

Minutes  
Missoula Conservation District  
September 9, 2019

**Missoula Conservation District**  
September 9, 2019 at 7:00 pm  
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees: Tim Hall, Chair; Paul Parson, Supervisor; Sidney Wills, Supervisor; Bob Schroeder, Supervisor; Art Pencek, Supervisor; Jen McBride, Staff; Barb Kreis, Staff

Additional Attendees: Ladd Knotek MT FWP; John Hart, Senior Deputy County Attorney; Jedd Dunn, Grazing Land Specialist; Al Sept (MS-39-19); Hugh Martinson (MS-45-19); Dwight Gappert; Amy Bertch (Public Comment); Darin Wicks (APO-04-19); Curtis Thompson (MS-30-18/CM-06-18); Patrick Hurley (MS-07-19); Cat Wiechmann (MS-07-19); Bryan Vogt; Jody Wills

Absent: Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer; Bart Morris, Associate Supervisor

**Call Meeting to Order** – 7:01 pm by Tim Hall

**Minutes** – Art Pencek moved to approve the August 12, 2019 Minutes as drafted. Bob Schroeder seconded the motion. All in favor, motion carried—unanimous.

**Treasurer's Report** – Jen McBride reported (\$19,843.34) in the District checking account.

**Public Comment** – Dwight Gappert addressed an issue in the Camas Creek area regarding overland flooding and stated it has led to contamination of his well water. He mentioned that he'd spoken with McBride in April but understood that the Board directed her to stop looking into the matter. Gappert wanted to know how to correct the problem and who has the authority to fix the issue. He elaborated that it is not just the creek coming out of its bank and flooding the adjacent area, it comes across the road and is directed into a hay field. Gappert stated that the flooding always starts at his neighbor's (Brewers) land where there is a culvert crossing, which is a quarter mile away from his well. He said his well is also 80 yards away from the creek. Gappert stated there is a 48" culvert upstream of the Brewers crossing, but Brewers crossing is a 36" culvert and it does not have the capacity to handle the high flow. Gappert stated that the road acts as a dam and diverts flood water toward the their domestic well and frequently causes contamination of the well. Gappert requested this 36" culvert be replaced with the correct size. McBride stated that the Board reviewed this question under inquires and issues in the spring and at that time the Board directed her to stop pursuing contact with the Brewers unless they invite technical review and assistance, conduct work that may impact the bed or banks of the creek without a permit, apply to do work in the creek or do anything else that involved Conservation District legal authority. Gappert inquired as to whether or not there was a permit for the original culvert. She noted that she did not find one under the current landowners' name, but if the applicant was a different landowner or a contractor it might take hours of research to find out if this culvert had a permit or not. The Board noted at the May 13, 2019 District Meeting that Camas Creek reaching its floodplain is not enough to issue a 310 complaint and perhaps the issues with the well could be resolved through relocation. The Board acknowledged Gappert's concern and efforts to resolve the issue. The Board directed McBride to look for a permit for a culvert at that location and to issue a 310 Complaint for further review of the project if a permit was not on file.

**NRCS Report** – Jedd Dunn updated the Board stating that the Missoula Field Office reviewed the Environmental Quality Incentives Program (EQIP) applications/projects that had an obligation deadline of August 30, 2019 and has closed out the funding. There will be a new Supervisory District Conservationist in the Missoula Field Office as of October 14, 2019. John Bowe will remain the District Conservationist in Missoula County.

**Emergency Notices** – McBride noted that this was an error on the agenda and no emergency notices were submitted.

### 310 Permit Applications

**APO-04-19** (Re: MS-08-15) Darin Wicks – Blackfoot River – Sinker Log Removal  
Geocodes: 04-2201-21-4-01-23-0000, 04-2201-21-4-01-22-0000, 04-2201-21-4-01-20-0000

Applicant Darin Wicks with Big Blackfoot Brewing discussed log removal that occurred under MS-08-15 and he mentioned that he'd found some interesting things in the river corridor. He showed the Board an old ax he had pulled out of the Blackfoot River. He is seeking a permit to pull more logs out of the river. There are about 500 logs in this area alone. More and more logs are getting exposed each year. In 2017, runoff blew up approximately 1,000 new logs in his area. Wicks discussed which landowners he had permission from and recognized he needed to provide the District with additional landowner permissions. Wicks also mentioned that Harris Manufacturing, will allow access to pull logs from the interstate bridge and Ladd Knotek from FWP will work with Wicks to help him get a stream protection permit for that portion of the project. Wicks stated said they are just pulling out logs that are loose after the runoff. He stated that sediment from the gravel bar is going to keep moving and they will get continually more logs. Schroeder asked if a revegetation/reclamation plan needs to be in place. Pencek asked if the logs will be decked by hand and Wicks responded yes, at first, and then they pick up the logs with a cable and skid them up the bank. The Board reviewed the project proposal.

