

MINUTES  
Missoula Conservation District  
June 11, 2018

**Missoula Conservation District**  
June 11, 2018 at 7:00 pm  
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees:

Tim Hall, Chair  
Travis Greenwalt, Treasurer & Supervisor  
Sidney Wills, Supervisor  
Bob Schroeder, Supervisor  
Art Pencek, Supervisor  
Bart Morris, Associate Supervisor  
Jen McBride, Staff  
Lindsay Dick, Staff

Additional Attendees:

John Bowe, NRCS  
Ladd Knotek, MT FW&P  
John Hart, Deputy County Attorney  
Dan Rogers, DNRC  
Hunter Curtiss, MNRYC Participant  
Aydan Porch, MNRYC Participant  
Lincoln Rogers, MNRYC Participant  
Scott King, MS-04-18 (RE: CM-10-17)

Absent:

Libby Maclay, Vice Chair  
Paul Parson, Supervisor

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

**Minutes** – Art Pencek moved to approve the May 11, 2018, minutes as drafted. Travis Greenwalt seconded the motion, motion passed – unanimous.

**Treasurer's Report** – Greenwalt reported \$21,430.00 in the district checking account.

**Public Comment** – No public comment.

**NRCS Report** – John Bowe, District Conservationist, provided a verbal report and a written quarterly report. Bowe discussed the progress on active EQIP contracts; contracting for 2018 has been completed and active EQIP contracts in Missoula and Mineral Counties are being managed with multiple projects in the process of implementation. The board inquired about project requirements for inclusion in a possible statewide request for funding under the Emergency Watershed Program (EWP) and Bowe referred them to the EWP Sponsorship Fact Sheet provided with the report. Bowe also noted that Tom Watson, the current Assistant State Conservationist in Oregon, was hired as the new Montana State Conservationist and is scheduled to begin work in Montana on July 22, 2018.

**DNRC Youth Camp Scholarship Request** – Dan Rogers, Hunter Curtiss, Aydan Porch, and Lincoln Rogers attended the meeting to seek scholarship support for the latter three's participation in the Montana Natural Resources Youth Camp, July 15–20, 2018. Each student attendee described the educational, social, and recreational benefits he hoped to derive from attending the camp. The board inquired about the benefits of the camp and the amount of support that was sought. Lincoln Rogers explained that the registration fee was \$300, and that each student was requesting a scholarship of \$200.

Art Pencek moved to support each student with a \$200 scholarship for a total of \$600. Tim Hall seconded the motion, motion passed—unanimous.

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**New 310 Permit Applications**

**MS-04-18** – Scott King – Petty Creek – Existing Bridge (RE: CM-10-17) – Geocode: 04-2196-13-4-01-04-0000  
Scott King was present at the June 11, 2018, meeting. McBride reviewed photos from previous site visits and discussed correspondence to date with King related to Complaint No. CM-10-17 and Application No. MS-04-18. King stated that he had observed stream and debris flow on Petty Creek over the past several years, and determined from his observations that the distance between the water level and the bridge would never be less than 3-inches.

The board expressed appreciation of King's efforts to construct a structurally sound bridge on Petty Creek. The board stressed however that this is a non-permitted bridge, and that if a 310 Application and design plans had been submitted for the bridge as it is currently built, which allows for a maximum of 6-inches of freeboard from the ordinary high-water mark, then the application would have required modifications or been declined. King expressed concern about the timing and communication regarding issuance of Complaint No. CM-10-17 and when his property was initially accessed by Missoula Conservation District staff. Resource Conservationist Jen McBride read aloud correspondence of August 23, 2017, related to Complaint No. CM-10-17.

Additionally, King reiterated his desire to leave the bridge as it is constructed with no modifications. The board attempted to discuss with King modifications that might be acceptable. One example included jacking up each side of the bridge and placing abutments below the stringers so that the freeboard was greater and would allow debris to pass under the bridge. King refused to negotiate modifications and stated that he wanted to keep the bridge as it is.

Art Pencek moved to accept Application No. MS-04-18 as a project for review and to approve it with modifications. Bob Schroeder seconded the motion, motion passed-unanimous.

