till drill and trailer measurements for decals; contacted Alpha Graphics and Big Bear Sign Co. regarding price estimates.

Communications and Outreach:

Sent 223 Grant Report to DNRC. Drafted and mailed 310 decision/follow-up/change to APO letters and permits following November 7, 2016 District Meeting; emailed to FWP. Updated current news/events and approved October 17, 2016 Meeting Minutes on website; sent Minutes to County. Drafted November 7, 2016 District Meeting Minutes and December 12, 2016 District Meeting Agenda; reviewed and finalized both with McBride. Sent draft Minutes to County Attorney for review. Posted Agenda in office and on website. Shared Agenda link with agency representatives and sent to County. Prepared Meeting PowerPoint and packets. Informed and answered questions from callers and walk-ins regarding 310 law/application/process and Cost Share. Scanned and sent 310 documents to public inquirers. Prepared 2016 Cost Share payout letters; sent request for extension letter. Forwarded various emails of potential interest to the Board throughout the month. Directed inquiries on issues outside of CD realm to appropriate agencies. Sent letters to legislators. Wrote letters regarding Lake Co. Grazing Conference sponsorship and 223 grant closure.

Financial Management:

Emailed claims from November 7, 2016 District meeting to County. Transfer approved funds from checking to petty checking. Created QuickBooks Online (QBO) account and connected First Security Bank accounts, created user accounts and sent to accountant. Scanned and emailed statements to accountant. Entered FY 16 items in QBO and reconciled accounts. Entered claims and checks into QBO. Updated Board of Supervisors' timesheets/mileage as needed and prepared Supervisor claim forms and regular claims to be signed at December 12, 2016 District Meeting. Tracked 2016 Cost-Share payouts. Entered itemized purchases from petty checking account into QBO. Recorded bank statements, D. A. Davidson change in investment value in QuickBooks, and County Milly Levy monthly report in QBO. Register with State Financial Services to be able to submit annual report and review 2015 report. Update W-9 information in QuickBooks Desktop and Online. Participated in phone call with accountant and McBride regarding Chart of Accounts and Budget. Drafted Budget.

Administrative Duties:

Maintained and updated 310 spreadsheets. Prepared and restored conference room for District meeting. Maintained and organized 310 and grant files. Created pdf documents of November 7, 2016 District Meeting packet and staff Meeting notes. Errands to bank. Prepared mail. Sorted and distributed office mail. Answered District phone and

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directed walk-ins as needed. Created list of 2017 Cost Share applicants previously funded. Sold tires on craigslist. Ordered office supplies online. Ordered envelopes from Alpha Graphics. Contacted Alpha Graphics and Big Bear Sign Co. regarding sign/decals for trailer and no-till drill. Reviewed Supervisor election history and drafted Supervisor reappointment recommendation letter. Participated in building Facility Security Meeting. Created spreadsheets of meeting and 310 inspection attendance and yearly totals of 310 permits.

Professional Development:

Attended MACD Convention November 15-17, 2016 (Nov 14 & 18 travel days) and attended two Cost Share sites, both with McBride. Watched no-till drill demonstration by Supervisor Travis Greenwalt.

New Business

Correspondence – Monica Perez-Watkins provided the Board with invitations received in the mail for holiday gatherings with Lolo Watershed Group and Blackfoot Challenge. Jen McBride reminded the Board of the Helena Meet and Greet with legislators on January 24, 2017. Next, McBride discussed the reorganized group, formally known as the Clark Fork Basin Task Force, stating that the group is set to prioritize drought response. She asked the Board if they would like her to participate or if anyone on the Board is interested. Paul Parson said that he may participate in drought planning for the Middle Clark Fork. The Board instructed her to keep them posted on new updates of information. Finally, McBride stated that she plans to attend Clearwater Resource Council meetings of the Clearwater Basin's efforts regarding aquatic invasive species. She asked if the Board wanted to attend; Parson expressed interest.

Old Business

Draft Budget – McBride informed the Board that District hired CPA Wendy Weissman setup the state accounting system (BARS) in the District's new QuickBooks Online account. Weissman entered FY17 statements and Perez-Watkins entered FY16 into the program. Both FY statements were then used to create a draft budget for FY17 based on the Profit and Loss report generated by the program. The Board reviewed the draft, which was included in their packets. Art Pencek asked about accrued balances of sick and vacation leave, and McBride said that staff could provide an attachment with accrual details for each employee on future budgets.

Art Pencek moved to approve the FY17 Budget. Tim Hall seconded the motion, motion passed – unanimous.

MACD Convention – Both staff attended the MACD Convention in Sidney, November 15-17, 2016. McBride reported that all resolutions passed except one that related to industrial hemp. The changes to bylaws were not passed and one was tabled until next year (Resolutions and Bylaws are listed below). She also reported that the 2017 Convention will be held in Glasgow and that MACD will create a dues committee to address the issue of District dues. McBride reported that the MACD encouraged interested Supervisors and Administrators to participate. Bob Schroeder said that he recently had a discussion about the dues issue with a Cascade District Supervisor. The Board discussed the value of the work of MACD and SWCDM for all Conservation Districts. Schroeder volunteered to serve on the MACD dues committee.

