

MINUTES  
Missoula Conservation District  
June 12, 2017

**Missoula Conservation District**  
**June 12, 2017 Meeting Minutes**  
3550 Mullan Road, Suite 106  
Missoula, MT 59808

Missoula Conservation District Attendees:

Tim Hall, Supervisor & Chair  
Libby Maclay, Supervisor & Vice Chair  
Bob Schroeder, Supervisor  
Sidney Wills, Supervisor  
Paul Parson, Supervisor  
Art Pencek, Supervisor  
Bart Morris, Associate Supervisor  
Monica Perez-Watkins, Staff  
Brendan Hallmark, Big Sky Watershed Corps Member

Additional Attendees:

Ladd Knotek, MT FWP  
John Hart, Deputy County Attorney  
Travis Lemke, NRCS  
Doug Grimm, Hamilton-Day Ditch (CM-03-17)  
Michael Conner (CM-03-17)  
Wendy Dupuis, Rattlesnake resident  
Richard Alderson, Rattlesnake resident  
Ken Aukschun (CM-04-17)  
Daniel Wight, Montana Conservation Corps

Absent:

Travis Greenwalt, Supervisor & Treasurer  
Jen McBride, Staff  
John Bowe, NRCS

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

**Minutes** – Bob Schroeder moved to approve the May 8, 2017 minutes as submitted. Art Pencek seconded the motion, motion passed – unanimous.

**Treasurer's Report** – Monica Perez-Watkins reported \$34,301.29 in the District checking account.

**Public Comment** – Landowner Ken Aukschun, in attendance for Complaint No. CM-04-17, had a public comment regarding the District's publications and complaint notice. He said the packet of 310 law, riparian health, and state stream permitting information he received with the letter informing him of CM-04-17 was helpful and informative.

**Request for Sponsorship – Travis Lemke, Soil & Water Conservation Society (SWCS) – Soil Health Bus Tour** - Travis Lemke, NRCS Soil Conservationist, discussed the SWCS Soil Health Bus Tour to occur in September 2017. SWCS is currently seeking sponsors for the tour, which will begin in Billings and include stops to various ranches and farms along the way. One such stop includes a visit to the Dakota Lakes Research Farm in Pierre, South Dakota, to be guided by Dr. Dwayne Beck. The tour will end in Bismark, North Dakota, where participants will visit the Menoken Demonstration Farm and other area agricultural operations guided by soil health authorities Jay Fuhrer and Gabe Brown. Lemke stated the cost, \$175 per person, and asked the Board if they had interest in attending or sending an individual. Lemke and Bart Morris, Associate Supervisor, announced that they both plan to attend the tour. Lemke noted that Lake County Conservation District will send three individuals. The Board did not have comments.

Lemke also noted that Morris' Oxbow Cattle Company will be featured in a Farmer Field Days tour to discuss soil health and grazing management on June 21, 2017. Morris discussed the event, part of a series organized by Community Food and Agriculture Coalition's Farm Link Montana, and the Board asked staff to send a link in an email.

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**Natural Resources Conservation Service (NRCS) Report** - District Conservationist John Bowe was absent but provided the Board with the NRCS report. The report included information on Environmental Quality Incentive Program recent contract work and applications, Conservation Stewardship Program existing contracts and applications, Wetland Reserve Program existing easements and an application, and a Montana NRCS Public Affairs Project.

### **New 310 Permit Applications**

#### **MS-07-17 – John and Enid Stowers - Bear Run Creek – Bridge Replacement** (Geocode: 04209324101010000)

Tim Hall discussed the June 1, 2017 site visit, noting that access was difficult, while the Board viewed images over PowerPoint. Hall, McBride, Brendan Hallmark, Ladd Knotek, and the landowner were present at the site visit. Hall said the proposed bridge replacement is to provide access to the house and noted that vegetation removal will be kept to a minimum. Ladd Knotek read his team member report, which included recommendations for bridge length and height above bankfull elevation.

Tim Hall moved to approve Application No. MS-07-17 as a project for review and approve the application with modifications in the team member reports. Bob Schroeder seconded the motion, motion passed – unanimous.