The Missoula Conservation District Board of Supervisors does not approve the bridge crossing as it is built. The project regarding the existing bridge on Petty Creek is approved with the following modifications:

- Raise the existing bridge from its current height to allow for 18-inches of freeboard
- If bridge is not raised to the required height within 30 days of June 11, 2018, bridge is to be removed

**MS-06-18** – Joyce Robbins – Petty Creek – Remove Bridge (RE: CM-11-17) –  
Geocode: 04-2196-24-1-01-04-0000

McBride presented site inspection photos from May 31, 2018, and reviewed project details as proposed in the application. McBride reported that she spoke with Dean Reese, who clarified that he would be removing the bridge in three sections using a tractor and chain and that he did not anticipate causing damage to the streambanks or existing vegetation using this method. McBride suggested that the board specify that the machinery's approach to the bridge be made in an area where vegetation is already sparse. Schroeder added that if damage were to occur to vegetation, that the area should be remediated with seed and vegetation.

Bob Schroeder moved to accept Application No. MS-06-18 as a project for review and to approve it with modifications. Travis Greenwalt seconded the motion, motion passed-unanimous.

The project regarding the bridge removal on Petty Creek is approved with the following modifications:

- Do not cross the creek with equipment
- Do not remove or damage existing vegetation (access the site where vegetation is already sparse)
- Reseed and/or replant any disturbed areas as a result of bridge removal
- Notify the District office when removal is complete

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Complaint No. CM-11-17 will remain on the district meeting agenda until the board determines the project as satisfactorily completed per the modifications listed above.

**MS-08-18** – Clinton Irrigation District – Clark Fork River – Irrigation Wasteway Rehabilitation – Geocode: 04-1978-11-1-01-01-0000

McBride reported that the board tabled this project until the applicant is available for a site inspection.

**MS-16-18** – Kim Grenager – John Creek – Culvert Replacement – Geocode: 04-1974-01-3-01-01-0000

McBride reported that Application No. MS-16-18 concerns a project on the lowest culvert on John Creek, below the culvert project that was approved under Permit No. MS-03-18. The applicant wants to enlarge the culvert to a 36-inch squash culvert that is 28-feet long, to accommodate sediment and debris running downstream. McBride reported that to the knowledge of both Missoula Conservation District and Montana Fish, Wildlife, & Parks, John Creek is not a fish-bearing stream, but is a tributary to Lolo Creek.

Tim Hall moved to accept Application No. MS-16-18 as a project for review and to approve it with modifications. Bob Schroeder seconded the motion, motion passed—unanimous.

The project regarding the culvert replacement on John Creek is approved with the following modifications:

- The culvert installation is permitted if the culvert is 32-inches or wider to accommodate water flow and debris
- The culvert must be installed meeting specifications as outlined in the Guide to Stream Crossings (Missoula CD publication, 2001, enclosed with permit)
- Reseed all areas that are disturbed from this project

**MS-17-18** – Kevin Breen – Clearwater River – Access Road Regrade – Geocode: 04-2540-03-1-01-09-0000

McBride presented site inspection photos from May 31, 2018, and stated that a modified application had been submitted by the applicant, wherein regrading of the access road was proposed as discussed during the site inspection.

McBride explained that the original application proposed using imported washed rock as fill on the access road, which is not permitted by Missoula County Floodplain. The board noted that installation of a swale near the entrance of the access road would likely help drain water. Additionally, grading the county road to drain off into the grass toward the may help mitigate the problem of standing water on the access road. The board also discussed the need for more riparian vegetation on the bank to act as a filter and maintain or improve water quality.

Bob Schroeder moved to accept Application No. MS-17-18 as a project for review and to approve it with modifications. Travis Greenwalt seconded the motion, motion passed—unanimous.

The project regarding access road regrade on the Clearwater River is approved with the following modifications:

- A drain dip or culvert may be installed to divert water off the access road
- Ensure that the drainage construction terminates at the edge of the driveway
  - Must drain into existing vegetation, not the river
  - Follow best management practices when grading the drainage (Montana Forestry Best Management Practices Pages 26–30, DNRC 2015, enclosed with permit)

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- Access road may be smoothed out as needed, but no fill to be added
- Do not mow, prune, or alter vegetation in the area between the access road and the Clearwater River
- It is recommended that additional native riparian vegetation be planted between the driveway and the river
- No additional work or material placed between the driveway and the river

**MS-18-18** – Jenifer Motz c/o Applied Water Consulting – Rumble Creek – Irrigation Structure –  
Geocode: 04-2992-05-1-01-11-0000

McBride presented photos from the May 31, 2018, site inspection and described the project to install an infiltration gallery on Rumble Creek. McBride read aloud the report from Leo Rosenthal, MT FW&P. Schroeder presented his team member report.

Travis Greenwalt moved to accept Application No. MS-18-18 as a project for review and to approve it as proposed. Tim Hall seconded the motion, motion passed—unanimous.

