

MINUTES

Missoula Conservation District  
September 11, 2017

**Missoula Conservation District**  
September 11, 2017 at 7:00 pm  
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees:

Tim Hall, Supervisor & Chair  
Libby Maclay, Supervisor & Vice Chair  
Travis Greenwalt, Supervisor & Treasurer  
Sidney Wills, Supervisor  
Bob Schroeder, Supervisor  
Art Pencek, Supervisor  
Jen McBride, Staff  
Monica Perez-Watkins, Staff

Additional Attendees:

John Hart, Deputy County Attorney  
John Bowe, NRCS  
Deb Fassnacht, WEN  
Doug Grimm, Hamilton Day Ditch Issues

Absent:

Paul Parson, Supervisor  
Bart Morris, Associate Supervisor  
Brendan Hallmark, Big Sky Watershed  
Corps Member  
Ladd Knotek, MT FWP

**Call Meeting to Order** – 7:00 pm by Tim Hall, Chair.

**Minutes**– Libby Maclay moved to approve the August 14, 2017 minutes as submitted. Bob Schroeder seconded the motion, motion passed – unanimous.

**Treasurer's Report** – Travis Greenwalt reported \$32,511.41 in the district checking account.

**Public Comment** – Doug Grimm reviewed his work with Hamilton Day Ditch and recent events related to the ditch on Rattlesnake Creek. Grimm discussed the dispute with water rights holders over accessing the ditch, and said that the ditch is currently dry. The board listened to Grimm's comments and reiterated to Grimm that Missoula Conservation District is not the correct entity for water rights and ditch rider issues. The district only administers the 310 law and can work with an authorized representative of the ditch.

**NRCS Report** - District Conservationist John Bowe provided the board with the NRCS report. The report included information on Technical Assistance, 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 public affairs project. Bowe discussed the current stage of information gathering to inform wildfire recovery assistance. He said that he is working with the Farm Service Agency and the district to collect pertinent information on those affected. The information will be used to submit a funding request for recovery assistance under the Emergency Watershed Protection Program.

**Watershed Education Network** – WEN Executive Director Deb Fassnacht discussed and provided the board with a handout that included information on the organization's programs, a 2015/2016 comparison of students and community member involvement, and an open letter of support from a middle school science teacher. Fassnacht discussed each item in detail, and spoke of federal and state funding WEN will lose in 2018. The board named other potential funding sources.

Fassnacht and the Board of Supervisors discussed riparian outreach and ditches. Fassnacht thanked the board for past funding, and asked for the district's continued financial support. The board tabled the funding decision and will discuss it next month.

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### New 310 Permit Applications

**MS-19-17** – Brian Beckman – Clark Fork River – Vegetation Removal (Geocode: 04232307101020000)

McBride reviewed the location of the project along the Clark Fork River and showed the board images of vegetation the applicant is proposing to remove. McBride reviewed Bob Schroeder and Ladd Knotek's team member reports from the September 7, 2017 site inspection. The board discussed the modifications proposed in the reports.

Bob Schroeder moved to approve Application No. MS-19-17 as a project for review and approve the application with modifications in the team member reports. Art Pencek seconded the motion, motion passed – unanimous.

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

- Do not disturb or remove vegetation within 50-feet of the ordinary high water mark of the river
- As discussed on site, exceptions to the above include:
  - Spot weed spraying in cleared area directly in front of residence
  - Trimming chokecherry shrubs to a minimum height of 4-feet
- To improve stability of soil and limit weed establishment, it is recommended that you reseed the lower bank with native grass
- Do not disturb or remove vegetation within 50-feet of the ordinary high water mark of the river on the properties upstream and downstream of the proposed work area
- There are no seasonal time period restrictions on this project
- Otherwise proceed with project as proposed in Application No. MS-19-17

**MS-20-17** – Missoula Electric Cooperative – Unnamed Creek – Utility Boring (Geocode: 04310708102030000)

McBride reviewed the project to bore under an unnamed creek in Condon. The bore pits will be 50-feet away from the stream, with a minimum depth of 42-inches.

Tim Hall moved to accept Application No. MS-20-17 for review and to determine that it is not a project that requires a 310 permit, as long as the project plans are followed as proposed in the permit application. Art Pencek seconded the motion, motion passed – unanimous.