Tim Hall moved to make Application No APO-04-19 a project under the 310 Law and to approve the project with modifications as discussed at the meeting with an expiration after 5-years. Art Pencek seconded the motion. All in favor, motion carried – unanimous

- Use access points with the least amount of vegetation as the location for log removal
- Extraction of logs should be limited to 4-5 specific bank locations and the landowner must agree to all work conducted on the property and requirements of this permit
- No heavy equipment shall be operated in the river channel or on immediate banks (proposal specifics dragging or lifting logs from a high bank along the river)
- Contact the district office to notify prior to work beginning annually; work window is noted as August 1 – November 1
- A prompt remedy for bank disturbance must be applied, such as recontouring and reseeding with a native riparian mix or replanting native riparian vegetation; limit additional weed establishment
- Should work be planned beyond the expiration of this permit a new application must be submitted

**MS-33-19** – Double Arrow Ranch Landowners Association c/o Bull Creek Forestry, Teresa Cahoon - Drew Creek - Replace Culvert and Remove Aggraded Sediment (tabled August 12, 2019)  
Geocodes: 04-2541-07-2-06-01-0000, 04-2541-07-2-06-03-0000

Modified plans (cross section and plan view drawings) were submitted to the District from Cahoon as the original designs were inadequate. McBride reviewed the site location and photos noting where the applicant is trying to keep water off of the road. Sediment was deposited, a berm created, and they had put down sandbags. The proposal is to put the culvert in the same location and reconstruct the channel. At the site visit, there was discussion about removing the existing berm and placing the berm closer to the utility box. If the existing channel is filled in and the bank planted, there will be an adequate riparian buffer.

Paul Parson moved to make Application No. MS-33-19 a project under the 310 Law and to approve the modified project proposal with modifications. Art Pencek seconded the motion. All in favor, motion carried – unanimous

- Use 42" squash culvert at this location to increase capacity and reduce a hump in the road
- Complete native riparian planting for any disturbed areas near stream; a more robust planting is encouraged on the corner where Drew Creek overtopped its bank and migrated toward the main road
- Ensure that a natural slope is maintained throughout the channel reconstruction area

- Maintain a riparian buffer of 10-feet as measured horizontally along this segment of Drew Creek
- Pull all sandbags and smooth out berms, ensuring that a setback berm is placed closer to the road and allows Drew Creek to access its floodplain

**MS-38-19** - Westslope Forest Management Inc., Josiah Denham - Mill Creek - Vegetation Removal (tabled August 12, 2019) Geocode: 04-2428-35-1-03-03-0000

New plans were received from Denham showing a tansy treatment plan, and detailed plans for proposed vegetation removal. There is a relatively large riparian buffer on this property but the undersized crossings above and below the site likely impact flow in this area. The plans showed how the applicant will move forward with tansy treatment and what native vegetation the applicant plans to remove. Knotek from FWP stated that he recommended removing the debris using approved herbicides and limiting vegetation removal to dead branches only; there should be no removal of live trees in the riparian area. Hall stated they achieved what we asked them to do and they are leaving all the live material in place and the Weed District had been consulted.

Tim Hall moved to make Application No. MS-38-19 a project under the 310 Law and to approve the project with modifications. Art Pencek seconded the motion. All in favor, motion carried – unanimous

- Spray and pull weeds using herbicide appropriate for riparian area
- Vegetation removal should be specified in plan and limited to only dead branches
- No removal of live trees or shrubs in riparian area or any other activity not specified in application
- A minimum riparian buffer of 25-feet (as measured horizontally from the ordinary high-water mark of Mill Creek) must be maintained in its natural state

**MS-41-19** – Double Arrow Ranch Landowners Association (DARLOA) c/o Greg Neudecker, DARLOA Board Member – Trail Creek – Bridge Construction & Culvert Replacement (tabled August 12, 2019)  
Geocode: on or adjacent to 04-2540-11-2-02-01-0000

McBride reported that design plans were required to finish the process of obtaining a permit to do the work. As of September 9, 2019, no new design plans were received.