**MS-19-18** – Terry Geber obo Brent Magid – Ninemile Creek – Culvert Replacement –  
Geocode: 04-2528-28-1-01-01-0000

McBride presented photos from the May 31, 2018, site inspection. She explained that the applicant's stated purpose for the project was to reduce flooding on the property. Schroeder presented his team report.

The board discussed jurisdiction at this site, noting that the pond is referred to as an irrigation pond and operates as a fish pond. The board observed aerial images as well as pictures taken during the site inspection. The ditch to the pond appears to be a captured side channel of Ninemile Creek and it is a very short reach with return flow to the creek approximately 500 feet below the outlet of the pond. The board further discussed the need for draining the pond during construction, as proposed in the application, to reduce sediment that could be transported to Ninemile Creek during the project. The board also recommended reseeding any disturbed areas as a result of the project, and to use best management practices for culvert installation, ensuring that elevation and spacing are considered for proper pond drainage.

Bob Schroeder moved to accept MS-19-18 as a project for review and to approve it as proposed. Travis Greenwalt seconded the motion, motion passed—unanimous.

**MS-20-18** – Kvande Anderson obo Jerry Blank – Smith Creek – Bridge Replacement –  
Geocode: 04-3107-24-1-01-03-0000

McBride presented photos from the May 31, 2018, site inspection. She stated that the existing bridge has a skewed alignment and that stringers on the bridge are cracked and currently supported by beams on the bed of the channel. The design plans submitted with the application proposed a 25-foot bridge with 21-foot between the abutments. McBride stated that visual inspection of the site suggested that these measurements are too narrow.

Bob Schroeder moved to accept Application No. MS-20-18 as a project for review and to approve it with modifications. Tim Hall seconded the motion, motion passed—unanimous.

The project regarding a bridge replacement on Smith Creek is approved with the following modifications:

- The replacement bridge must be at least 30-feet in length
- Bridge abutments must be at least 25-feet apart, to achieve a more accessible road alignment
- Skew the angle of the bridge so that the approach on the northwest side uses the existing bend in the road (image enclosed with permit); leave the other approach as is
- Streambanks or vegetation disturbed in the course of the project must be reseeded

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Missoula Conservation District will visit the site once the project has been completed to ensure compliance with the above modifications.

### **MS-21-18 – Shawn Gleason – Drew Creek – Utilities Trench – Geocode: 04-2541-07-2-04-11-0000**

McBride presented design plans and site photos submitted by the applicant. The project is to provide underground electrical service to a water well for a camp trailer and future cabin. The conduit to be used is 18-24” and will be placed under the stream using an open trench method. The board discussed potential disturbance to streambanks and vegetation as outlined in the application, and agreed that given the scope of the project and size of the creek at this location, disturbance would be minimal if the project is carried out as proposed. A site inspection is not required to issue the permit, but a follow up should occur.

Travis Greenwalt moved to accept Application No. MS-21-18 as a project and to approve it as proposed. Art Pencek seconded the motion, motion passed—unanimous.

The board directed the applicant to limit disturbance only to those areas necessary and reseed disturbed areas as needed. The board also specified that the applicant must not work outside of the specified project area; this includes mowing, trimming, or removing vegetation outside of the project area. The board also encouraged the applicant to keep the existing material and sod and put it in back in place as close to the pre-existing condition as possible.

### **Existing 310 Permit Applications**

#### **APO-01-17 –Missoula Irrigation District – Clark Fork River – Diversion Work –**

Geocode: 04-2200-22-4-05-03-0000

McBride reviewed an email exchange with Missoula County Floodplain Administrator, Todd Klietz, regarding the jurisdictional area covered by the Annual Plan of Operation (APO). Klietz observed that it appeared the Conservation District’s Permit authorized Missoula Irrigation District to do the work, at least for the current event. He stated that he did not believe the County would pursue the work as a violation. He suggested that the jurisdictional boundary be clarified prior to March 2027, when this APO expires and asked to remain informed if the Conservation District amends the APO prior to its expiration. The board voiced its agreement with Missoula County Floodplain Administrator Todd Klietz’ language regarding the 1946 Missoula city limit as specified in the APO.

#### **MS-30-17 – Dean Reese – Petty Creek – Bridgework (RE: CM-09-17) – Geocode: 04-2196-13-4-01-05-0000**

McBride stated that existing permit No. MS-30-17 is listed on the June 11, 2018, agenda because progress was recently reviewed. Reese stated that he plans the raise the bridge as approved by the board at the November 13, 2017, meeting, in the coming weeks.

