

Minutes
Missoula Conservation District
July 08, 2019

Missoula Conservation District
July 8, 2019 at 7:00 pm
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees: Tim Hall, Chair; Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer; Sidney Wills, Supervisor; Bob Schroeder, Supervisor; Paul Parson, Supervisor; Jen McBride, Staff; Barb Kreis, Staff

Additional Attendees: Ladd Knotek MT FWP; John Hart, Deputy County Attorney; Jed Dunn, NRCS; Mindy Gauthier, NRCS; Steven Kloetzel, The Nature Conservancy, MS-22-19; Mike Day, WGM Group, MS-26-18; Greg Neudecker, USFWS, MS-29-19; Cory Miller, EM-1-19 & APO-03-19; Bryan Vogt, Public

Absent: Art Pencek, Supervisor; Bart Morris, Associate Supervisor

Call Meeting to Order – 7:03 pm by Tim Hall

Minutes – Travis Greenwalt moved to approve the June 10, 2019 minutes as drafted. Paul Parson seconded the motion. All in favor, motion carried—unanimous.

Treasurer's Report – Travis Greenwalt reported \$21,734.30 in the District checking account.

Public Comment – No public comment.

New Employee/Partner Introductions – Jen McBride briefly introduced Jed Dunn, Pastureland Management Specialist/Rangeland Specialist at USDA/NRCS, filling in for a few months for John Bowe, District Conservationist. McBride reintroduced Mindy Gauthier reminding the Board that she is the Assistant State Conservationist (ASTC) – Field Operations for NRCS. McBride also briefly introduced Barb Kreis, Administrative Assistant for the Missoula Conservation District as of July 8, 2019; noting that several had already met Kreis and McBride is excited to have her on staff.

NRCS Report – Gauthier stated that Dunn was filling in for Bowe who is on a 4-month detail to Glasgow, MT. Both Gauthier and Dunn updated the board stating that the Missoula Field Office is presently reviewing 10 applications/projects that have an obligation deadline at the end of August. They stated that they would work with Missoula Conservation District regarding the new long-range plan which will identify resource concerns/areas to help achieve more measurable results for NRCS. This will include a general overview of various resource concerns, selecting a priority and developing targeted implementation plans (TIPs), focusing a suite of practices that fall under priorities identified during the long-range planning process.

Emergency Notices

EM-01-19 - Cory Miller - O'Keefe Creek - Trenching for Utilities
Geocode: 04-2325-09-3-04-3-0000

Hall explained that Miller had two different items on the Agenda. The first was to address work he'd already done and upon learning of the 310 law and emergency provision, Miller submitted an emergency notice to address the work. McBride showed slides of the site and Miller explained that he'd trenched through O'Keefe Creek at the location of an existing ford to fix a communication line for a domestic well because he was not able to get water at his house and there were no reasonable alternatives to obtain water. Miller worked up to each bank on the creek and spent very little time working within the actual channel of the creek. As Miller described the project, the Board agreed that minimal disturbance was caused, the conduit was appropriately placed, and the work was carried out expeditiously with good practices. The Board discussed any additional action that may be required, and it agreed that

any additional work would be addressed under Application No. APO-03-19.

Tim Hall moved to consider the emergency action taken under Emergency Notice No. EM-01-19 to repair the communication line for applicant's domestic well, a project under the 310 Law and deemed the work an appropriate use of the 310 Law emergency provision – Paul Parson seconded the motion. All in favor, motion carried — unanimous

New 310 Permit Applications

APO-03-19 - Cory Miller - O'Keefe Creek - Ford Crossing Improvement
Geocode: 04-2325-09-3-04-03-0000

Miller discussed the existing ford on his property (where work under EM-01-19 occurred). He explained that the ford was present when he purchased the property and after discussion with the District representatives, he put together an annual plan of operations, permit application and explained that he began fencing the riparian buffer along the creek, so that his animals use a water gap, ideally at or near the ford. Miller expressed a desire to use concrete that he had available on site and the less desirable option was washed rock. Hall and Knotek read their Team Member Reports. Given the intended use as an occasional ford and animal crossing, the Board advised using washed rock option rather than the concrete proposal. The soil characteristics and size of washed rock was discussed. An alternate stream crossing was discussed such as a culvert or a bridge, but the Board agreed that a ford was most appropriate at this location, given intended use and site characteristics.