**MS-42-19** – Streamside Services LLC, Dave Pontrelli obo Carol Stevenson – Ninemile Creek – Bank Stabilization  
Geocode: 04-2528-17-2-01-01-0000

McBride showed images of this site and discussed the proposal to stabilize the bank with similar methods to a successful project that was completed downstream a few years ago. Pencek and Knotek provided Team Member reports.

Art Pencek moved to make Application No. MS-42-19 a project under the 310 Law and to approve the project with modifications as discussed at the meeting. Tim Hall seconded the motion. Paul Parson abstained. Four in favor - motion carried.

- Instream work must be completed by October 15, 2019
- No instream work with equipment October 16, 2019 – June 30, 2020
- Complete revegetation by November 30, 2019 on all disturbed bank areas

**MS-43-19** – Leslie Ames, Mill Creek – Vegetation/Tree Removal  
Geocode: 04-2428-25-1-01-05-0000

McBride showed images of the site where a tree had fallen during a windstorm and noted a standing tree where the root ball is undercut. McBride noted that her recommendation to the applicant is that she leave the riparian area alone

and move her fence back. Ames told McBride that her insurance company advised that the standing Ponderosa be removed, and she applied to do so. Pencek and Knotek read their team member reports.

Paul Parson moved to make Application No MS-43-19 a project under the 310 Law and to approve the project with modifications as discussed at the meeting. Tim Hall seconded the motion. All in favor, motion carried – unanimous

- No large woody debris or material within the ordinary high-water mark should be disturbed; leave fallen tree in place
- Do not recommend removal of large, living Ponderosa (this tree an asset to stream riparian zone), but if landowner chooses to remove, leave the stump in place
- Fence installation (no closer than 30' from the streambank) and related cleaning should only take place outside of the 30-foot riparian buffer (as measured horizontally from the ordinary high-water mark)

**MS-44-19** (Re: MS-20-18) – Jesse Arno obo Jerry Blank – Smith Creek – Bridge Construction  
Geocode: 04-3107-24-1-01-03-0000

The original application (Permit No. MS-20-18) was approved with modifications for the applicant Kwanda Anderson obo Jerry Blank. McBride stated that the caretaker of the property, Grace Siloti, recently called and stated the bridge was done but when a site visit was conducted by McBride and Rosenthal, the bridge had not been installed. A steel bridge had been built off-site, but it has different dimensions than the original design that was approved under Anderson's application. Jesse Arno is the son of Siloti and is the Applicant of MS-44-19. The proposal is to use a prefabricated bridge with shorter dimensions. The Board inquired as to whether there has been a hydraulic analysis done, and if the applicant is working with an engineer. McBride stated that she understands that they are working with a contractor but not sure if an engineer is involved and that to her knowledge a hydraulic analysis has not been done. The Board discussed disappointment that Arno did not work within the specifications permitted under Application No. MS-20-18.

Art Pencek moved to deny Application No. MS-44-19 as the proposed dimensions are not considered suitable for the site. Paul Parson seconded the motion, motion passed – unanimous.

**MS-45-19** – Hugh Martinson – Trail Creek – Bridge Construction  
Geocode: 04-2540-01-2-07-15-0000

A site inspection was completed for this project under inquires. The proposal is for a bridge to access both properties that may become build sites in the future. McBride reviewed images and stated that Trail Creek moves slow at this location and a relatively straight section of creek was found where the banks are level below a big bend. Martinson discussed the purpose for the crossing and details of the bridge proposal noting that it was discussed for long term benefits and will be 12' wide and 14' long. Martinson noted that he has received access permit from the county. Hall stated the bridge looked tall and wide enough and looks well designed meeting specifications beyond those required for the site.