#### **MS-03-18 – Kim Grenager – John Creek – Culvert Replacement – Geocode: 04-1974-01-3-01-01-0000**

McBride presented project modifications to Permit No. MS-03-18 proposed by the applicant. At the time the permit was granted, the applicant was undecided as to whether the replacement structure would be a bridge or a culvert. Contractor Duane Bauer, with whom the applicant is working, suggested installing a squash culvert of 36-inches x 24-feet, unless the board recommends otherwise.

Tim Hall moved to accept the proposed modifications to Permit No. MS-03-18. Bob Schroeder seconded the motion, motion passed—unanimous.

The Board of Supervisors approves installation of a culvert under existing Permit No. MS-03-18, with the following modifications:

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- The culvert installation is permitted if the culver is 32-inches or wider to accommodate water flow and debris
- The culvert must be installed meeting specifications as outlined in the guide to stream crossings Guide to Stream Crossings (Missoula CD publication, 2001, enclosed with permit)
- Reseed all areas that are disturbed from this project

**MS-07-18** – Matthew Cole & Tiffany Perkins, Threshold Contracting – Rattlesnake Creek – Vegetation & Tree Removal, Building in Riparian Zone – Geocode: 04-2200-11-2-05-08-0000  
McBride presented the revegetation plan submitted to the district by Winston Davenport of Threshold Contracting on May 24, 2018.

Application No. MS-07-18 was approved with the modification that planting must be completed no later than May 15, 2018. Davenport contacted Missoula Conservation District on May 24, 2018, to provide the revegetation plan and to state that Nature's Best had nearly finished the replanting, but has yet to complete the planting on the upper flat portion of the bank.

The board determined that a site visit should occur as soon as possible to observe work completed to this point.

**MS-15-18** – Michael Kane obo Joe & Kristy Petrino – Rattlesnake Creek – Deck Construction – Geocode: 04-2200-11-2-05-07-0000

McBride presented the revegetation plan that the applicant submitted as required under Permit No. MS-15-18. The board discussed the spacing and potential mortality rate of the proposed species—four willow, two chokecherry, and six quaking aspen, for a total of 12 trees—along a 50' stretch of bank. The board approved the revegetation plan as follows:

- There must be a 100% survival rate for the proposed number of trees, in order to ensure a sufficient riparian buffer on the streambank
- Given the possibility of plant mortality due to weather, wildlife, and other factors, the board requires that as many trees be planted as necessary to feasibly ensure the survival of at least 12 trees with the spacing specified in the plan (Generally, Missoula Conservation District recommends planning for up to 50% mortality after two years)

### 310 Emergency Applications

**EM-04-18** – Fred Stout – Clark Fork River – Riprap Placement (RE: CM-06-18) – Geocode: 04-2199-05-1-02-10-0000

The board thanks Stout for attending the meeting and for submitting an Emergency Application as encouraged by McBride. See CM-06-18 (below), for further discussion.

Bob Schroeder moved to dismiss EM-04-18 and to address the work that occurred at Stout's property under CM-06-18. Tim Hall seconded the motion, motion passed—unanimous.

**EM-05-18** – David Tooke obo M2Green Redevelopment LLC – Clark Fork River – Berm Reinforcement – Geocode: 04-2324-14-1-01-01-0000

McBride stated that this application was submitted for work completed on the inside of the berm at the former Smurfit-Stone Container Corporation site. Additionally, McBride presented a press release issued by the Montana Department of Justice Natural Resource Damage Program on June 11, 2018, related to the location where work was done at the Smurfit-Stone Frenchtown Site. The board discussed potential degradation of the berms surrounding

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the former holding ponds. The board determined that a future site visit in conjunction with other agencies concerned by the incident was necessary. Following the site visit the board will review jurisdiction and the emergency 310 application.

### Complaints

**CM-10-17** – Scott King – Petty Creek – Non-Permitted Bridge (RE: MS-04-18) –  
Geocode: 04-2196-13-4-01-04-0000

Complaint No. CM-10-17 will remain on the district meeting agenda until the board determines the project as satisfactorily completed per the modifications under Permit No. MS-04-18.

See above, Application No. MS-04-18

**CM-11-17** – Joyce Robbins – Petty Creek – Non-Permitted Bridge (RE: MS-06-18) –  
Geocode: 04-2196-24-1-01-04-0000

Complaint No. CM-11-17 will remain on the district meeting agenda until the board determines the project as satisfactorily completed per the modifications under Permit No. MS-06-18.