Tim Hall moved to make Application No. APO-03-19 a project under the law and to approve the project to install and use a ford with modifications in Team Member Reports and as discussed at the meeting. Bob Schroeder seconded the motion. All in favor, motion carried —unanimous

- Use washed rock as proposed to reinforce ford (do not use concrete)
- Ensure aprons are created with washed rock on the approaches to reduce erosion and sedimentation while the ford is in use
- Maintain riparian buffer with fencing and water gaps as discussed on site and during the meeting; riparian buffer at this location on O'Keefe Creek is 10-feet as measured horizontally from the ordinary high-water mark

MS-21-19 - Shannon Luikhart - LaValle Creek - Bridge Construction
Geocode: 04-2325-13-1-01-13-0000

McBride stated that she'd not received updated design plans from Luikhart, but that she'd exchanged emails with her and some medical issues have slowed the process. McBride recommended that the Board table this project for one more month.

MS-22-19 - Steve Kloetzel obo The Nature Conservancy - West Fork Gold Creek - Bridge
Geocode: 04-2328-01-1-01-01-0000

Hall noted that the agenda should clearly state that Steve Kloetzel was representing the landowner on this project – this error is corrected in the above heading. Kloetzel was unable to attend the site inspection and came to the meeting to hear discussion on the project and answer any questions that came up. McBride reviewed photos of the bridge site as Kloetzel described the proposal. Hall and Knotek reviewed their Team Member Reports. The Board and Knotek discussed the construction time frame and fisheries window.

Tim Hall moved to make Application No. MS-22-19 a project under the 310 Law and approve the project to replace the bridge on the West Fork Gold Creek as proposed as long as applicant is able to complete instream work during the designated fish window advisable by Montana Fish Wildlife and Parks. Paul Parson seconded the motion. All in favor, motion carried —unanimous.

MS-26-19 - Colin Smith - Miller Creek - Remediation Work on Bank
Geocode: 04-2093-20-3-02-07-0000

McBride reviewed the events leading up to the project proposal, noting that the applicant called the District in the midst of digging a hole on the bank of Miller Creek and then realizing they may have needed a permit to do the work. Colin Smith was cooperative with directions to cease all work on the banks of Miller Creek, within the riparian buffer. He followed recommendations to apply for a permit to remedy the damage done on the creek. McBride showed images of a hole that was dug in the floodplain of Miller Creek with the intent to create a swimming hole. The applicant was provided a Healthy Riparian Guide and information regarding stream channels, stream function, and morphology was discussed on site. Team Member Reports were reviewed. The Board discussed the site and the proposal noting that the applicant is interested in food production and plants that are deemed beneficial to the people in their community. While the Board recognizes the benefits of food production, the stream and its connected corridor should be kept in a natural state in accordance with the 310 Law.

Tim Hall moved to make Application No. MS-26-19 a project under the 310 Law and approve the project with modifications in Team Member Reports and as discussed during the meeting. Paul Parson seconded the motion. All in favor, motion carried —unanimous

The project to do remediation work on the bank on Miller Creek is approved with the following modifications.

- With hand tools, return excavated material back into the hole near Miller Creek
- If needed, add topsoil to ensure elevations meet that of the pre-existing condition (use surrounding vegetated areas as reference for elevation)
- Manage weeds as necessary; and limit weeds by seeding exposed soil a native riparian grass mix, such as the Lolo Riparian Mix
- Revegetate the riparian buffer with native grass mix and native woody vegetation only (see enclosure); other proposed species may be planted outside of the riparian buffer
 - species already found in the native riparian corridor at this location, as discussed onsite, are recommended to increase likelihood of survival
 - The riparian buffer at this location is 10-feet as measured horizontally from the ordinary high water mark (please contact our office if you need assistance identifying this boundary)
 - Native woody riparian species must be spaced a maximum of 4-feet apart, though a more robust planting is encouraged
 - Install browse protection and irrigate planted riparian vegetation
 - The planting area must match the disturbed length of the project and cover the slope to the ordinary high water mark (i.e. if the disturbed area is 40-feet long, and the slope distance to the ordinary high water mark is 10-feet, then a minimum of 25 shrubs or trees, with 4-foot spacing must be planted in that 400 square foot area)
 - Maintain District standards for vegetation survival rate (75% of planted vegetation must survive one year from initial planting; 50% of planted vegetation must be evidently viable two years from project completion date)
 - If plants are not viable, then notify the District office and reseed and replant vegetation as necessary,
 - irrigating and limiting browse within riparian buffer to meet mandated survival rates
 - It is recommended that exposed soil be reseeded and irrigated immediately, and shrubs planted in the fall when dormant
 - Ensure actions within the floodplain are in compliance with the Missoula County Floodplain regulations