### Complaints

**CM-04-17** – Kenneth and Lorraine Aukschun – Petty Creek – Bridge Work (Geocode: 04219613301060000)

McBride told the board she had not corresponded with Ken Aukschun since meeting him on site prior to the August district meeting. She said she called him earlier that day to see if he received the district's notice of the violation and offered to assist him with the application. She is awaiting a response.

**CM-05-17** – MPG Ranch – North Woodchuck Creek – Structure Demolition (Geocode: 04197627104070000)

Bob Schroeder said he has not yet revisited the site but did speak with the ranch manager. The manager said staff cleaned the site to an acceptable standard prior to the September 1, 2017 deadline. Schroeder will visit the site.

**CM-07-17** – Meredith Hampton – Clark Fork River – Vegetation Removal (Geocode: 04220026201020000)

McBride discussed correspondence with Morgan Valliant, Missoula Parks and Recreation, regarding the city's ability to assist Hampton with the board's replanting requirements determined at the previous August 14, 2017 meeting. McBride has not been in touch with Hampton but will call her after the meeting.

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**CM-08-17** – Keith Beck – Swan River – Debris and Vegetation Removal (Geocode: 04299218402230000)  
McBride reviewed the Board of Supervisors' August 14, 2017 decision to fine landowner Keith Beck \$300.00 for the violation on the Swan River. The payment has been received. The board reviewed the debris and vegetation removal photos and discussed the county permissible distance from a waterway at which a septic system may be placed.

Tim Hall moved to dismiss Complaint No. CM-08-17, as Beck paid the assessed fine and the district office informed Beck of the need for compliance with the 310 law. Bob Schroeder seconded the motion, motion passed – unanimous.

The district will continue to monitor the site for revegetation.

**CM-09-17** – Reese Family Trust – Petty Creek – Non-Permitted Bridge (Geocode: 04219613401050000)  
The district sent a notification letter to the Reese Family Trust regarding the complaint and the district meeting. A representative of the landowner did not contact the district office or attend the meeting.

**CM-10-17** – Scott and Stacy King – Petty Creek – Non-Permitted Bridge (Geocode: 04219613401040000)  
The district sent a notification letter to Scott and Stacy King regarding the complaint and the district meeting. A representative of the landowner did not contact the district office or attend the meeting.

**CM-11-17** – Gary and Joyce Robbins – Petty Creek – Non-Permitted Bridge (Geocode: 04219624101040000)  
The district sent a notification letter to Gary and Joyce Robbins regarding the complaint and the district meeting. McBride reported that Joyce Robbins called to discuss the letter and agreed to work with the district to rectify the issue. Robbins was unaware that a small bridge would need a 310 permit.

### 310 Inquiries/Issues

**Petty Creek** – Ladd Knotek was absent, but McBride reviewed correspondence with DNRC Water Rights division staff and Knotek's correspondence with Jack Wilkinson regarding a gravel pond on his property. The district is waiting to hear if an assessment will occur by the DNRC Water Rights division.

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

### Reports

**County Attorney** – John Hart discussed the cooperative working agreement between the district and NRCS. The MOU is biennial and will need to be resigned. Hall has been in touch with NRCS District Conservationist John Bowe regarding the MOU.

**Montana FWP** – No report.

**Bitter Root RC&D** – Libby Maclay informed the rest of the board that there is a meeting the week of September 19, 2017.

**MACD Dues Committee** – No report.

**District Committees** – McBride is near completion in her research of the tax mill levy. She reported that she has been working with the county Chief Financial Officer (CFO) and Montana Association of Counties (MACo). She

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discussed her work and how, with the assistance of the CFO and MACo, she came to determine the district's adjusted FY 2018 of 1.57. Items discussed included tax law changes, special districts, and mill levy calculation. Tim Hall asked McBride to prepare a PowerPoint on the district's mill levy for the October 9, 2017 meeting.

