

MINUTES  
Missoula Conservation District  
July 10, 2017

**Missoula Conservation District**  
**July 10, 2017 Meeting Minutes**  
3550 Mullan Road, Suite 106  
Missoula, MT 59808

Missoula Conservation District Attendees:

Tim Hall, Supervisor & Chair  
Libby Maclay, Supervisor & Vice Chair  
Travis Greenwalt, Supervisor & Treasurer  
Sidney Wills, Supervisor  
Art Pencek, Supervisor  
Bart Morris, Associate Supervisor  
Jen McBride, Staff  
Monica Perez-Watkins, Staff  
Brendan Hallmark, Big Sky Watershed Corps Member

Additional Attendees:

Ladd Knotek, MT FWP  
John Hart, Deputy County Attorney  
Doug Grimm, Hamilton-Day Ditch (MS-12-17, CM-03-17)  
Grant Hellmuth, Sellway Builders (CM-06-17)

Absent:

Paul Parson, Supervisor  
Bob Schroeder, Supervisor  
John Bowe, NRCS

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

**Minutes** – Libby Maclay moved to approve the June 12, 2017 minutes as submitted. Travis Greenwalt seconded the motion, motion passed – unanimous.

**Treasurer's Report** – Travis Greenwalt reported \$33,816.84 in the District checking account.

**Public Comment** – Doug Grimm (MS-12-17, CM-03-17) invited the District to attend an Upper Rattlesnake Neighborhood Council meeting to discuss information that streamside property owners should know regarding the 310 law. Grimm handed the Board of Supervisors the neighborhood coordinator's business card and said the mayor will attend the next meeting.

**Natural Resources Conservation Service (NRCS) Report** – No report; District Conservationist John Bowe was absent.

**New 310 Permit Applications**

**MS-09-17 – Montana Rail Link – Mill Creek – Culvert Armoring** (RE: EM-01-17 - Culvert Inlet Rip Rap; Geocode: ROW north of 04242835102010000)

Chair Tim Hall discussed the Montana Rail Link (MRL) application's site inspection, held July 6, 2017. The site inspection was attended by Hall, Jen McBride, Brendan Hallmark, and Ladd Knotek. Knotek reviewed his team member report, which included limiting the rock rip rap to the immediate area where work already occurred. He then spoke of the inappropriately sized crossings upstream and downstream from this location. The board discussed the need to replace at least four crossings on Mill Creek. Ideally crossing replacement will be a coordinated effort between the owners that include MRL, the county, and the Department of Transportation.

Tim Hall moved to approve Application No. MS-09-17 as a project for review and to approve the application with modifications in the team member reports. Travis Greenwalt seconded the motion, motion passed – unanimous.

Application No. MS-09-17, the project to remove and replace rip rap around a double culvert, is approved with modifications incorporating the following:

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- When replacing undersized rip-rap, do not install additional rock above or below the EM-01-17 project area (i.e. the project area of EM-01-17 is appropriate)
- The double culverts at this location are outdated and undersized - to avoid the need for future emergency permits, this crossing should be scheduled for replacement
- If possible, coordinate timing of replacement with Montana Department of Transportation and/or Missoula County, as these entities have inadequate Mill Creek crossings above or below this site
- Otherwise proceed with the project as proposed in Application No. MS-09-17

### **MS-10-17 – Clark Fork Cattle Company – Clark Fork River – Tram Reposition**

Geocode: 04232403101070000

Tim Hall said the District team will inspect the Clark Fork Cattle Company's project to reposition a tram the following month. The Board of Supervisors will review the cattle company's application at the August 14, 2017 meeting.

### **MS-11-17 – Brent Reimer - Grant Creek – Tree removal** (Geocode: 04220005301040000)

Tim Hall described the project to remove leaning cottonwood trees and limbs on a property adjacent to the Econo Lodge parking lot. He noted that the riparian area at this stretch of Grant Creek appears healthy, as observed during the July 6 site inspection, and that the removal is for safety reasons. Knotek read his team member report.

Travis Greenwalt moved to approve Application No. MS-11-17 as a project for review and approve the application with modifications in the team member reports. Art Pencek seconded the motion, motion passed – unanimous.