Minutes
Missoula Conservation District
July 08, 2019

MS-27-19 - Blackfoot Telephone Cooperative - Six Mile Creek - Boring
Geocode: 04-2427-26-2-01-02-0000

McBride summarized the project to bore under Six Mile Creek, noting that a Montana Department of Transportation project that will remove a culvert requires Blackfoot Telephone Cooperative (Blackfoot) to relocate their fiber line. Blackfoot's proposal is to bore under Six Mile Creek at a minimum depth of 5-feet and place fiber line in conduit. The Board noted that bore pits and equipment will be well outside of the riparian buffer and the depth is great enough that the project area is not considered to have a potential impact on the bed or banks of the channel.

Paul Parson moved to deem Application No. MS-27-19 not a project under the 310 Law as long as the project plans are followed as proposed in the permit application. Travis Greenwalt seconded the motion. All in favor, motion carried —unanimous.

The Board directed McBride to note if project plans change, or there is need to remove vegetation, operate machinery, and conduct other work that may impact the creek, then a new 310 Application must be submitted to address the modifications.

MS-28-19 - Kellen Palmer - Drew Creek - Culvert Installation
Geocode: 04-2540-12-1-01-35-0000

McBride reviewed images of the site showing a vacant lot where a residence is to be built. The proposed approach where the driveway will cross the creek is flat and the characteristics of the site seem appropriate. The home is to be set back off well outside of the riparian buffer of the channel. Knotek and Hall read their Team Member Reports. The Board discussed potential impacts, riparian vegetation and alternative access points, but the parcels were created in a way that, without an easement, each property will need an access of its own.

Tim Hall moved to make Application No. MS-28-19 a project under the 310 Law and approve the project with modifications in Team Member Reports and as discussed during the meeting. Travis Greenwalt seconded the motion. All in favor, motion carried —unanimous.

The project to install a culvert on Drew Creek was approved with the following modifications:

- Culvert must be a 42-inch squash pipe or a 48-inch round pipe
- Countersink the pipe approximately 4-inches to 5-inches on grade
- Limit area of disturbance
- Remove sod mats in a way that sod can be replaced upon completion of installation
- Salvage any native shrubs and replant upon completion of the project
- Install using best management practices (BMP's - see enclosed pgs. 36-41 & Guide to Stream Crossings)
- Drew Creek is a stream under the jurisdiction of the 310 Law administered by the Missoula Conservation District
- Complete project in the dry if possible
- Do not mow within 10-feet of the ordinary high-water mark of Drew Creek - that area is considered a riparian buffer and essential for stream function and health.

MS-29-19 - Mary Wheeler - Clark Fork River - Fence Construction
Geocode: 04-2200-19-1-16-19-0000

McBride described the project and showed images of the project site. The proposed location of the fence is on a side channel of the Clark Fork River, below Reserve Street and is within the Missoula City Limits. McBride was notified that Missoula County Public Works maintains the levee and would need access to the site. Knotek and Hall provided Team Member Reports. The Board discussed the location of the project and a recommended 25-foot riparian buffer given the existing levee.

Minutes
Missoula Conservation District
July 08, 2019

Bob Schroeder moved to make Application No. MS-29-19 a project under the 310 Law and approve the project with modifications in Team Member Reports and as discussed during the meeting. Travis Greenwalt seconded the motion. All in favor, motion carried —unanimous.

The project for fence construction adjacent to the Clark Fork River was approved with the following modifications:

- Applicant must adhere to local City of Missoula fence setbacks
- Applicant must comply with levee maintenance standards from Missoula County Public Works
- No disturbance in 25' riparian buffer along Clark Fork River side channels with exception of further planting of woody vegetation

MS-30-19 - Missoula Electric Cooperative - Burnt Creek - Boring
Geocode: 04-2328-25-1-01-10-0000

McBride summarized the project to bore under an unnamed Burnt Bridge Creek tributary, called “Burnt Creek” on the application. Missoula Electric Cooperative (MEC) is conducting the work to supply electric service to the property owner. MEC’s proposal is to bore under the creek at a minimum depth of 42-inches and place the line in conduit. The Board noted that bore pits and equipment will be well outside of the riparian buffer and the depth is great enough that the project area is not considered to have a potential impact on the bed or banks of the channel.