See above, Application No. MS-06-18

**CM-04-18** – Sherman & Nancy Smith – Unnamed Creek – Earthwork – Geocode: 04-2873-35-1-01-09-0000  
McBride reviewed photos from the site inspection on May 31, 2018. Schroeder presented his team report.

As discussed during the site inspection, a 310 Application is required to work toward resolution of Complaint No. CM-04-18. Complaint No. CM-04-18 will remain on the agenda until the board deems it satisfied by project work completed under a 310 Application.

**CM-05-18** – Venture West, LLC, Frank Thomas – Clark Fork River – Dike Construction –  
Geocode: 04-2200-17-3-02-05-0000

McBride reported that neither Venture West, LLC, nor Kirby Christian have contacted the district since correspondence dated June 1, 2018, regarding the 310 violation was sent to both aforementioned parties. Hart stated that he will reach out to Christian to communicate that dialogue with the district would be beneficial.

**CM-06-18** – Fred Stout – Clark Fork River – Riprap & Excavation Work – Geocode: 04-2199-05-1-02-10-0000  
McBride presented photos related to Complaint No. CM-06-18 and explained that following written notification of the complaint on May 24, 2018, Stout submitted a 310 Emergency Application on June 4, 2018, for action taken on May 10, 2018. Stout was present at the June 11, 2018, meeting, and gave a presentation with photos on the history of flooding on his property, and response measures he has taken over the years.

Stout stated he has owned the property since 1982, and that anecdotal knowledge holds that his property is above the 100-year flood mark. He stated that a 60-acre field bordering Council Grove Road didn't flood in 1908, even though the water that year reached Mullan Road. Stout explained that in 1997, he had no riparian vegetation on the section of the Clark Fork River streambank on his property; he did work that year with the District and NRCS to install vegetation. Stout presented photos of the vegetation planted in 1997, and said that it remained intact through the flooding in 1997 and 2011. Stout explained that in 1998, he also installed four bendway weirs upstream of the house on the property, and that these weirs have degraded over time. Stout elaborated that there was significant scouring to the bank in 2011. This year, there was significant scouring on the boundary between Stout's and Carl Tyler's property, resulting in dramatic erosion and creating the potential for water to get in behind the existing riparian buffer. Stout presented photos of the head end and the area where emergency action was taken in May 2018. Stout explained that 15-feet of the point was lost before he began placing riprap.

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Schroeder asked where the work had been done, and Stout explained that riprap had been placed on the property boundary between his land and Tyler's; he said that Tyler had given permission for the work to occur. Stout stated that most of the scouring had occurred on his property.

At the June 11, 2018, district meeting, the board moved and dismiss EM-04-18, as it was not submitted within the 15-day window mandated by the 310 Law. The board concluded that this project will be addressed under Complaint No. CM-06-18. A site visit will be scheduled to examine the work that was done and determine satisfactory action for moving forward.

**CM-07-18** – Susan Craig – Clark Fork River – Structure on Bank – Geocode: 04-2427-28-3-01-11-0000  
McBride reported that she has received no response to initial correspondence dated May 24, 2018. She stated that she will follow up with Craig.

**CM-08-18** – John & Nancy Pickering – O'Brien Creek – Structure Encroachment & Vegetation Removal – Geocode: 04-2199-30-1-01-02-0000  
McBride reported that she has received no response to initial correspondence dated May 29, 2018. She stated that she will follow up with the Pickerings. Hall stated that a site visit might be necessary.

**CM-09-18** – Travis White – O'Brien Creek – Structure Encroachment & Vegetation Removal – Geocode: 04-2199-30-1-01-05-0000  
McBride reported that she has received no response to initial correspondence dated May 29, 2018. She stated that she will follow up with White. Hall stated that a site visit might be necessary.

### 310 Follow-Ups

**MS-28-17** – Kenneth Aukschun – Petty Creek – Bridge Construction – Geocode: 04-2196-13-3-01-06-0000  
McBride reviewed photos from the project site. She noted that the bridge had done well during high flow this spring. The board discussed the need to further stabilize the wood installation to protect against erosion and other damage in the future.

Per the modifications required upon issuance of Permit No. MS-28-17, the board determined that the wood jam installed on Petty Creek as part of the bridge construction project fails to meet placement requirements specified under the permit.

The originally permitted specification regarding a wood jam specified that it should consist only of large wood, greater than 12-inch diameter at breast height, and preferably with intact root wads for added bank protection. The board requires that this specification be met by adding a large tree with an intact root wad to further stabilize the bank against erosion, as well as to decrease the possibility of the wood jam breaking free and damaging the bridge or creating a dam against the bridge or downstream property during high water flow.