Application No. MS-07-17, the project to replace an existing bridge, is approved with modifications incorporating the following:

- Lengthen the width of the proposed bridge span (between abutments) to a minimum of 12-feet to accommodate bankfull width and flood capacity.
- Keep bridge height a minimum of 2-feet above the stream's bankfull elevation.
- Do not disturb the streambanks or riparian vegetation outside of the immediate crossing area (20-30-foot maximum).
- Do not disturb the streambed or place riprap in the channel as to not decrease capacity.
- Otherwise proceed with project as proposed in Application No. MS-07-17.

Staff then showed the Board ground and aerial images of a neighboring instream pond, observed on route to the site visit. A Google Earth aerial image indicated the pond's existence since at least 1995, prior year photos were unavailable. The Board of Supervisors discussed the pond and instructed staff to find out if the landowner has water rights to the creek and if so, what kind.

#### **MS-08-17 – Clifford Dodson – Unnamed Creek – Culvert Installation** (Geocode: 04208932101020000)

Perez-Watkins reported that Application No. MS-08-17 arrived one week prior to the meeting, in time for the agenda but not site inspections. She reviewed the project to install a culvert on an unnamed creek, and noted that the landowner, Clifford Dodson, said the former District Resource Conservationist visited the property with him and told him the project would not need a 310 application. The Board of Supervisors were not familiar with the unnamed creek and determined that a site inspection will occur.

Bob Schroeder moved to accept Application No. MS-08-17 as a project for review. Tim Hall seconded the motion, motion passed – unanimous.

## Existing 310 Permits

### **MS-42-16 – K3, LLC c/o Nick Checota - Blackfoot River – Fill and Vegetation Removal – Extension Request for Planting Requirements** (Geocodes: 04220121401230000 & 04220122101300000)

Paul Parson discussed the project and vegetation requirements, while the Board reviewed recent images of the site on PowerPoint. The application was brought to the District in December 2016 and initially inspected under snow cover. After snowmelt, follow-up site inspections occurred, at which point it was noted that the site is heavily infested with noxious weeds, notably tansy and knapweed. Parson discussed the plan to spray the weeds before planting native vegetation. The applicant plans to install a temporary fence to keep the public out of the restoration area. The need for weed control prior to planting disrupted the timeline of the original permit, which required planting to be completed by fall 2017, with a permit expiration date of January 9, 2018. Parson noted that the applicant submitted details on the proposed temporary fence to the District, which the Board discussed.

Tim Hall moved to approve the proposed fence modifications and to extend the deadline for riparian vegetation requirements for Permit No. MS-42-16. Paul Parson seconded the motion, motion passed – unanimous.

The new requirements for Permit No. MS-42-16 are as follows:

- Complete the proposed field fencing to protect the existing riparian vegetation no later than 5:00 pm on July 15, 2017. Fence dimensions should reflect those discussed and marked with rock cairns on site.
- Ensure that a minimum of 5 durable signs are posted on the fenced perimeter. The signs must convey an effective message such as: Please stay out - stream bank restoration in progress.
- Treat all noxious weeds within or near the fenced perimeter and ensure that weed treatment is completed with sufficient time to complete vegetation requirements.
- Complete vegetation work no later than October 31, 2018.
- Otherwise, complete vegetation requirements as outlined in the original permit (MS-42-16).

Original conditions of Permit No. MS-42-16 (approved January 9, 2017) required the following:

- Protect the riparian corridor and revegetate the project area to help ensure bank integrity.
- Do not trim or remove trees, shrubs, or other woody species outside of the excavation limits.
- Do not disturb or remove fill from any area within the 100-year floodplain.
- Plant the riparian area with native woody species, including sandbar willow, red-osier dogwood, and mountain alder.
- Native woody riparian species must be spaced a maximum of 4-feet apart, though a more robust planting is encouraged.
- The planting area must match the disturbed length of the project and cover the slope to the ordinary high water mark (i.e. if the disturbed area is 200-feet long, and the slope distance to the ordinary high water mark is 10-feet, then a minimum of 125 plants with 4-foot spacing must be planted in that 2,000 square foot area).
- Bareroot seedlings must be no less than 3/16-inch caliper at 1-inch above the root collar and must have a shoot (top growth) of at least 12-inches. Rooted planting stock must not exceed a 2:1 shoot-to-root ratio (i.e. if the top growth is 12-inches long, the roots must be 6-inches long).
- Containerized seedlings must be a minimum of S-30 if irrigated, S-100 if not irrigated.
- Vegetation survival rates must meet 75% after one year, and 50% after two years.
- Irrigation and browse protectors are highly recommended to increase survival rates.