Application No. MS-11-17, the project to remove a tree on an adjacent property, is approved with modifications incorporating the following:

- Remove and trim only leaning trees and brush identified during July 6 site inspection
- Cut trees must leave roots in place with tree trunks remaining at a minimum height of 6-feet
- Do not disturb other portions of the riparian zone
- Do not enter or disturb the creek bed
- Otherwise proceed with project as proposed in Application No. MS-11-17.

### **MS-12-17 – Doug Grimm – Rattlesnake Creek – Ditch Work** (Geocode: 04220011305190000)

Jen McBride informed the Board of Supervisors of her error processing Application No. MS-12-17. The project to conduct work on the Hamilton-Day Ditch should not have been added to the meeting agenda because it is incomplete. As discussed at the previous June 12, 2017 meeting, the water rights holders for this section of Rattlesnake Creek lack an agreed upon and formal representative of the ditch. The applicant, Doug Grimm, is not a water rights holder on the ditch and the application lacks a signature from the landowner, the City of Missoula. Additionally, the application was taken from the District office by the applicant who presumably was working to obtain a landowner signature. The application was not returned to the district office prior to the meeting.

The board reviewed PowerPoint images shown at the previous June 12 meeting. The images showed the rock and cement berm near the Hamilton-Day Ditch headgate on an overflow channel, along with 2014, 2015, and 2017 images of the berm, which indicated that new cement was poured since the earlier photographs.

Doug Grimm provided the board and staff with copies of a hand drawn illustration of the ditch and described the flow of water, as depicted in the illustration, and his work on the ditch. Grimm explained that vandals put rock and

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plastic in the ditch, which caused flooding. He said he removed a tree along the ditch to assist water flow but that he still has work to do on the second overflow channel, which is addressed in Application No. MS-12-17.

Grimm told the board that he is supposed to clean the fish screen daily, but that after he advertised a party to raise the headgate, the city changed the lock to enter the area. He continued that he is now unable to drive into the area to clean the fish screen. Grimm then discussed the work he has carried out on the ditch over the past few decades, adding that a previous ditch rider handed the work over to Grimm and Richard Alderson approximately thirty years ago. Grimm said he and Alderson enhanced the ditch to ensure it would last, but they did not remove rocks from the creek.

Hall addressed Grimm, stating that the Hamilton-Day Ditch crosses city property and that he understands that the increasing foot traffic on the ditch trail is causing damage to the ditch. Hall then discussed the dispute between Grimm and Michael Conner (Application Nos. MS-14-17 and MS-15-17) regarding the correct ditch rider and re-emphasized the fact that the District Board of Supervisors cannot make a determination on ditch representation or any additional determination related to water rights. He noted that this was discussed at the previous June 12, 2017 district meeting. Hall restressed the need for a signature from an authorized representative of the ditch to acknowledge that a given individual has the authority to work on Hamilton-Day Ditch on the city's land. Without a confirmed representative of the ditch, the board cannot move forward with permitting.

The board and McBride further discussed the lack of an authorized or appointed ditch rider. They also discussed the signatures that Michael Conner informed staff he was collecting from the water rights holders approving him as the ditch rider. The board suggested that Hamilton-Day have consensus among water rights holders in choosing a ditch rider and discussed whether or not a district court or a water court could resolve the issue.

Grimm expressed his worry over not being able to work on the ditch, especially when ice builds up during winter months. Hall reiterated the District's position to Grimm, that it cannot take action on his application to work on the ditch until the issue of the ditch rider is resolved. He thanked Grimm for attending the meeting and said the issue will likely be revisited at the next meeting on August 14, 2017.

**MS-13-17 – Missoula Electric Cooperative – Drew Creek – Utility Boring** (Geocode: 04254012401010000)

McBride reviewed the project to bore under Drew Creek and the project location as the board reviewed images of the project that Missoula Electric Cooperative sent with its application. McBride explained that she did not have the district team inspect the site, as she did not find it necessary. She described some details in the application, stating that the bore pits will be set at a distance of 50-feet away from the creek and a minimum depth of 42-inches below the creek.