Resolutions

- 16-1 Support for Conservation District Reservations (Passed Water)
- 16-2 Supporting Infrastructure (Passed Soil and Land Use)
- 16-3 Retaining the CBMPA Legislation (Passed Soil and Land Use)
- 16-4 Continued Funding for CBMPA Program (Passed Soil and Land Use)
- 16-5 Pollinator Outreach and Education (Passed Education)

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16-6 Industrial Hemp (Do Not Pass Soil and Land Use)

Bylaw Changes

16-1 2/3 Approval by Full Voting Membership (Tabled District Operations)

16-2 Election of Officers (Do Not Pass District Operations)

16-3 Term Limits for MACD Directors (Do Not Pass District Operations)

Big Sky Watershed Corps (BSWC) Member – McBride reported that she was working with the Montana Conservation Corps Coordinator and that she has been in touch with the BSWC Member Brenden Hallmark regarding his progress on his move to Montana. She also said that she is required to attend a Supervisor training with Hallmark in January 18-20, 2017 in Bozeman. She then read the payment schedule: \$5,000.00 is due by January 4, 2017; \$2,500.00 is due by April 1, 2017; and \$2,500.00 is due by July 1, 2017. Payments are to be sent to SWCDM.

Equipment Program – Travis Greenwalt told the Board that he did a demonstration on his property with the no-till drill to seed red clover. Bob Schroeder attended and had a pin in his truck that was necessary to attach the drill to a tractor. Schroeder and Greenwalt then stated that the width of the drill is nearly identical to the width of the trailer, which is a potential danger. The Board then discussed options for extending the trailer width. Tim Hall said he has a fabricator and knows someone who can build an extension.

Greenwalt then reported that the Lake County NRCS District Conservationist and the Lake County Conservation District Conservation Coordinator contacted him regarding their interest in purchasing a no-till drill. They do not want to duplicate efforts, so will purchase a larger drill than Missoula's. In doing so, both sizes will be available to rent by landowners in both Missoula and Lake Counties. Greenwalt also said that the drills will be mentioned at the upcoming Western Montana Grazing Conference to be hosted by Lake County Conservation District in February 2017.

Greenwalt also mentioned work to be completed regarding the rental agreement, such that the District will keep a schedule of renters and Larry's Tractors, Trailers, and More will accept the payments.

Grant Programs

Cost-Share - McBride informed the Board that a spreadsheet of the 2016 Cost-Share payouts was included in their packets. The Board reviewed the spreadsheet while McBride discussed funding for the 2016 program and available funding for the 2017 program. She reported that she visited over 20 sites in the past month for 2016 follow-ups and new 2017 applications, and then asked the Board when a Cost-Share Committee meeting should be scheduled. The Committee said a day during the first week of January could work.

Montana Natural Resources Youth Camp, 223 Grant - Perez-Watkins informed the Board that the 223 grant contract with the Montana Natural Resources Youth Camp Chair was complete.

Payment of Bills – Tim Hall moved to pay the bills. Art Pencek seconded the motion, motion passed – unanimous.

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Warrants:

Blackfoot Communications	\$ 119.17
Ck # 2230 – Internet	
Soil & Water Conservation Districts of Montana	\$ 5,000
Ck # 2231 – Big Sky Watershed Corps Member	
First Interstate Bank	\$ 239.65
Ck # 2232 – Fleet Card	
Wendy Weissman	\$ 468.75
Ck # 2233 - Contracted Accountant	
Alpha Graphics	\$ 91.38
Ck # 2234 – District Envelopes	
Tim Hall	\$ 190.12
Ck # 2235 – Mileage, District Business	
Elizabeth Maclay	\$ 592.34
Ck # 2236 - Mileage, District Business	
Travis Greenwalt	\$ 151.98
Ck # 2237 – Mileage, District Business, Reimbursement	
Paul Parson	\$ 1,296.75
Ck # 2238 – Mileage, District Business, Reimbursement	
Art Pencek	\$ 912.80
Ck # 2239 – Mileage, District Business	
Bart Morris	\$ 261.88
Ck # 2240 – Mileage, District Business	
Robert Schroeder	\$ 861.30
Ck # 2241 – Mileage, District Business	
Sidney Wills	\$ 89.10
Ck # 2242 - Mileage	

Total: \$ 10,275.22

Voting Record – CD Supervisor	FOR	AGAINST	ABSTAIN
Timothy Hall	9		
Libby Maclay	9		
Paul Parson	9		
Art Pencek	8	1	
Sidney Wills	Absent		
Robert Schroeder	9		
Travis Greenwalt	9		

Adjournment – Tim Hall moved to adjourn the meeting. Art Pencek seconded the motion - motion passed, unanimous. The meeting adjourned at 10:05 pm.

The next meeting of the Missoula Conservation District will be held January 9, 2017 at 7 p.m. in the Missoula Conservation District conference room, 3550 Mullan Road, Suite 106, Missoula, MT 59808.