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- It is recommended that the area be planted in early spring or late fall when plants are dormant.
- Due to the high visibility and public use at this location, along with the expected public interest for the businesses at this site, project proponents and landowners should plan for riparian resource protection in conjunction with public access and use on the riverbank through the property. As discussed on the project site, many local groups and stakeholders may be willing to assist with planning and education to ensure the corridor is protected or improved.
- Otherwise proceed with the project as proposed in Application No. MS-42-16.

### **EM-01-17 – Montana Rail Link (MRL) – Mill Creek – Culvert Inlet Rip Rap** (Geocode: ROW north of 04242835102010000)

The Board reviewed the District's requirement to remove and replace the rip rap MRL installed under the company's emergency notice (No. EM-01-17) with that which is of the appropriate size and placement. Perez-Watkins reported that the application was received after the June 12, 2017 agenda was publicized and that it will be on the July 10, 2017 agenda.

## **Complaints**

### **CM-02-17 – Deano's Travel Plaza – Grant Creek – Vegetation Removal** (Geocode: 04220005301020000)

Hall introduced the complaint regarding vegetation removal that was submitted by the Water Quality District, as the Board reviewed images on PowerPoint. Hall reviewed McBride's notes regarding her visit with the plaza owner, who said he removed the vegetation so that visitors could view the stream. McBride's notes stated that the owner was very cooperative and was unaware of the 310 law. She asked him to cease and desist of the removal of downed and live vegetation. It was also noted that there is a large amount of tansy present where the vegetation was removed.

The Board of Supervisors discussed the vegetation removal as a violation of the 310 law and recommended the District's continued observance of vegetation regeneration at the site. The Board also addressed tansy removal, suggesting that the owner contact the Weed District for assistance.

### **CM-03-17 – Hamilton Day Ditch Company – Rattlesnake Creek – Rock & Cement Work** (Geocode: 04220011305190000)

The Board reviewed PowerPoint images of the rock and cement berm near the Hamilton-Day Ditch headgate located on an overflow channel of Rattlesnake Creek. Hall and Brendan Hallmark oriented the Board to the site through the photos. The images included those from 2014 and 2015, shown alongside photos from the June 1, 2017 site visit, which indicated that new cement was poured on the berm. Hall discussed the site visit that he attended with McBride, Hallmark, City of Missoula staff Morgan Valliant and Elizabeth Erickson, and the water rights holder who submitted the complaint, Michael Conner. Hall said he explained to Conner at the site visit that the District worked with Doug Grimm on 310-related issues involving the Hamilton-Day Ditch in the past, and understood Grimm to be the authorized ditch rider. However, after the site visit and in speaking with Conner and Valliant, it became apparent that the water rights holders for this section of Rattlesnake Creek lack an agreed upon and formal representative of the ditch.

The Board reviewed previous 310 issues and communication with Grimm for this location. The District has monitored the site since 2013, following Complaint No. CM-26-13 for initial rock and concrete placement on the berm and the approval of Permit No. MS-01-14, an after-the-fact permit. On February 10, 2014, the Board of Supervisors approved MS-01-14 with modifications and allowed the rock and concrete berm to remain as is, as an

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“experimental” diversion structure. However, the permit stipulated that a new 310 permit had to be obtained prior to additional repair or replacement work at the site.

Conner told the Board that he submitted the complaint against Grimm because the work was done without a 310 permit. He also said Grimm has continued to work with cement and rock in and around the headgate since he was asked to desist by the District in 2013. Conner discussed his confrontations with Grimm at the site and the precarious, root-marked path along the ditch that has become heavily foot-trafficked in recent years.