Travis Greenwalt moved to accept Application No. MS-13-17 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 and the minimum depth of the bore under the creek is 42-inches. Art Pencek seconded the motion, motion passed – unanimous.

**MS-14-17 – Michael Conner – Rattlesnake Creek – Debris Removal** (Geocode: 04220011305190000)

Application No. MS-14-17 is incomplete for reasons similar to Application No. MS-12-17, as it is lacking an authorized ditch representative or an authorized landowner signature. For discussion of the Hamilton-Day Ditch, see Application No. MS-12-17, above.

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### **MS-15-17 – Michael Conner – Rattlesnake Creek – Diversion Work** (Geocode: 04220011305190000)

Application No. MS-15-17 is incomplete for reasons similar to Application Nos. MS-12-17 and MS-14-17. For discussion of the Hamilton-Day Ditch, see Application No. MS-12-17, above.

### **Existing 310 Application**

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

Application No. MS-08-17 was accepted as a project for review at the June 12, 2017 meeting.

Hall stated that the District team met the applicant, Clifford Dodson, on site during the June 6 site inspection. Hall explained that Dodson intends to clear out debris from an old logging project and needs to cross an unnamed creek to do so. The creek was approximately 1.5-feet wide during the site inspection. Based on the stream characteristics observed during the site inspection, both parties agreed that increasing the pipe diameter from 18-inches, as initially proposed in the application, to 24-inches would be more suitable.

Art Pencek moved to approve Application No. MS-08-17 with modifications included in the team member reports. Travis Greenwalt seconded the motion, motion passed – unanimous.

Application No. MS-08-17, the project to install a culvert, is approved with modifications incorporating the following:

- Increase the size of the culvert to a minimum diameter of 24-inches (a 30-inch diameter culvert may be most suitable to accommodate high flows during spring run-off)
- Ensure the length of the culvert allows for road fill side slopes to be no steeper than a 2:1 ratio
- Install culvert using best management practices (see *Guide to Stream Crossings* – provided to applicant)
- Reseed the disturbed areas with a native riparian seed mix
- Otherwise proceed with project as proposed in Application No. MS-08-17

### **310 Permit Follow-Ups**

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

McBride reviewed the location of the bridge on Ninemile Creek as the board reviewed updated images of the bridge, taken on June 23, 2017. McBride stated that the bridge is not built according to the specifications outlined in the permit and that it appeared that the required revegetation of the disturbed area did not occur or was not successful. The Board of Supervisors agreed that the bridge is not built according to specifications approved in Permit No. MS-02-16, approved February 8, 2016 and expired February 8, 2017.

Art Pencek moved to determine that the bridge built under Permit No. MS-02-16 is a violation of the 310 law, as the bridge is not built as approved by the permit, and the permit is now expired. Tim Hall seconded the motion, motion passed – unanimous.

The board directed staff to write the landowner, Ben Toone, to inform him that the current bridge is a violation of the 310 law and to instruct him to submit a new 310 application to the District office by September 8, 2017. The new application must include a detailed description for reconstruction and/or removal of the current bridge, design plans, and a revegetation plan. The letter is to also recommend that Toone hire a different contractor than the previous in order to increase the likelihood of successful remediation. Additionally, the letter will inform Toone that

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the matter of the bridge will be given to the Missoula County Attorney's Office should a new application not be received by the named date.

**MS-04-16 – Tim Ibey – Butler Creek – Bed and Bank Reclamation** (Permit Expired: February 8, 2017; RE: CM-10-15 - Vegetation Removal & Bed and Bank Alteration; Geocode: 04232526201040000)

McBride reported that she was not able to view the work carried out under Permit No. MS-04-16 prior to the meeting, but that the permit holder, Tim Ibey, told her over the phone that the project was complete. She said she will visit the site the following day and if there is an issue with the completed work, the project will be discussed at the August 14, 2017 meeting.

### Complaints

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

McBride reviewed the complaint regarding vegetation removal at the Travel Plaza gas station. She told the board that a formal motion on the complaint is needed since it was not made at the previous June 12 meeting.

Tim Hall moved to determine Complaint No. CM-02-17, the removal of vegetation along Grant Creek, as a violation of the 310 law. Art Pencek seconded the motion, motion passed – unanimous.