**MS-19-14** – Allen Ormesher – Clark Fork River – Bank Stabilization – Geocode: 04-2199-23-2-01-06-0000  
McBride presented site photos and discussed the project as completed under Permit No. MS-19-14. McBride noted that the project withstood flooding this year, but the site may be at risk in the future due to continued erosion upstream on the outside bend. McBride elaborated that a downstream neighbor, Jackie Thorpe, expressed that she thought this project contributed to erosion on her land this year. McBride stated that the Ormesher project appeared intact as designed and that she understood from Missoula County Floodplain that the engineered bank stabilization project completed by Ormesher under Permit No. MS-19-14 was open to participation from neighbors on adjoining properties, but that none of the neighbors opted to participate.

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### **310 Inquiries/Issues**

McBride and Hall discussed further development at Jackie Thorpe's property on the Clark Fork River. McBride reported that she first visited the site on May 18, 2018, at which point flow was still high and the properties upstream were not visible from the Thorpe property because vegetation on the upstream end of the property was intact and too dense to see through. McBride showed a photo from this initial visit. McBride then reported that she and Hall visited the property together on May 29, 2018, and she presented photos taken at a later visit made by Hall and Dick at Thorpe's request on June 5, 2018. Representatives from several other agencies visited the property on June 5, 2018. The board discussed measures taken by Thorpe to address and prevent property damage from erosion and scouring. McBride also noted that Thorpe's mother had been evacuated from her residence on the property. The board discussed the reports of explosives being used in the area and addressed the need for an Emergency 310 Application. McBride discussed a complaint regarding digging in Swamp Creek and reviewed photos from the site. McBride stated that there is a mining permit for work on Swamp Creek in Powell County just over the Missoula County boundary. The information on the Swamp Creek complaint was forwarded to Powell County. McBride reported that an individual on Ninemile Creek has an inundated well and contacted the district. McBride informed the individual about the 310 Application process and requested the individual get back in touch once they have a plan for moving forward to repair the well. McBride discussed the Clinton levee project that was covered in the media and noted that this is a project completed by the United States Army Corps of Engineers (USACE) falling outside of 310 Permitting Authority. McBride noted that she worked to ensure that the USACE let inquiring members of the public know about the 310 Law. McBride inquired about a project that occurred in previous years on Chuck Spoons property. McBride presented photos of rock barbs placed along the bank, but noted that the barbs are now causing an erosion issue. McBride presented photos of the flooding on Rainbow Court in Seeley Lake and noted poorly placed culverts, and an even lower elevation segment of road where that sediment introduction into Trail Creek was obvious at the time of the photos. McBride discussed flooding on Double Arrow Golf Course on Trail Creek a debris jam and causes of the flooding.

### **Reports**

**County Attorney** – Nothing to report.

**Montana FWP** – Knotek addressed the need for culvert upgrades in the Seeley Lake area. He stated that these upgrades are long overdue, and that he'll be meeting with Montana Department of Transportation to draw their attention to the need for upgrading culverts along Highway 83. Knotek mentioned that a lot of work has been done in the Seeley Lake area without 310 permits or SP124 permits.

**Bitter Root RC&D** – Libby Maclay absent. No report.

**District Committees** – McBride reported that the grants committee will be touring the Rattlesnake Dam project on June 20, 2018. Hall addressed the need for a budget committee meeting in the near future; a long-range plan committee meeting to review the district's long-term goals and mission; and a personnel committee meeting to conduct McBride's employee review.

### **Missoula CD Employees –**

#### **Jen McBride – Resource Conservationist – May 12, 2018 – June 11, 2018**

310 Administration: Reviewed and edited 310 and correspondence letters following the May district meeting. Reviewed 310 applications and directed inquiries as they arose. Corresponded regarding relevant 310 projects, complaints, and inquiries including projects on Petty Creek, Rattlesnake Creek, Drew Creek, Swamp Creek, O'Brien Creek, John Creek, Ninemile Creek, Smith Creek, Rumble Creek, Bertha Creek Tributary, Clearwater River and several 310 related inquiries or issues on the Clark Fork River. Corresponded regarding Clinton area levee that was being stabilized by USACE. Discussed revegetation requirements on a permit on Fox Farm Road with Nature's Best employee. Continued correspondence regarding former Smurfit-Stone Container site. Went out to several sites