Local property owner Wendy Dupuis spoke of the history of the ditch and the repositioning of the headgate. She thanked Grimm for his work on the berm and discussed flooding potential, spillways, and the litter left along the ditch path by an increasing number of pedestrians. Hall discussed the property in and around the headgate, which belongs to the City of Missoula. The Board discussed the city limiting access of the path to the public. Grimm then spoke of his work with the rocks and cement on the berm, the history of the ditch, and his joint work on the ditch with Richard Alderson, who was present. Grimm stated that cement is the only successful way to keep the ditch intact, adding that he used cement in 16 different spots on the ditch. He then held up a poster drawing of the ditch that showed the flow of water.

The Board, Grimm, and Conner discussed the need for 310 permits for work that may impact the bed and immediate banks of Rattlesnake Creek. They also discussed the lack of organizational structure of the Hamilton-Day Ditch, for which there are approximately one dozen water rights holders.

The Board of Supervisors agreed that the water rights holders should select a single representative of the Hamilton-Day Ditch to act as the primary contact with the District and the city in future matters. They also agreed that the increasing foot traffic and potential hazards to pedestrians along the ditch will cause future issues at the site. The Board recommended that the selected ditch representative work with the landowner, the City of Missoula, to find a solution to limit pedestrian access or to make reparations to enhance safety.

The Board determined that a 310 application must be submitted and approved by the District prior to the occurrence of any further work that may impact Rattlesnake Creek. Work includes, but is not limited to, projects on the berm and work on the ditch, such as cemented return flow channels that may impact the bed or banks of Rattlesnake Creek. The District will continue to monitor the site.

**CM-04-17 – Kenneth and Lorraine Aukschun – Petty Creek – Bridge Work** (Geocode: 04219613301060000)  
The Board reviewed the complaint for bridge work while viewing PowerPoint images. The images were taken from Old Petty Creek Road at a distance from the bridge, but Ken Aukschun was present and brought an iPad that contained images shot at a closer distance. Aukschun said the bridge was originally about 100-yards upstream and was present when he purchased the property in 2015. He removed the original bridge in April 2017 with a tractor after the creek rose above it and modified the relocated bridge by increasing the height and width. The bridge is used for pedestrian and small vehicle (e.g., four wheeler) crossing and is the only access from the east side of the property to the west side, which holds the house. The Board discussed visiting the property.

See 310 Inquiries/Issues for further discussion of Petty Creek and proximate bridges.

The Board of Supervisors tabled the complaint until a site visit to the bridge occurs and a survey of Petty Creek is carried out to determine the District’s jurisdiction on this section of the creek.

### 310 Inquiries/Issues

#### Petty Creek Bridges

The Board reviewed Petty Creek aerial and on-the-ground images. One showed an aerial view of an approximate two mile stretch of Petty Creek that indicated the locations of CM-04-17, previously proposed bridge applications determined as projects and not a project, and three bridges observed by staff when they captured the images of CM-04-17 from Old Petty Creek Road. They also reviewed ground images of the observed bridges. The Board of Supervisors discussed the potential impacts to the creek if bridges are not built at an adequate height, a concern based on the images of the observed Old Petty Creek Road bridges. They also discussed the varying features of Petty Creek, with portions of surface flow year-round, portions of subsurface flow, and fisheries benefits. Ladd Knotek commented that other conservation districts take jurisdiction on similar creeks for their aquatic value.

The Board of Supervisors determined that the District will survey the creek to decide whether or not it falls within the realm of the District's jurisdiction. Additional options discussed included potentially holding a public hearing and offering an incentive to retroactively permit the bridges with remediation requirements.

**Other** – No additional 310 inquiries/issues.

#### Reports

**County Attorney** – Deputy County Attorney John Hart told the Board he did not have a definitive suggestion on pre-meeting dinner purchases, but said the statute that created conservation districts allows for supervisor compensation and travel expenses incurred during duties. Compensation is not to include time spent during the regular meeting. He then discussed the definition of compensation as wages and benefits and read the state statute per diem recommendations. Hart repeated his recommendation from the May 8, 2017 meeting entailing the ability to justify the meals purchased with public funds as a public benefit.

Hart warned against discussing District business during a meal because it could be a quorum if four or more supervisors are present, which would make it a public meeting that requires public notice. The Board of Supervisors replied that it is aware of this issue and that supervisors do not discuss District business or issues, but they do sometimes discuss other local issues.