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

McBride told the board that a determination on Complaint No. CM-03-17 was not made at the previous June 12 meeting regarding whether or not the rock and cement work was a violation of the 310 law (see Application No. MS-12-17, above, for a discussion).

Tim Hall moved to determine Complaint No. CM-03-17, the addition of rock and cement on the Hamilton-Day Ditch berm, a violation of the 310 law. Travis Greenwalt seconded the motion, motion passed – unanimous.

The Board of Supervisors decided a letter needed to be sent to the local Department of Natural Resources and Conservation (DNRC) Water Resources office, with copies to be sent to the City of Missoula c/o Morgan Valliant of Missoula Parks and Recreation, Doug Grimm, and all the water rights holders, including Michael Conner. The letter is to address the ditch rider dispute, acknowledge the District's inability to make a determination, and note the appropriate entity who can make a determination on a Hamilton-Day Ditch representative.

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

McBride informed the board that she plans to visit the Aukschun property the following day. She also said that she spoke with Aukschun's neighbor, who wants to install a bridge on his property. McBride said she provided guidelines for bridge construction to the property owner. Based on the Board of Supervisor's direction to survey the creek in order to determine the District's jurisdiction at the previous June 12 meeting, McBride asked the board how they would like to proceed.

The board reviewed aerial and on the ground images of this section of Petty Creek, shown during the previous meeting. Hall reviewed the Board of Supervisors' past Petty Creek jurisdiction and the stream's varying features. The board discussed the Aukschun's bridge, the other Petty Creek bridges, and the bridges' potential effects on the stream and fishery.

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The Board of Supervisors directed staff to draft a letter for relevant property owners regarding the Petty Creek bridges and the District's jurisdiction on this section of the stream. Staff will bring the drafted letter to the August 14, 2017 meeting for the board to review.

**CM-05-17 – MPG Ranch – North Woodchuck Creek – Structure Demolition** (Geocode: 04197627104070000)  
McBride reviewed images of the complaint site, where a structure was demolished with explosives on MPG Ranch land. The first images were from several years prior and the latter included images taken on June 20, 2017, submitted to the District by a concerned neighbor who made the complaint. Bob Schroeder was absent from the meeting, but emailed photos taken on July 7, 2017, after MPG carried out cleanup work. The images showed that a substantial amount of debris remained at the site of the demolition, within the riparian buffer, and in the creek. It was noted that the explosion was cited on the local news.

Art Pencek moved to determine Complaint No. CM-05-17, the demolition of a structure and the resulting debris within the riparian buffer of North Woodchuck Creek, a violation of the 310 law. Travis Greenwalt seconded the motion, motion passed – 4 in favor, Libby Maclay abstained.

The Board of Supervisors instructed staff to write to the MPG Ranch Manager and send a copy to the owner. The letter is to be sent via certified mail, include the July 7 images, and require removal of all debris that may impact North Woodchuck Creek or lays within a riparian buffer of 10-horizontal feet from the ordinary high water mark on either side of the creek. The letter will also inform the manager and owner that fines may apply if cleanup is not completed by September 1, 2017.

Missoula Conservation District will continue to monitor the progress of the required cleanup prior to the August and September meetings.

**CM-06-17 – Selway Builders – Mormon Creek – Ford Crossing** (Geocode: Road Easement / 04209233402040000)

McBride informed the board that she received an anonymous complaint from a caller stating that a large vehicle forded Mormon Creek and left ruts extending out of the creek. The board viewed a PowerPoint image of the creek and tracks made by Selway Builders. Grant Hellmuth, of Selway Builders, was present and explained that he believed it was safer to go around an existing bridge, through the creek, to haul heavy equipment rather than drive across the bridge. He surmised the bridge would not withstand the weight of the load. He was hauling his personal property at the time of the ford, as he was moving into a new home across the bridge, and didn't want to break the bridge in his new neighborhood. Hellmuth stated that he was unaware of the 310 law.

Tim Hall voiced his concerns for a fire response crew's ability to reach the homes beyond the bridge if it is indeed not sturdy.

Tim Hall moved to determine Complaint No. CM-06-17, the fording of Mormon Creek, a violation of the 310 law. Art Pencek seconded the motion, motion passed – unanimous.