Paul Parson moved to deem Application No. MS-30-19 not a project under the 310 Law as long as the project plans are followed as proposed in the permit application. Travis Greenwalt seconded the motion. All in favor, motion carried —unanimous.

The Board directed McBride to note if project plans change, or there is need to remove vegetation, operate machinery, and conduct other work that may impact the creek, then a new 310 Application must be submitted to address the modifications.

MS-31-19 - Missoula Electric Cooperative -Holland Creek - Boring
Geocode: 04-2873-04-1-01-03-0000

McBride summarized the project to bore under Holland Creek. Missoula Electric Cooperative (MEC) is conducting the work to bury the electric lines is to reduce fire hazards if the lines were to be knocked down. MEC’s proposal is to bore under the creek at a minimum depth of 42-inches and place the line in conduit. The Board noted that bore pits and equipment will be well outside of the riparian buffer and the depth is great enough that the project area is not considered to have a potential impact on the bed or banks of the channel.

Bob Schroeder moved to deem Application No. MS-31-19 not a project under the 310 Law as long as the project plans are followed as proposed in the permit application. Tim Hall seconded the motion. All in favor, motion carried —unanimous.

The Board directed McBride to note if project plans change, or there is need to remove vegetation, operate machinery, and conduct other work that may impact the creek, then a new 310 Application must be submitted to address the modifications.

MS-32-19 - Double Arrow Landowners Association (DARLOA) & Donitch - Trail Creek - Bridge/Culverts/Weir Construction
Geocode: 04-2540-11-2-02-01-0000

McBride reminded the Board that the District reviewed this site on Trail Creek last year due to issues that arose with channel movement and flooding over a low elevation segment of Rainbow Court; at that time the District

recommended replacing the poorly placed culverts with a bridge and moving the culverts to act as overflow culverts where the low elevation segment of Rainbow Court presently sits. While reviewing images from 2018 the Board also looked at images of an upstream location where an unknown individual cut woody debris from a debris jam and moved gravel. Knotek added that the work on the debris jam in 2018 encouraged split channel flows at a location near a head cut where Trail Creek is naturally flowing to the north; had the debris not been tampered with, all of the flow might run to the north and through the common area that leads to the undersized and poorly placed crossing at Rainbow Court. McBride noted that this application (no. MS-32-19) came in after the deadline to be considered for an additional site inspection prior to the meeting. McBride said that before she received the application, she was aware that DARLOA was considering an application to remove culverts and install a bridge at the Rainbow Ct. Crossing. The proposed weirs that were included in this application are at a different site on the creek (upstream of the proposed crossing) and to remain consistent with application norms, McBride recommends that the Board require a separate application for the proposed weirs.

Greg Neudecker with USFWS is also a member on a DARLOA Board and he attended the meeting. Neudecker stated that they could submit a separate application for the weirs, but that the landowners saw the two projects as connected so from the applicant's perspective it would be a great disappointment if one application was approved and another was not. Neudecker explained that the application was submitted with only conceptual plans because DARLOA wants to know what the Board will consider as the applicant is planning to hire an engineer to complete the plans for a 65-foot bridge on Rainbow Court. DARLOA does not want to spend money on an engineer until they are clear on what the Board will consider on Trail Creek. Knotek, Neudecker, and the Board discussed the purpose of the proposed weirs noting that it is the landowners desire to retain flow in the southern channel, where Trail Creek has flowed in recent history. Knotek asked Neudecker which channel was at a lower elevation and Neudecker said the north channel was lower. Knotek mentioned to Neudecker that the riparian area on the southern channel has consistently been landscaped and mowed down to the creek by the same landowners who are asking to move the channel back to the south. Knotek asked Neudecker if he was aware of any water rights along the southern channel below the debris jam. Neudecker stated that he was not aware of any surface water rights on that segment of the creek – he believes the property owners are on wells. Greenwalt asked if there were any natural resource benefits to continue to have flow in the south channel. No benefits were discussed.