Hart asked the Board about supervisor elections. The Board discussed city council appointment of the two urban supervisors and rural election of the non-urban supervisors. If a position is not contested, then it is not on the ballot. The Board discussed past and present supervisor representation throughout the county.

**MT FWP** – Ladd Knotek reported on the county's work through a 124 permit to remove structures on Grant Creek near the Missoula Airport. He mentioned that fish are present in the creek and often are caught in the fish trap where the creek crosses Broadway Street. The Board discussed future jurisdiction of the creek with regard to the likelihood of new subdivision development on current farmland.

**Bitter Root RC&D (BRRCD)** – Libby Maclay reported that she missed the last meeting of the BRRCD but said that there was discussion of the organization's improbable future due to discontinued federal funding. She asked Hart if she, as a BRRCD board member, or the District, as a BRRCD financial supporter, are liable for existing BRRCD contracts. Hart answered that she and the District are not.

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**Water Quality Advisory Council (WQAC)** – Paul Parson reported that he did not attend the last WQAC meeting because an action item was not on the agenda. He then discussed the District's historic seat on the county health board, noting that he has been attending the WQAC meetings for the past few years. Parson spoke of the time involved in attending the meetings, which often run 4-5 hours and he does not feel to be of much benefit. He added that the county staff who are on the WQAC provide excellent representation, but that he does not personally feel necessary to the council or that he provides further support than what county staff already provide. Parson said he can attend as needed or present to the WQAC annually. The rest of the Board of Supervisors agreed with the change. Bob Schroeder said that the county planning board may be more in line with the District, specifically regarding the preservation of farmland, and noted that this is something the District should be more actively involved with. Tim Hall suggested that the District continue to review county planning information and to provide input when appropriate.

**MACD Dues Committee** – No news to report. The Board is awaiting a questionnaire from MACD.

**District Committees** – Tim Hall reported that the Personnel Committee had recommendations for staff salary increases, which are included in the draft FY 2018 budget.

**Missoula CD Employees and Big Sky Watershed Corps Member** – Brendan Hallmark provided the Board with a copy of the *Healthy Riparian Buffers* brochure and discussed progress.

### **Jen McBride – Resource Conservationist – May 9 – June 12, 2017**

310 Administration: Reviewed 310 business and letters following the May 8, 2017 District meeting. Corresponded regarding 310 projects, inquiries, issues, and complaints. Corresponded with landowners on O'Keefe creek regarding flooding issues. Went on site to complaints on Grant Creek, Petty Creek, and Rattlesnake Creek. Worked to train Monica and Brendan on dealing with 310 complaints. Attended 310 site inspection on Bear Run Creek. Attended a visit to the existing permit for the 310 amphitheater. Followed up on projects as time allowed. Wrote or reviewed 310 complaint letters with Perez-Watkins. Worked on preparation of reports for the June meeting. Corresponded with County Attorney, Fish Wildlife & Parks, and other representatives regarding possible 310 projects and 310 inquires, issues, complaints. Spoke with a concerned landowner who lives at the Cobblestone association to discuss concerns around plans to remove cottonwood trees. Discussed 310 inquiries as needed over the phone or e-mail. Responded to inquiries as needed about the 310 postcard. Provided photos and reviewed District Meeting PowerPoint.

Conservation Planning: Worked with Monica Perez-Watkins on various District projects and programs. Worked on 2018 Cost-Share brochures and communicated with Cost-Share committee. Obtained sample contracts and reviewed contract written by Perez-Watkins for matching grant with the Weed District. Continued correspondence and planning with Board Chair and Perez-Watkins regarding Community Listening Sessions. Reviewed handout for listening session. Prepared, practiced, and presented at Community Listening sessions – assisted with set up and clean up as needed. Met regularly with Hallmark regarding improvements to the Healthy Riparian Guide and to review edits and feedback provided by the technical review group. Answered inquires on District grant programs, sponsorships, and the no-till-drill rental program. Met with University of Montana student about possible volunteer internship.