The Board of Supervisors determined that Selway Builders must remediate the forded tracks to a natural state with handwork and reseed the disturbed area with a riparian native seed mix, such as the Lolo native seed mix.

### 310 Inquiries/Issues

**Petty Creek Bridges** - For discussion, see Complaint No. CM-04-17, above.

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**Fern Creek Concerts** - McBride informed the board that the office received calls regarding large concerts held on a private property that bisects Fern Creek. Callers noted that concert goers camp alongside the creek and their activities impact the creek. The board viewed screenshots from the concert's Facebook and event webpages on the PowerPoint. The board discussed the impacts the crowd might have on the creek and directed McBride to contact the sheriff's department again to see if the issue might be resolved more directly due to road blockages and neighbor complaints.

**Other** – McBride showed the board an image of a rock dam on Rattlesnake Creek and said it may have been built to create a swimming hole. She noted that the site might be a good location to erect an educational sign about stream morphology and ecology as an effort to deter such dams. The board discussed the possibility of erecting such a sign, the city's assistance, and potential vandalism. The board also discussed the common occurrence of such dams, noting that ice and heavy spring flows blow the dams each year.

Libby Maclay suggested writing to area science education non-profits who work with youth to ask for assistance in spreading the word about the detriment of rock dams to stream health and aquatic life. Hall mentioned previous efforts to send letters to Rattlesnake Creek residents.

The Board of Supervisors agreed to not erect a sign at this time, but asked McBride to keep the board informed of relevant correspondence with the city regarding the dams and to keep an eye out for inexpensive signage, should the need arise.

## Reports

**County Attorney** – Deputy County Attorney John Hart informed the board that he looked into the issue of jurisdiction after the previous June 12 meeting regarding the Petty Creek bridges. Hart also discussed a number of 310 law cases, though none that directly addressed this circumstance. Knotek responded to Hart's review of the Bitterroot River Mitchell Slough case.

**MT FWP** – No report.

**Bitter Root RC&D (BRRCD)** – No report.

**Water Quality Advisory Council (WQAC)** – Paul Parson was absent, but will no longer regularly attend WQAC meetings, as discussed at the June 12, 2017 meeting. The WQAC Report will be removed from the Reports section of future Missoula Conservation District agendas, unless otherwise noted.

**MACD Dues Committee** – No report.

**District Committees** – Tim Hall informed the Board of Supervisors that McBride is updating the chair, vice chair, and treasurer on the Missoula Conservation District tax mill levy. Hall originally requested that McBride summarize mill levy calculations for a PowerPoint presentation to be used at the Community Listening Sessions. As confirmed by other agency representatives, McBride said the mill levy currently assessed is inconsistent with state statute. McBride said she contacted the MACD Executive Director, DNRC Conservation Districts Bureau Chief, Missoula County Chief Financial Officer, the Department of Revenue and Montana Association of Counties for further assistance. McBride said the District has received a fixed mill of 1.41 since 2001, when in fact the levy should be a floating levy, wherein each year's levy is dependent on financials from the previous year. She speculated that the

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mistake in the mill levy calculation might be that it was erroneously lumped in with special districts that operate under the county commissioners. Hall said conservation districts are separate entities and do not serve under the county commissioners. John Hart said he believed there might be confusion in the county financial department about what a conservation district is and how the mill levy works. McBride will continue to work toward resolving the issue with the District's mill levy.

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

#### **Jen McBride – Resource Conservationist – \*June 19 – July 10, 2017**

310 Administration Reviewed 310 applications and June 12, 2017 310 decisions after returning from vacation. Corresponded regarding various 310 projects, inquiries, issues, and complaints. Corresponded with 310 applicants regarding possible projects on Grant Creek and Rattlesnake Creek. Assisted applicants with landowner contacts. Went on site to address complaints and inquiries on North Woodchuck Creek and Mormon Creek. Attended 310 site inspections on Mill Creek, Grant Creek and an Unnamed Creek. Conducted follow up visits for projects on Ninemile Creek and Butler Creek. Wrote and reviewed 310 complaint letters with Perez-Watkins. Prepared 310 summaries for the July meeting. Corresponded with County Attorney, Fish Wildlife & Parks, and other representatives regarding 310 projects and 310 inquires, issues, complaints. Responded to 310 inquiries as needed. Provided photos and reviewed District Meeting PowerPoint.