### **Missoula CD Employees and Big Sky Watershed Corps Member**

#### **Jen McBride – Resource Conservationist – August 15 – September 11, 2017**

310 Administration Reviewed 310 decisions following the August 14, 2017 District meeting. Reviewed 310 letters with Perez-Watkins. Corresponded regarding various 310 projects, inquiries, issues, and complaints including an inquiry on Cramer Creek, LaValle Creek, Swamp Creek, and an inquiry about Missoula Irrigation District lateral ditches. Went on site and worked with LaValle creek property owners regarding the stream permitting application process. Corresponded regarding issues and complaints on Petty Creek. Attended 310 site inspection on the Clark Fork River. Prepared 310 summaries for the August meeting. Met with UM intern regarding mock up designs for possible future interactive map regarding 310 projects. Corresponded with Missoula County Attorney, Fish Wildlife & Parks, and other representatives regarding 310 projects and 310 inquires, issues, complaints as needed. Provided photos to Monica and reviewed District Meeting PowerPoint.

Conservation Planning: Discussed possible opportunities for federal assistance for conservation work following fires with NRCS and FSA personnel. Worked with Brendan Hallmark to complete final reviews of the Healthy Riparian Guide so that we could move forward with the printing process. Reviewed and discussed the Guide to Stream Crossings booklet progress with Hallmark. Discussed a riparian planting cost-share project with an approved cost-share applicant on the Swan River. Went on site with DNRC representatives to a property impacted by the Lolo Peak Fire. Offered assistance regarding seed mixes, stream crossing improvements, and provided information regarding our grant programs. Answered inquiries on District grant programs and sponsorships. Continued correspondence with contractor working to complete a cost-share thinning project up Ninemile Creek.

Office Administration: 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. Worked on reports and office function. Modified PowerPoint and presented at the Neighborhood Community Forum meeting as directed by the board. Continued correspondence and inquiries regarding taxable valuations and conservation district mill levies. Corresponded and met with Department of Revenue, MACD staff, DNRC staff, and Missoula County staff regarding mill levies. Worked with Hallmark regarding parcel data and applying accurate District boundaries. Submitted mill levy forms to the Missoula County Chief Financial Officer, Andrew Czorny, and Montana Association of Counties Executive Director, Harold Blattie, for review and comments. Submitted final mill levy form to Andrew Czorny. Completed time reporting for CD staff and also completed BSWC time reporting requirements. Entered labor distribution reports into QuickBooks. Contacted local network of professionals for professional development opportunities for the Conservation and Communications Coordinator position as well as BSWC member. Worked with the county attorney's office on office management, contracts, letters, and 310 administration as needed. Worked with Perez-Watkins on District meeting preparations.

Professional Development: Enrolled in and began attending Intro to GIS & Cartography course

#### **Monica Perez-Watkins – Conservation & Communications Coordinator – August 15 – September 11, 2017**

General Coordination: Scanned and made copies of new 310 applications; sent to FWP. Corresponded with 310 applicants/property owners and board regarding site inspections and visits. Prepared 310 forms for site inspections and meeting. Submitted weekly list of tasks completed and ongoing to McBride. Met weekly with McBride and Hallmark to discuss tasks completed, tasks ongoing, and meeting items.

Communications and Outreach: Drafted 310 decision/follow-up letters (MS-10-17, MS-16-17, MS-17-17, MS-18-17, MS-28-16, MS-30-16, CM-04-17, CM-07-17, CM-08-17, MS-04-14, MS-33-13, MS-04-15, MS-19-15, MS-04-16, Petty Creek bridge owners, DNRC, Clearwater encroachment) following August 14, 2017 meeting; emailed to FWP. Posted approved July 10, 2017 meeting minutes on website and sent to county. Drafted August 14, 2017 meeting minutes and September 11, 2017 agenda. Posted agenda in office and on website; sent to agency representatives and