Office Administration: Worked on office function and spoke with employees from Lake County and Flathead County Conservation Districts for information on their operations. Followed up with office IT as needed regarding District computers and updates. Corresponded with Missoula County employees and met with Department of revenue staff regarding calculation of our mill levy. Also spoke with DNRC and MACD staff regarding mill levy calculations. Followed up and corresponded with contacts as needed following the last District meeting. Met with Perez-Watkins and Hallmark regarding weekly accomplishments, priorities and plans for coming weeks. Some work

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on reviewing files and updating working priorities sheet. Completed time reporting for CD staff and also completed BSWC time reporting requirements. Entered labor distribution reports into QuickBooks. Assisted with staff planning for the time that I am away on vacation and reviewed June Agenda, May Minutes, and various correspondence, prior to leaving for vacation. 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. Completed BSWC performance form and discussed with Brendan. Worked on FY18 budget to resolve discrepancies in expected vs. actual percentages and reviewed updates that Perez-Watkins completed. Vacation weeks of June 5, 2017 & June 12, 2017

### **Monica Perez-Watkins – Conservation & Communications Coordinator – May 9 – June 12, 2017**

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; created inspection directions/maps document. Prepared 310 forms for site inspections and meeting. Sent weekly email to McBride regarding tasks completed and ongoing. Met weekly with McBride and Hallmark to discuss tasks completed and ongoing, and meeting items. Drove to site of CM-04-17 (Petty Creek Rd.) with McBride and Hallmark.

Communications and Outreach: Drafted 310 decision/follow-up letters following May 8, 2017 meeting; emailed to FWP. Posted approved April 10, 2017 meeting minutes on website and sent to county. Wrote May 8, 2017 meeting minutes and drafted June 12, 2017 agenda; reviewed both with McBride. Posted agenda in office and on website; sent to agency representatives and county. Created meeting PowerPoint and meeting packets for Board. Compiled correspondence. Assisted and answered questions from callers and walk-ins regarding 310 law/application/process/complaints and no-till program. Updated 310 notes in shared spreadsheet after 310 calls/inquiries/visits as needed. Scanned and sent past permit information to county floodplain. Directed inquiries on issues outside of CD realm to appropriate agencies. Forwarded various emails of potential interest to the Board throughout the month and applicable items to applicable committees. Reviewed county emails for relevancy. Updated website pages/posts as needed. Corresponded with grant recipients. Registered for DNRC webgrants. Updated listening sessions PowerPoints; reviewed past financial sponsorships. Sent listening session announcement emails to various individuals and organizations, contacted community council members, gave out postcards, and hung posters in Lolo, Frenchtown, and Ninemile. Prepared all items for hosting listening sessions; hosted sessions in Lolo, Frenchtown, Condon, and Potomac. Transcribed session notes. Spoke with reporter, created media file and published links to two listening sessions news articles on website. Wrote notes for site of CM-04-17 and additional Petty Creek bridges, drafted letter to landowners, reviewed sites and yearly changes via Google Earth, and reviewed previous Petty Creek bridge 310 applications/projects. Worked on Cost-Share 2018 mailing list. Updated Cost-Share brochure and wrote contract for matching grant with Weed District. Corresponded with county attorney regarding Weed District contract, minutes, and other items as needed. Wrote thank you letter and resource list for Ag Center staff and students. Mailed biography questions to board. Compiled text from previous minutes regarding Hamilton Day Ditch. Updated McBride's meeting notes for board chair.

Financial Management: Sent claims signed at previous meeting to county; entered claims and checks into QuickBooks Online (QBO). Updated supervisor timesheets/mileage as needed; prepared quarterly disbursement claims. Entered itemized purchases from petty checking and checking account into QBO. Reconciled bank statements, D.A. Davidson change in investment value, and county mill levy monthly report in QBO. Prepared claims to be signed at meeting. Updated FY18 budget after meeting with Budget Committee; recalculated items and added new accounts/subaccounts. Corresponded with Larry's Tractors, Trailers, and More bookkeeper regarding itemized invoice. Transferred \$950 from checking to petty checking account.