Conservation Planning: Worked with Monica Perez-Watkins on various District projects and programs. Prepared, practiced, and presented at final Community Listening session. Reviewed and edited 2018 Cost-Share sample application. Met with Hallmark regarding the Healthy Riparian Guide and additional educational conservation publications. Answered inquiries on District grant programs and sponsorships. Continued correspondence with University of Montana student about volunteer internship. Met with applicant and contractor planning to complete a cost-share thinning project up Ninemile Creek. Conducted a follow up visit on a cost-share thinning project up Elk Creek. Went into the field with Travis Lemke to complete clippings and Brix testing. Discussed cost-share tool-kit entry requirements with John Bowe.

Office Administration: Worked on office function and continued inquiries regarding taxable valuations and the conservation district's mill levy. Corresponded with Department of Revenue and MACD staff regarding mill levies. 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. Completed some work 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. 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 review with BSWC supervisor site visit.

\* Vacation week of June 12, 2017

#### **Monica Perez-Watkins – Conservation & Communications Coordinator – June 13 – July 10, 2017**

General Coordination: Scanned and made copies of new 310 applications; sent to FWP. Corresponded with 310 applicants/property owners, board, and agencies regarding site inspections and visits; created inspection directions/maps document. Prepared 310 forms for site inspections and meeting. Scheduled 310 inspection dates for September and October. Sent weekly list of tasks completed and ongoing to McBride. Met weekly with McBride and Hallmark to discuss tasks completed and ongoing, meeting items, etc.

Communications and Outreach: Drafted 310 decision/follow-up letters following June 12, 2017 meeting; emailed to FWP. Posted approved May 8, 2017 meeting minutes on website and sent to county. Wrote June 12, 2017 meeting minutes and July 5, 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

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correspondence. Proofread various items. Assisted and answered questions from callers and walk-ins regarding 310 law, application, process, complaints, cost-share program, and no-till drill program. Updated 310 notes in shared spreadsheet after 310 calls and inquiries as needed. Scanned and sent past permit information to DNRC southwest land office. Directed inquiries on issues outside of CD realm to appropriate agencies. 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. Corresponded with grant recipients. Correspondence with CD administrators regarding computer purchases, listening sessions and survey outreach, and grant. Wrote RPG-02-17 and CS-16-16 reimbursement letters, sent payments. Checked listening session event listings and reposted to Missoulian and Independent. Updated listening session poster and PowerPoint for Missoula. Sent listening session announcement emails to individuals and organizations. Prepared all items for hosting listening session; hosted final session in Missoula. Transcribed session notes. Updated website language following final session. Compiled and created spreadsheet of consensogram data. Updated Cost-Share brochure, deleted duplicates from Cost-Share 2018 mailing list, sent to AlphaGraphics and Directory for printing and mailing. Corresponded with AlphaGraphics on proofs. Updated contract for matching grant with Weed District, obtained signatures. Added Cost-Share information and applications to website. Discussed 310 process and sent relevant material to Mineral Co. CD administrator. Drafted newsletter layout and begin drafting articles. Discussed Area V meeting and other upcoming Area V events with Lake Co. CD Conservation Coordinator and MACDEO Area representative. Corresponded with hotel event managers regarding potential Area V meeting host site; estimated costs. Drafted Area V meeting invitation, registration, and agenda; correspondence with Mineral Co. CD regarding hosting. Correspondence with WWC Engineering regarding DNRC Renewable Resources Project Planning Grant application.

Financial Management: Sent claims signed to county; entered claims and checks into QuickBooks Online (QBO). Updated supervisor timesheets/mileage as needed. 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. Correspondence with Larry's Tractors bookkeeper regarding corrected invoice. Correspondence with county and AlphaGraphics regarding missing April payment.

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, Albertsons, and post office. Purchased listening sessions items. Requested quotes for Area 5 meeting room/food.