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to review permitting needs or issues. Worked with Lindsay Dick on coordinating 310 site inspections. Attended 310 site inspections with Bob Schroeder, Ladd Knotek, and Leo Rosenthal. Scheduled site visits regarding 310 project inquiries. Prepared 310 reports and photos for the June meeting. Corresponded with Missoula County Attorney, Fish Wildlife & Parks, Floodplain Administrators, and other representatives regarding 310 projects, inquiries, issues, and complaints as needed. Compiled relevant information for partnering representatives as needed. Corresponded with Missoula County Floodplain representatives, Army Corps of Engineers, and Disaster Emergency Services as needed regarding Missoula County Flooding. Attended a few meetings at Missoula County regarding flood emergencies and flood clean up.

Conservation Planning: Addressed no-till drill inquiries or issues as needed. Discussed thinning project with Thisted and set up a meeting with Chris Town, NRCS Forester, myself, Thisted, and her contractor to review the project. Worked with Town to flag remaining thinning acreage for project to meet Cost-Share requirements. Followed up with requests on irrigation company contacts.

Office Administration: Met with Lindsay Dick following the May meeting, discussed priorities, and worked with her to submit claims to the county, send off letters of support, and complete paperwork for grant deadlines. Addressed issues with district computers and Windows 10 with IT. Addressed issue with district cell phone not charging with Verizon Wireless. Washed district vehicle and took it in for maintenance. Spent time entering multiple months of county reports into QuickBooks. Worked to catch up other financial entries and train Dick on required accounting. Coordinated with Dick regarding district meeting preparations and met as needed regarding accomplishments, priorities, and plans for the workday or workweek. Submitted timesheets and time summary to the county. Worked with Dick to continue operating a temporary shared file space on Google Drive until she can gain access to the shared drive on the NRCS network.

Professional Development: Attended Level 1 Applied Fluvial Geomorphology training in Seeley Lake during week of June 4, 2018.

### **Lindsay Dick – Administrative Coordinator – May 12, 2018 – June 11, 2018**

General Coordination: Met with McBride to discuss tasks completed, tasks ongoing, and meeting items.

Accompanied Tim Hall to Jackie Thorpe's residence on June 5, 2018, to document log jam and bank erosion on Clark Fork River.

Communications and Outreach: Drafted letter of support for Missoula Valley Water Quality District for MBMG Groundwater Investigation Program. Trained with McBride on letter mailing and documentation process. Drafted, revised per McBride's comments, and mailed decision 310 letters, complaint letters, follow-up letters, and other correspondence. Posted approved April minutes and emailed to NRCS representatives. Drafted May meeting minutes and revised per McBride's comments. Scheduled and coordinated site inspections, prepared site inspection packets. Drafted, finalized and posted June agenda. Mailed and e-mailed pre-meeting materials to board and agency representatives. Prepared PowerPoint for June meeting. Wrote Conservation District's flood recovery info sheet per OEM request, finalized per McBride's comments, sent to Nick Holloway at OEM. Revised copy for plant pollinator initiative; sent to Bergreen for review. Reviewed prior newsletters and newsletters from other CDs and began drafting summer/fall newsletter. Started researching online publishing alternatives to Issuu if needed in future. Website updates.

Financial Management: Reconciled bank statements in QBO. Filed receipts for petty checking. Updated QBO with itemized items from petty checking, checking, and savings. Financial and QBO training with McBride. QBO tutorials and troubleshooting as needed. Prepared claims and checks to be signed at meeting. Reviewed PowerPoint for fiscal year-end closing training on June 12, 2018, through Local Government Services Bureau.

Administrative Duties: Administered intake process for new 310 Applications and new complaints (scanned, made copies, sent to FWP, uploaded to digital files, updated master lists). Compiled meeting packets and prepared forms and conference room for meeting. First contact point calls/walk-ins for 310 inquiries, application requests, complaints, no-till drill rental, other agency referrals, etc. Created pollinator initiative inquiries list. Tracked 310 inquiries for follow-up upon McBride's return from training in Seeley Lake. Listened via tele-conference to WEN's 223 grant application presentation at DNRC in Helena on May 30, 2018 (difficult to hear over phone). Scheduled

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out deadlines on calendar through end of summer. Forwarded emails of interest to board. Restocked copies of applications, publications, and handouts for distribution. General administrative duties: mail distribution, updated postage meter, etc.

Professional Development: Attended Communications Roundtable at Ecology Project International in Missoula, June 1, 2018.