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county. Created meeting PowerPoint and meeting packets for board. Compiled correspondence. Assisted callers and walk-ins regarding 310 law, application, process, complaints, cost-share program, and no-till drill rental. Noted 310 calls and inquiries in shared spreadsheet as needed. Pulled files, scanned, and sent requested Smurfit-Stone mill site permit information to NewFields. Directed inquiries on issues outside of CD realm to appropriate agencies. Performed all work to prepare for upcoming District events, except Bitterroot flyer posting. Forwarded various emails of potential interest to board throughout the month and applicable items to applicable committees. Reviewed county emails for relevancy. Minor website pages/posts updates. Updated no-till drill rental agreement, sent to host site. Prepared listening session raffle participant names for drawing. Correspondence with SWCDM Communications and Outreach Director and NRCS on email and website issues. Sent previously drafted rock dam email to McBride for review. Livestock workshop: Created expense list. Created online store for workshop registration and added link to Google form online registration. Tracked registrants. Updated webpage with event details and photos. Confirmed photo permission from speaker. Various correspondence with other CDs, NRCS, and registrants; sent outreach email to area groups and contacts. Sent workshop listing to online newspaper and event listings. Price checked food and portapotty costs. Posted flyers in Missoula, Frenchtown, Evaro, and Ninemile. Area V meeting: Hotel and park correspondence; ordered food; tracked costs. Sent out reminder email to contacts; registration correspondence; tracked registrations. Grants: Tracked CD and DNRC grants: Updated WebGrants info for DNRC RRPP grant (Clark Fork Diversion Rehabilitation Project Planning Grant), submitted application materials to applicant for submission. Correspondence on riparian planting and DNRC grants. Submitted DNRC Education Mini Grant (Flagship Program), tracked grant income, and prepared reimbursement. Reviewed DNRC Education Mini Grant (Project Night Flight) report, corresponded with applicant, and prepared vendor invoice for DNRC and summary for board.

Financial Management: Sent signed claims to county; entered claims and checks into QuickBooks Online (QBO). Updated supervisor hours/mileage as needed; created claims for June – August and sent to supervisors for review. Updated itemized purchases from petty checking and checking account in QBO. Reconciled bank statements and D.A. Davidson change in investment value in QBO. Prepared claims to be signed at meeting. Calls and correspondence with county and Verizon regarding unreceived payments.

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 bank and post office. Listened to MACDEO conference call.

### **Brendan Hallmark – Big Sky Watershed Corps Member – August 15 – September 11, 2017\***

Watershed Education and Outreach: Completed the edits on the *Healthy Riparian Buffer Guide* that was received from the NRCS Public Affairs Manager. Worked with McBride and Perez-Watkins to send the *Healthy Riparian Buffer Guide* to AlphaGraphics so they can develop a proof for review. Assisted Bitter Root Water Forum with their Run for the River 5k race that took place in Hamilton, MT. Assisted Farm Service Agency (FSA) by building a report that contained spatial data from all the forest fires in the Missoula Area. The report will be used to target outreach towards affected landowners by providing them a way to initiate funding opportunities for post-fire restoration projects and it included landowner parcel information from Granite, Ravalli, Mineral, Powell, and Missoula Counties.

District Business Assistance: Provided support to McBride while the District resolves our mill levy tax issue. Provided spatial data reports to the Department of Revenue and Missoula County that separated the county parcels by the defined 1946 Missoula city limits boundary. Communicated with McBride about building a professional development plan for the rest of my term. Met with McBride and Perez-Watkins weekly about priority tasks and district business. Communicated with Flathead Conservation District to receive riparian planting photos. Produced a draft an updated version of our *Guide to Stream Crossings* information booklet so that we can work towards getting it to print before my term ends in mid-November. Completed all grant reporting to Big Sky Watershed Corps. Accompanied McBride on 310 application inquiry on the Clark Fork River. Accompanied McBride and two DNRC agency employees on a post-fire property assessment. Assisted the landowner with restoration ideas to help identify

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specific efforts that can be made to elevate fire modification affects. Assisted Perez-Watkins by posting stockmanship workshop flyers in Bitterroot Valley.

**Professional Development:** Attended an online webinar for remote sensing geospatial imagery for modern mapping called *Earth Imagery at Work*. Attended an online webinar hosted by U.S. Office of Personnel Management about navigating USAJOBS called *Finding and Applying for Jobs in the Federal Government*.

\*Vacation: August 16-21, September 11

**Other** – McBride discussed the printing schedule for the *Healthy Riparian Buffers* guide and also discussed Brendan Hallmark's term ending in November.

### New Business

**Correspondence** – Monica Perez-Watkins told the board that the Missoula Valley Water Quality District has opened a survey for Miller Creek landowners. The survey is part of a watershed restoration plan. Perez-Watkins read some of the questions and passed the survey to the board. Perez-Watkins then handed the board a condolence card to sign for a Ninemile landowner.

**Wildfires** – McBride provided the board with maps of the wildfires in Missoula County and discussed potential impacts to Missoula County residents and possible needs for conservation assistance. She and the board discussed the district's role in assisting landowners affected by wildfires. Items discussed included the district's assistance with a previous fire in the Pattee Creek drainage and a site visit to an impacted Lolo property with the DNRC.