Professional Development: Accompanied NRCS Soil Conservationist to property for BRIX sampling of cover crops (seeded with Missoula CD no-till drill) and worked on grass identification. Attended Farmer Field Day focused on soil health and grazing management - discussed paddock rest and rotation, grazing amount, cover crop diversity, soil impacts, BRIX samples. Watched NACD urban outreach webinar.

### **Brendan Hallmark – Big Sky Watershed Corps Member – June 13 – July 10, 2017**

Watershed Education and Outreach: Received the last round of language edits from the editors and began to prepare the Healthy Riparian Buffer Guide for print. Finalized the ArcGIS map that is used within the guide. Communicated with MT FWP about future professional development engagement events.

District Business Assistance: Assisted the Conservation District host our final community meeting to gauge the resource concerns from the public. Revised our cost-share application and transformed it into a fillable PDF so applicants can easily fill it out online. Created a cost-share application sample that includes a mock project proposal, budget, and aerial sketch. The cost-share example is now available for the public on our website. Researched possible funding for future conservation programs and community projects. Completed a DNRC grant application called Watershed Management Grant. The potential grant money will be used for a future Big Sky Watershed Corps (BSWC) member, watershed conservation projects, and administrative cost. Created three main project proposals

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for the board to review and gauge interest if the District should support the projects. Drafted the 2018 BSWC host site application. Accompanied Jen McBride to an approved cost-share project site to conduct preliminary field observations and measurements. We walked the property with the owner and contractor to assure those contract requirements would be fulfilled. McBride and I followed up on a completed cost-share project from 2017. We measured the completed acreage to verify the reimbursement amount. The applicant explained how the project progressed according to plan and how the project has brought new wildlife into the area.

**Professional Development:** Prepared my first grant proposal for the DNRC Watershed Management Grant. Gained field experience by going on site with Travis Lemke from NRCS and Ladd Knotek from MT FWP. Developed greater field knowledge of soils, plants, and forage production evaluation with Lemke and increased knowledge of fisheries biological role. Volunteered at an NGO community event that raised money, promoted civic engagement, and increased awareness for the health of the Gallatin River watershed. Discussed and evaluated my work performance with McBride and Bryan Wilson, the program coordinator for BSWC, during a BSWC host site visit.

**Other** – No additional reports.

### **New Business**

**DNRC Watershed Management Grant – Big Sky Watershed Corps Member and Program Development** – Hall informed the rest of the Board of Supervisors that the District applied for a DNRC Watershed Management Grant and that McBride and Hallmark compiled a potential work plan, which they will refine if the grant application is accepted. McBride added that the application for a Big Sky Watershed Corps Member is due prior to next month's meeting and that the DNRC grant application incorporates such components.

**Correspondence** – Monica Perez-Watkins had a few items of correspondence for the board. She reported that MACD mailed a paper copy of the semi-annual report to the chair and handed it to the board. She also reported on event invitations for the Big Blackfoot Chapter of Trout Unlimited and the Missoula Insectarium.

**Other** – No additional new business.

### **Old Business**

**Website** – Perez-Watkins told the board that a biographical questionnaire was in the packets of those supervisors who did not yet complete it.

**Equipment Program** – Perez-Watkins informed the board that the District received the remainder of the first payment from the no-till drill host, Larry's Tractors, Trailers, and More. She will deposit the check for \$920.00 within the week. The payment includes rental fees for four rentals, each rental was one to two days in length, and a \$70.00 per hour service charge to Larry's Tractors for customer handling and cleaning fees.

**DNRC Stream Restoration Guide** – McBride told the board that the DNRC guide, *Montana Stream Permitting: A Guide for Conservation District Supervisors*, is being packaged as a stream permitting guide, as there was previous confusion surrounding the guide's purpose. She also mentioned an upcoming DNRC workshop.

**Long Range Plan & Community Meetings** – Perez-Watkins reported that the District held the final community listening session in Missoula on Tuesday, June 27, at the Missoula Public Library. The survey is still available on the website and the raffle drawing is planned for the August meeting. Perez-Watkins will send a final outreach effort to the District's contacts as a last call for survey responses.