The Board agreed that a separate application should be submitted for the proposed weirs as the projects are at different sites and proposed for different purposes. Neudecker reiterated that they can submit a separate application, but the landowner's view is that the project is connected, and it would be a great disappointment if one application was approved and another was not. McBride reminded the Board that it did not take jurisdiction last year on modified plans to raise the elevation on the saddle of Rainbow Court, under Application No. MS-34-18 and it denied the application for a box culvert at the crossing on Rainbow Court. In 2018 the Board addressed the landowners desire to retain a portion of flow in the south (recently abandoned) channel of Trail Creek. The Board noted that the project inquiry could be officially reviewed, with an official decision under that application. The Board agreed that the sites should be looked at again this year.

Existing 310 Permits

MS-26-18 – Hugh Sheehy c/o WGM Group, Inc., Mike Day – Blixit Creek – Dam Improvements – Extension
Request Update (permit expires July 9, 2020)
Geocode: 04-2203-28-1-01-03-0000

McBride noted that the Board approved a one-year extension for the project as it was proposed in Application No. MS-26-18 and received by the District Office on June 25, 2018. Mike Day brought the revised plans that he submitted to the District and was able to project them from his computer and present on the plans that have been approved by DNRC. Day noted that the plan is to replace the rip-rap stilling basin with an impact basin outlet structure – the structure will create a concrete baffle that will dissipate energy at the outlet flow. The design allows for emergency drawdown of the reservoir and should minimize erosion if drawdown were necessary. The new design will not encroach as far into Blixit Creek as what was originally proposed. Sidney Wills recused himself from the Board due to

personal conflicts. Wills inquired regarding water rights for the structure, dewatering of Blixit Creek, and potential damages if the structure were to fail in any way. Day emphasized work completed with Larry Shock, DNRC, and Day provided the District with the design details on the project noting that it follows applicable laws and is oversized to meet higher standards. Day specified that the new 18-inch conduit will release a maximum of 38 CFS and emphasized that would only occur if dam failure was imminent and the outlet had to be opened fully to draw the reservoir down. Day also addressed the Board regarding questions about improvements to the emergency spillway and expressed intent to address that issue following completion of this phase of the project. Day stated that any additional inquiries regarding water rights would need to go through the DNRC Water Rights Bureau. The Board discussed Day's thorough review.

Paul Parson moved to approve the change in design request to improve the dam on Blixit Creek as proposed. Bob Schroeder seconded the motion and Sidney Wills abstained. Five in favor - motion carried.

310 Complaints

CM-06-18 (RE: MS-30-18) – Fred Stout – Clark Fork River – Riprap & Excavation Work
Geocode: 04-2199-05-1-02-10-0000

McBride stated that the contractor had been in touch and permits were falling in place so the work may occur in the near future.

CM-02-19 – Andrew Wilkinson – Butler Creek – Encroachment on Riparian Buffer
Geocode: 04-2326-18-4-02-13-0000

McBride stated that this complaint remained on the Agenda because action must occur by August 31, 2019 and she will follow up.

310 Inquiries & Issues

Sleeman Gulch – McBride noted that she visited a site up Sleeman Gulch as Al Zepeda inquired to find out if a 310 Application was required for the site. McBride noted that based on her observations and Zepeda's verbal report, the surface flow in Sleeman Gulch is intermittent in that area and potential impact to a perennial segment of the channel seems unlikely. That said, the area down the valley where there is surface flow is excellent habitat and any degradation of that area would be highly unfortunate. She advised Zepeda that he did not need to submit an application for work at that site, but that she strongly recommended appropriately sizing a crossing at the location and using Best Management Practices (BMP's) - expecting water to flow through the defined channel. McBride stated that she would ensure the landowner was aware that based on the vegetation present at the site and the defined dry channel it is evident that water flows through that area at times. An undersized crossing and appropriate conditions for significant run-off in Sleeman Gulch could lead to issues for the channel and the property owners. McBride stated that she would provide Zepeda with appropriate BMP information.

Placid Creek – McBride stated that a USFS representative informed her that Permit No. MS-22-18 was not completed. McBride summarized the events leading to approval of the application and subsequent requirements from USFS that the Applicant use engineered design plans. The project seemed to die there.