Administrative Duties: Maintained and updated 310 master lists. Prepared/restored conference room for meeting. Transcribed meeting notes for minutes. Maintained and organized files. Created pdf documents of meeting packets and staff meeting notes. Prepared mail. Sorted and distributed office mail. Answered District phone and directed walk-ins as needed. Ran errands to Costco, Staples, bank, recycling center, and Best Buy. Purchased listening

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sessions items. Requested quotes for Area 5 meeting room/food and reviewed meeting needs. Switched internet service provider and purchased new router.

### **Brendan Hallmark – Big Sky Watershed Corps Member – May 9, 2017 – June 12, 2017**

Watershed Education and Outreach: Reviewed and modified the *Healthy Riparian Buffer Guide* with the feedback from our Technical Review Group. Compiled all the feedback and reformatted it to give a response back to the reviewer. An updated draft was sent to language reviewers that will get the guide ready to be reviewed by a professional editor. Assisted with floodplain restoration that was organized by Trout Unlimited. Spent two days planting saplings along the main channel of the Nine-Mile Creek. Attended a technical training hosted by BSWC. Presented about the importance of watershed services, provided technical training to members of the public, and learned how to teach citizen-science orientation classes. Assisted with Missoula CD's community meetings by helping distribute flyers and posters across Missoula County.

District Business Assistance: Assisted the district host community meetings. Assisted Missoula CD staff with community meeting preparations that included PowerPoint set up, preparing accommodations, and greeting the attendees. Constructed a cost-share example application that will help aid grant applicants meet all the requirements that are needed to complete a successful project. The cost-share example will be used alongside our updated 2018 grant program. After the district received a 310 complaint, I accompanied McBride and Perez-Watkins on a site follow-up. We documented geolocation, site-specific notes, and visual photo documentation. Prepared a 2018 Big Sky Watershed Corps Host Site Application. Missoula CD was having internet issues so I helped troubleshoot router problems and reconfigured our internet settings.

Professional Development: Attended a BSWC Technical Training workshop. Developed skills that included public speaking, technical writing, training members of the public, and Geographical Information Systems development. Discussed my employee review with McBride in the preparation of our BSWC site visit later this month. Assisted Travis Lemke with field visits. We did a follow-up with an EQIP contract by walking the property and assisting the landowner with contract requirements and planning. Lemke and I also performed BRIX testing on different perennial grasses and cover crops to get a baseline of early season nutritional content.

**Other** – No additional reports.

### **New Business**

**Correspondence** – Monica Perez-Watkins had one item of correspondence. She told the Board that the DNRC Chief of Conservation Districts Bureau sent an email to district staff about Resource Conservation Advisory Council (RCAC) terms expiring. Bob Schroeder sits on the RCAC. He confirmed that he reapplied for his term and will continue to serve on the council.

**FY 2018 Budget** – Perez-Watkins informed the Board that the draft FY 2018 budget was in their meeting packets. Schroeder said that the yearly 310 administration grant will likely be less in the future due to a declining coal trust fund, as discussed at the previous RCAC meeting. The RCAC decided to reduce the grant's funds for five conservation districts that receive the most tax dollars, of which Missoula is included. The Board took note and confirmed that the grant is usually approximately \$3,000.00.

Art Pencek voiced concern that expenses are more than the District's income. Perez-Watkins said that the FY18 draft included likely over estimates on items such as grants and events. Hall also noted the larger expenses that occurred over the past couple of years, such as former staff payouts and equipment purchases, were one-time payments and that the goal is not to spend more than the District receives in income.

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Hallmark asked the Board of Supervisors if they had interest in his researching additional funds through available grant programs. Parson and Schroeder voiced their interest in seeing a list of available grants and associated information, especially for one-time purchases. Schroeder added that the District chose not to pursue a grant for the purchase of the no-till drill.

Tim Hall moved to approve and adopt the FY18 draft budget as proposed, Art Pencek seconded the motion, motion passed – unanimous.

**Other** – No additional new business.

### Old Business

**Website** – Perez-Watkins said she mailed a biographical questionnaire to the Board of Supervisors. Tim Hall asked the Board to send their completed biographies to Perez-Watkins.

**Equipment Program** – Perez-Watkins informed the Board that the District received a check from the host site, Larry's Tractors, Trailers, and More, and obtained an itemized invoice for the amount. There was an error in the payment such that the host took \$10 more per hour for compensation than what is outlined in the contract agreement. She contacted the host for proper payment and will follow-up accordingly.