## MINUTES

Missoula Conservation District

July 10, 2017

### Grant Programs

**Cost Share** – Perez-Watkins informed the Board that the cost-share brochures were mailed. However, the company hired to sort and mail the brochures made an error in the contact list, and some addresses and names were incorrectly matched. The company removed the cost of handling from the bill.

**Other** – Perez-Watkins reported that she received a draft copy of the DNRC Renewable Resources Project Planning grant application from WWC Engineering for the Grass Valley French Ditch Company Clark Fork River diversion rehabilitation project. She sent the application to the Grants Committee for review prior to the meeting. The committee members discussed the application, which is a preliminary proposal for potential work to occur through a subsequent DNRC Renewable Resources Grant. The committee members said they would like the application to include more information on the planning work. They also discussed the lack of inclusion of a boat passage, which was discussed at the April 10, 2017 meeting with the WWC engineer who wrote the application. Staff will ask the applicant to include more information on the planning phase of the diversion rehabilitation project.

### Upcoming Events

**Area V Stockmanship Workshop** – Tuesday, September 19, 2017 (September 18 in Ronan, September 20 in Deer Lodge) – McBride reported that Associate Supervisor Bart Morris has agreed to host the low stress livestock workshop on Oxbow Cattle Company's leased or owned land. She said staff are to meet with the other Area V hosting conservation district administrators to finalize plans.

**Area V Meeting** – Tuesday, September 26, 2017 – Perez-Watkins reported on potential costs to host the Area V meeting at the DoubleTree hotel and McBride said the county floodplain administrator informed her of the hotel's cooperation with the county on vegetation within the riparian area. The Board of Supervisors agreed to host the meeting at the DoubleTree hotel.

Perez-Watkins discussed potential site visits and speakers, noting Milltown State Park. McBride said Rattlesnake Creek could also serve as a site visit, with Trout Unlimited representatives to speak about the District Legacy Grant funded fish screen project. The Board of Supervisors decided to tour Milltown State Park.

The board and staff discussed registration, costs, and door prizes.

**Western Montana Grazing and Agriculture (WMGA) Conference** – Thursday through Friday, January 25-26, 2018 – McBride discussed the 2018 WMGA Conference, and reminded the board of Lake County Conservation District's (LCCD) request of Missoula Conservation District to commit to a backup fund up to \$5,000.00 if grant and other funding is not secured. McBride also discussed staff's involvement in planning and preparatory work to assist LCCD with the 2018 conference.

Travis Greenwalt moved to have Missoula Conservation District provide up to \$5,000.00 in backup funds to LCCD for the 2018 WMGA Conference, should alternate funds be deficient, and to provide District staff hours for planning and preparatory assistance. Libby Maclay seconded the motion, motion passed – unanimous.

**Other** – No additional event information.

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

MINUTES  
 Missoula Conservation District  
 July 10, 2017

**Warrants:**

Verizon	
Ck # 2325 – District cell phone	\$ 69.07
First Interstate Bank	
Ck # 2326 – District vehicle gas card	\$ 25.40
Charter Spectrum	
Ck # 2327 – Internet	\$ 59.99
Blackfoot Communications	
Ck # 2328 – Internet, June 1-9	\$ 37.29
Pitney Bowes	
Ck # 2329 – Postage machine	\$ 139.65
Brendan Hallmark	
Ck # 2330 – BSWC Member mileage reimbursement	\$ 20.38
The Directory	
Ck # 2331 – Cost Share mailing	\$ 1,041.51
AlphaGraphics	
Ck # 2332 – Cost Share printing	\$ 863.45
<b>Total:</b>	<b>\$ 2,256.74</b>

Voting Record – CD Supervisor	FOR	AGAINST	ABSTAIN
Timothy Hall	13		
Libby Maclay	12		1
Sidney Wills	13		
Art Pencek	13		
Travis Greenwalt	13		
Paul Parson	Absent		
Bob Schroeder	Absent		

**Adjournment** – Tim Hall moved to adjourn the meeting. Libby Maclay seconded the motion - motion passed, unanimous. The meeting adjourned at 10:16 pm.

The next meeting of the Missoula Conservation District will be held August 14, 2017 at 7:00 pm in the Missoula Conservation District conference room, 3550 Mullan Road, Suite 106, Missoula, MT 59808.