Elbow Lake Dams – McBride deferred to Knotek who has been working with DNRC Southwestern Lands Office to remove the illegal dams below Elbow Lake. Knotek stated that the DNRC is following through with lessees letting them know that the dams are being removed and they should not rebuild them as they do not have a water right and the dams are not permitted

Other – No other inquiries or issues were reported.

Reports

County Attorney - John Hart, Lead Deputy County Attorney stated that he'd received a forwarded message from McBride regarding the in-state meal allowance policy and how it pertains to travel. He said that parts of it were difficult to understand and he didn't see anything pertinent to address but to let him know if the Board has questions. Hart also stated that will be absent from August 12th meeting.

Montana FWP – Knotek revisited the work occurring to address issues on the Elbow Lake Dam; he stated that the Board may see an application regarding work on the outlet of Placid Lake; Knotek addressed changes in plans from Montana Department of Transportation, stating that they now intend to leave the piers in the river claiming that removal may cause an issue for Montana Rail Link (MRL) piers immediately upstream. Knotek stated that the Missoula County Commissioners were following up on the plans.

Bitter Root RC&D – No report

District Committees – McBride stated that she did not have any committee updates. Hall stated that the Personnel Committee did not have the opportunity to finalize a recommendation on a rate increase for McBride and that McBride had mentioned to the Budget Committee that she would not be requesting a step increase as she is interested in supporting the District's efforts to improve services to the public. Hall stated that the Personnel Committee does not see District improvements and a rate increase as mutually exclusive; the Committee emphasized that McBride had taken on a substantial amount of work, working solo during the busy season for several months, due to unanticipated circumstances. Hall stated that McBride has met the expectations of the Board and the public while moving operations forward which is hard to do but everyone should know that she is doing a good job for the District. The committee agreed to move forward with a recommendation of a performance increase.

Libby Maclay moved to approve a step increase and cost of living allowance for McBride. Paul Parson seconded. All in favor, motion carried —unanimous.

Missoula CD Employee – McBride provided the following written report to the Board:

Jen McBride – Resource Conservationist – June 11, 2019 – July 08, 2019

310 Administration: Drafted, reviewed and mailed all 310-law related correspondence following the June 10, 2019 District Meeting. Scanned, emailed, and filed all appropriate 310-law communication. Corresponded and assisted individuals regarding 310 projects, complaints, issues or inquiries including locations on Lolo Creek, O'Brien Creek, O'Keefe Creek, Burnt Bridge Creek, Trail Creek, LaValle Creek, West Fork of Gold Creek, Holland Creek, Sleeman Gulch, Miller Creek, Rattlesnake Creek, Blixit Creek, Donovan Creek the Blackfoot River and several locations on the Clark Fork River. Met onsite with several landowners as needed regarding 310 inquiries and issues. Coordinated and attended 310 site inspections with Tim Hall, attending Supervisor, and Ladd Knotek MT FW&P representative. Processed 310 applications as they arrived, coordinated with applicants as needed, scanned applications and forwarded for team member review. Prepared photos for PowerPoint and notes for the July meeting. Corresponded with other agencies regarding 310 projects, inquiries, issues, flooding, and complaints as needed.

Conservation Planning/Partnerships: Discussed partnership with Weed District and MSU Cooperative Extension as needed. Informed NRCS staff of potential changes in Missoula CD office space in a couple of years and discussed onboarding of new employees. Forwarded grant request information to Grants Committee. Corresponded with Travis Ross, Missoula Valley Water Quality District to discuss Channel Migration Zone mapping plans. Worked with Bart Morris to address the issue with No-Till-Drill hitch, provided information and corresponded with Larry's Tractor Trailers and More. Forwarded correspondence from DNRC/MACD/SWCDM/MACDEO as appropriate. Directed inquiries on available grant programs for conservation assistance. Directed inquiries regarding irrigation ditches.

Office Administration: Used notes documents kindly taken by Elena Evans, Missoula Valley Water Quality District, to complete a draft and finalize Conservation District Meeting Minutes for June 10, 2019. Completed coordination and

Minutes
Missoula Conservation District
July 08, 2019

communication with applicants who submitted a complete application for the Administrative Assistant position. Prepared applications for committee review. Prepared paperwork for onboarding new employee. Corresponded with Personnel Committee as needed. Updated QuickBooks as time allowed and prepared draft budget for Board Review. Submitted timesheet and time summary to the county. Entered claims into QuickBooks. Completed preparations of claims, correspondence, and other required documentation for District Meeting. Corresponded regarding Pitney Bowes account. Attended meeting regarding architecture for new building/partnership.