**Other** – Nothing to report.

### New Business

**Correspondence** – Dick presented correspondence regarding the Xerces Society Beneficial Insect Workshop in Charlo on June 19, 2018; the Confluence Area Grand Opening at Milltown State Park, June 23, 2018; Riparian Grazing Workshops June 26–28, 2018, hosted by SWCDM, MRCDC and DNRC Rangeland Resources Committee; and the 2018 Supervisor Summit in Helena, August 29–30, 2018. The board signed two congratulations cards for Bergreen and Elena Evans.

**Other** – Nothing to report.

### Old Business

**310 Committee** – Nothing to report.

### Grant Programs

#### District Programs

**Education Mini–Grant** – Melissa Maggio–Kassner of the Montana Biological Weed Control Coordination Project (MTBCP) emailed additional funding and project information for review as requested by the board at the May 14, 2018, district meeting. McBride stated that these materials had been forwarded to the board members for their review.

Travis Greenwalt moved to grant an education mini–grant in the amount of \$500 in support of the MTBCP. Bob Schroeder seconded the motion, Art Pencek opposed—motion passed.

**Legacy Grant** – Hall provided an overview of the Rattlesnake Dam Project and stated that more information would be forthcoming at the next district meeting after the tour of the project on June 20, 2018. Schroeder expressed interest in attending the tour.

**Other** – Nothing to report.

#### DNRC Sponsored

**223 HB Grant** – The board discussed results of Watershed Education Network’s (WEN) Executive Director Deb Fassnacht’s HB 223 grant presentation to the Department of Natural Resources and Conservation (DNRC) in Helena on May 30, 2018, and noted the unfortunate circumstance of moving through the process only to learn the DNRC requires application to a different program.

Tim Hall moved to continue sponsorship of WEN’s AIS grant application through the AIS grant program. Art Pencek seconded the motion, motion passed—unanimous.

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The Board of Supervisors approved continued sponsorship of WEN’s AIS grant application through the AIS grant program. In addition, the board approved continued sponsorship of the AIS program through additional funding channels as required by DNRC Conservation Districts Bureau.

**Fire Grant Agreement EC-18-020** – McBride stated that she will review the grant agreement and follow up for a signature. This grant concerns support for those who requested support for remediation from the Lolo Peak Fire in 2018. The grant can provide reimbursement for funds for reseeding, weed control, and mulching efforts in severely burned areas, if the project has not yet been completed.

**GVFD Co.** – McBride reported that WWC Engineering has provided her with the most up-to-date and complete version of the Grass Valley French Ditch Company’s Renewable Resource Grant and Loan Application.

**Other** – Nothing to report.

**Equipment Program** – Nothing to report.

**Other** – Nothing to report.

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

**Warrants:**

Ck # 2453	Verizon – District cell phone	\$69.25
Ck #2454	First Interstate Bank – Fleet Card Vehicle 4-022428	\$112.06
Ck #2455	Lindsay Dick – Mileage reimbursement, 25.6 miles @ \$0.545/mile	\$13.95
Ck #2456	Charter Communications – Internet	\$85.88

**Total: \$281.14**

**Checks:**

Ck # 1439	SWCDM – Bridger Plant Materials Center Donation	\$25.00
Ck #1440	Missoula Conservation District – Transfer to Petty Checking	\$1,530.08
Ck # 1441	Jennifer McBride – Meals and Lodging Level 1 Applied Fluvial Geomorphology training, June 4–8, 2018, Seeley Lake	\$756.90
Ck # 1442	Montana Natural Resource Youth Camp – Scholarships (Hunter Curtiss, Aydan Porch, Lincoln Rogers)	\$600.00
Ck # 1443	Bob Schroeder – Reimbursement Board Dinner 6/11/18	\$93.72
Ck # 1444	Montana Biological Weed Control Project – Project #37152, CD Mini-Edu Grant	\$500.00
Ck # 1445	Betty Thisted – Cost Share CS-23-17	\$3,200.00

**Total: \$6,705.70**

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Voting Record – CD Supervisor	IN FAVOR	OPPOSED		ABSTAIN
Tim Hall	16			
Libby Maclay	Absent			
Travis Greenwalt	16			
Paul Parson	Absent			
Art Pencek	15	1		
Bob Schroeder	16			
Sidney Wills	16			

**Adjournment** –Tim Hall moved to adjourn the meeting. Bob Schroeder seconded the motion, motion passed—unanimous. The meeting adjourned at 10:30 p.m.

The next Missoula Conservation District meeting is scheduled for July 9 2018, at 7:00 p.m., in the district conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808.

APPROVED