**Other** – No additional new business.

### Old Business

**Conservation District and DNRC Hosted Supervisor Summit** - Great Falls, Tues.-Wed., Oct. 31 – Nov. 1  
Libby Maclay and McBride will attend the Supervisor Summit.

**Website** – Perez-Watkins is continuing to collect biographies from the Board of Supervisors for the district website.

**Equipment Program** – The board discussed modifications to the trailer. McBride will have Hallmark draft a design and send to the committee for review.

**Long Range Plan & Community Meetings** – Survey and listening session participant names were printed on cut strips of paper, folded, and placed in a bowl. Maclay pulled four folded strips from the bowl and announced the winners of the raffle drawing.

**2018 Big Sky Watershed Corps Member (BSWCM)** – McBride did not have new information to report.

### Grant Programs

**Cost-Share** – McBride reported that the district received one application to date. The deadline is Friday, September 15, 2017 and more applications are anticipated.

**Mini Grants** – Perez-Watkins provided the board with grant report summaries for Project Night Flight (district and DNRC education mini grants, both \$500.00) and Trout Unlimited (Riparian Planting Mini Grant No. 01-17 –

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Rattlesnake Creek, \$455.25). Tim Hall signed Project Night Flight's DNRC vendor invoice and Trout Unlimited's grant check.

**Other** – No additional old business.

**Upcoming Events**

**Area V Stockmanship Workshop** – Tuesday, September 19, 2017 (September 18 in Charlo, September 20 in Gold Creek) – Perez-Watkins stated the date of the workshop and reported on registration numbers.

**Area V Meeting** – Tuesday, September 26, 2017 – Perez-Watkins stated the date of the meeting and took a count of supervisors who plan to attend.

**MACD Convention** – Hosted by Gallatin CD in Bozeman, Tuesday through Thursday, November 14-16, 2017 – The Board of Supervisors determined that both staff will attend and discussed supervisors who may attend.

**Western Montana Grazing and Agriculture Conference** – Thursday through Friday, January 25-26, 2018 – Staff did not have additional information to report.

**Payment of Bills** – Tim Hall moved to pay the bills. Bob Schroeder seconded the motion, motion passed – unanimous.

**Warrants:**

Verizon	
Ck # 2351 – District cell phone	\$ 69.11
First Interstate Bank	
Ck # 2352 – District vehicle gas card	\$ 57.24
Charter Spectrum	
Ck # 2353 – Internet	\$ 60.88
Monica Perez-Watkins	
Ck # 2354 – Staff mileage reimbursement	\$ 40.66
Brendan Hallmark	
Ck # 2355 – BSWCM mileage reimbursement	\$ 57.25
Tim Hall	
Ck # 2356 – Supervisor mileage, CD business	\$ 471.40
Elizabeth Maclay	
Ck # 2357 – Supervisor mileage, CD business	\$ 152.04
Travis Greenwalt	
Ck # 2358 – Supervisor mileage, CD business	\$ 59.63
Paul Parson	
Ck # 2359 – Supervisor mileage	\$ 7.49
Art Pencek	
Ck # 2360 – Supervisor mileage, CD business	\$ 275.98
Bart Morris	
Ck # 2361 – Associate Supervisor mileage	\$ 23.54

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Robert Schroeder

Ck # 2362 – Supervisor mileage, CD business

\$ 103.50

Sidney Wills

Ck # 2363 – Supervisor mileage

\$ 55.64

**Total: \$ 1,434.36**

Voting Record – CD Supervisor	FOR	AGAINST	ABSTAIN
Tim Hall	6		
Libby Maclay	6		
Travis Greenwalt	6		
Art Pencek	6		
Bob Schroeder	6		
Sidney Wills	6		
Paul Parson	Absent		

**Adjournment** – Tim Hall moved to adjourn the meeting. Bob Schroeder seconded the motion - motion passed, unanimous. The meeting adjourned at 9:30 pm.

The next meeting of Missoula Conservation District will be held on October 9, 2017, at 7:00 p.m. in the Missoula Conservation District conference room, 3550 Mullan Road, Suite 106, Missoula, Montana 59808.