Other – No other reports.

New Business

Correspondence – McBride reviewed recent correspondence including an invitation for float with the three rivers collaborative in the late afternoon, on September 12, 2019; she passed the Board a flyer outlining the agenda for the Missouri Headwaters Watershed Tour Missoula headwaters watershed tour September 11-13th; noted a request for membership from NACD and the Board opted to decline; passed the Board the Bitterroot Stakeholders Symposium agenda for Tuesday July 9th, 2019; she noted that DNRC forwarded a DOA meal allowances policy that Hart previously addressed; she stated that Missoula CD received a “toolbox” resource on a thumb drive from Petroleum County CD and said she would review to see what is relevant for Missoula CD; McBride asked the Board if it wants to be included in an Area 5 effort to receive grant funding for pollinator programs area wide and the Board stated it would like to participate; McBride reviewed an email from Laurie Zeller, DNRC, asking if the Board would like to participate in the opportunity to have FEMA funds assist in restoration efforts from the 2017 fires and the Board stated that it does not want to participate.

Riparian Mini Grant Applications – McBride stated that she’d received two Riparian Mini Grant Applications that she’d forwarded to the grants committee and that if the budget were approved with funds in FY 20 or rolled over from FY 19, she thought that they were good projects and she would schedule site visits as appropriate.

FY 20 Draft Budget – McBride provided a draft Budget in each Supervisors packet; the Budget Committee met twice to closely review the budget and consider the cost of purchasing into office space in a county building while improving District operations and programs. The Board reviewed the budget and discussed temporary suspension of Cost-Share and Legacy Grant programs that will be reevaluated once the taxable valuation form comes in and then the District can calculate the anticipated FY 20 income more accurately.

Bob Schroeder moved to approve the Draft FY 20 Budget including the increase for the Resource Conservationist Position. Travis Greenwalt seconded. All in favor, motion carried —unanimous.

Other – No other new Business to report.

Old Business

Grant Programs

District Programs – McBride provided information from Travis Ross, with the Water Quality District reviewing proposed changes to the plans for the channel migration zone image acquisition. The Board discussed pros and cons of adding a tributary vs using additional funds to assess historical images. The Board directed McBride to obtain a revised budget from Ross given the changes to the project.

DNRC Sponsored –

RRGL Awarded – McBride reported that the RRGL, Grass Valley French Ditch Company was funded through House Bill 652 and she’s been in touch with Carl Saunders (GVFD Co.) regarding the timeline of the project and plans for additional funds.

Other – No other Grants Business to discuss.

MSU Extension/Weed District Collaboration – Fairgrounds – Hall, Greenwalt, and McBride met with the

Minutes
 Missoula Conservation District
 July 08, 2019

Architecture firm and noted that the costs for the building is unknown and the District is waiting to learn more. Missoula County plans to enter into an interlocal agreement regarding the office space.

Equipment Program – McBride noted that the hitch on the drill has been fixed and to her knowledge it is back at Larry’s Tractor Trailers and More.

Other - No other old business to discuss.

Payment of Bills

Tim Hall moved to pay the bills. Travis Greenwalt seconded. All in favor, motion carried—unanimous.

Warrants:

Ck # 2582	Verizon – District cell phone	\$ 69.32
Ck # 2574	Charter Communications – Internet	\$ 84.99
Ck # 2596	Pitney Bowes Global Financial Services, LLC	\$ 139.65
Ck # 2597	First Interstate Bank	\$ 116.71
Ck # 2598	MACo PCT Insurance	\$ 3,094.00
	Total:	\$ 3,504.67

Adjournment

Tim Hall moved to adjourn the meeting at 10:22 pm. Bob Schroeder seconded. All in favor, motion carried — unanimous.

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	15		
Libby Maclay	15		
Travis Greenwalt	15		
Paul Parson	15		
Art Pencek	Absent		
Bob Schroeder	15		
Sidney Wills	14		1

The next Missoula Conservation District meeting is scheduled for Monday, August 12, 2019 at 7:00 p.m. in the USDA Service Center conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808.