**DNRC Stream Restoration Guide** – Perez-Watkins reported that she obtained a copy of the draft DNRC guide, which is entitled, *Montana Stream Permitting: A Guide for Conservation District Supervisors*. The Board discussed the confusion on the purpose of the publication, whether or not it is a guide for supervisors or a stream restoration guide, as both descriptions have been used. It was also noted that the primary author is from a planning and engineering firm.

**Long Range Plan & Community Meetings** – Perez-Watkins reported that the district held 4 community listening sessions thus far, with the final meeting to occur on Tuesday, June 27, at the Missoula Public Library. She also noted that the online survey had 53 responses and that there were links to 2 news articles about the meetings from *The Missoula Current* and *Seeley Swan Pathfinder* on the website.

### Grant Programs

**Riparian Planting Mini Grants** – The Board of Supervisors discussed funding Riparian Planting Mini Grant RPG No. 02-17 for tree planting along Lolo Creek by Lolo Watershed Group (LWG). LWG used browse protectors, but were unable to work with the landowner to install riparian fencing in order to keep out livestock, as outlined in the RPG contract. LWG's grant report noted sapling survival from a project completed in a similar area in previous years. The Board noted the need to be more careful with future RPG projects located on ranchland and agreed to modify the contract and reimburse LWG \$307.00 for the cost of plants.

**Cost Share** – Perez-Watkins informed the Board that the brochures were finalized and ready for printing and that the contract with the Weed District was ready to be signed. Tim Hall discussed the new 1-to1 matching grant with the Weed District for priority 1 and 2 weeds, adding that the District's Cost Share grant will no longer fund weed control. The Board discussed the contract, application timelines, and the Weed District's ranking process.

**Other** – No additional old business.

**Payment of Bills** -Tim Hall moved to pay the bills. Paul Parson seconded the motion, motion passed-unanimous.

**Warrants:**

Verizon	
Ck # 2311 – District cell phone	\$ 69.07
First Interstate Bank	
Ck # 2312 – District vehicle gas card	\$ 92.03
Charter Spectrum	
Ck # 2313 – Internet installation and service charge	\$ 158.99
Soil & Water Conservation Districts of Montana	
Ck # 2314 – Big Sky Watershed Corps Member 2017, final payment	\$ 2,500.00
Brendan Hallmark	
Ck # 2315 – BSWC Member mileage reimbursement	\$ 5.35
Monica Perez-Watkins	
Ck # 2316 – Staff mileage reimbursement	\$ 54.78
Tim Hall	
Ck # 2317 – Supervisor mileage, CD business	\$ 1,122.08
Elizabeth Maclay	
Ck # 2318 – Supervisor mileage, CD business	\$ 182.78
Travis Greenwalt	
Ck # 2319 – Supervisor mileage, CD business	\$ 324.90
Paul Parson	
Ck # 2320 – Supervisor mileage, CD business	\$ 233.17
Art Pencek	
Ck # 2321 – Supervisor mileage, 310 inspection, CD business	\$ 497.62
Bart Morris	
Ck # 2322 – Associate Supervisor mileage	\$ 23.54
Sidney Wills	
Ck # 2323 – Supervisor mileage, CD business	\$ 106.03
Robert Schroeder	
Ck # 2324 – Supervisor mileage, CD business	\$ 255.25

**Total: \$ 5,625.59**

Voting Record – CD Supervisor	FOR	AGAINST	ABSTAIN
Timothy Hall	10		
Sidney Wills	10		
Paul Parson	10		
Art Pencek	10		
Travis Greenwalt	Absent		
Bob Schroeder	10		
Libby Maclay	10		

**Adjournment** – Tim Hall moved to adjourn the meeting. Paul Parson seconded the motion - motion passed, unanimous. The meeting adjourned at 9:54 pm.

MINUTES  
Missoula Conservation District  
June 12, 2017

The next meeting of the Missoula Conservation District will be held July 10, 2017 at 7:00 pm in the Missoula Conservation District conference room, 3550 Mullan Road, Suite 106, Missoula, MT 59808.

APPROVED