Tim Hall moved to make Application No MS-45-19 a project under the 310 Law and to approve the project as proposed. Paul Parson seconded the motion. All in favor, motion carried - unanimous

**MS-46-19** – Rebecca Creighton – O'Brien Creek – Channel Alteration/Remove Aggraded Sediment  
Geocode: 04-2199-29-3-01-06-0000

McBride reviewed the images of the site stating that this is a proposal to remove aggraded sediment where there is accesses multiple properties – that the proposal is to address a similar issue to that occurred downstream near Blue Mountain Road. The creek is close to the county road at this location and the driveway acts as a levee in the floodplain, and this year it was overtopped. The applicant proposed sediment and vegetation removal above the

culvert crossing and sediment removal for hundreds of feet upstream of the crossing. Pencek noted that the creek is now back in its original course, but it has been helped to stay there, minor work has occurred. He noted that if a bigger crossing was made, it would have to meet the grade. On-site there was discussion about rebuilding the crossing and approach to allow the creek to access its floodplain and drain without overtopping the drive. Knotek read his team member report.

Paul Parson moved to make Application No. MS-46-19 a project under the 310 Law and to approve the project with modifications as discussed at the meeting. Tim Hall seconded the motion. All in favor, motion carried – unanimous.

- Conduct work only at culvert site
  - Clear out debris from the culvert inlet
  - Minimal vegetation (on roadside only) may be removed to allow access for equipment
  - May install up to 5-cubic yards of material greater than 30-inches in diameter to armor inlet
- Do not remove debris or alter the stream channel outside of the culvert inlet area, exceptions include:
  - Nonnative material such as cut lumber and concrete must be removed and no additional barriers should be placed in the stream corridor
  - A dense riparian planting along the banks of the creek is encouraged within a 15-foot riparian buffer along O'Brien Creek to help define the channel and slow stream velocities
- It is recommended that the landowner consider increasing the crossing capacity and replacing the culvert with a bridge; it is also recommended that the property access might be elevated with improved drainage such as a French drain foundation and/or a series of relief culverts.

**MS-47-19** – Janelle Arnold – LaValle Creek – Remove Sediment & Install Culvert  
Geocode: 04-2325-30-3-01-01-0000

McBride reviewed an aerial image of the site and discussed an inquiry that the Arnold's had a couple of years ago when McBride encouraged them to submit an application. She reminded the Board of a recent jurisdictional decision on this segment of LaValle Creek.

The Board determined the proposed project to Remove Sediment and Install a Culvert is not a project under the 310 Law due to the October 09, 2018 decision that the Board no longer takes jurisdiction on this segment of LaValle Creek.

Paul Parson moved to make Application No MS-47-19 Not a Project, Bob Schroeder seconded the motion. All in favor, motion carried - unanimous

**MS-48-19** – John Rice – Upper Woodchuck Creek – Install Culvert  
Geocode: 04-1976-26-3-01-05-0000; 04-1976-26-3-02-07-0000

McBride reported that this application came in after the inspection deadline. MT FW&P representative, Knotek, stated that someone should go out to the site but said that he did not need to be there. Schroeder volunteered to go look at the project.

**MS-49-19** – Robert Cheff – Union Creek – Excavation and Bridge Construction  
Geocode: 04-2203-05-3-02-02-0000

McBride stated that this application came in after the inspection deadline and that MT FW&P requested a site inspection so it will be on next month's schedule and agenda.

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**MS-50-19** – Sidney Wills – Union Creek – Removal of sediment bar in front of culvert  
Geocode: 04-2203-09-1-01-01-0000

McBride stated that this application came in after the inspection deadline and that MT FW&P requested a site inspection so it will be on next month's schedule and agenda.

### **310 COMPLAINTS**

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

The Board reviewed work that occurred under Permit No. MS-30-18 and received a report regarding a summary of correspondence about the removal of concrete from the riparian area and the discussion about burying concrete on site. The Board reviewed images of recent work provided by Curtis Thompson and received summary of correspondence about the site including an August 14, 2019 phone call where the applicant stated that all the concrete was being hauled off-site to comply with the permit (as opposed to burying concrete on site). Thompson of Point Six Engineering was present at the meeting and confirmed that, to his knowledge, all concrete was hauled off site and no concrete is buried at the location. The Board determined that Complaint No. CM-06-18 has been satisfied as concrete removal work was conducted in compliance with Permit No. MS-30-18.

Bob Schroeder moved that that Complaint No. CM-06-18 has been satisfied as concrete removal work was conducted in compliance with Permit No. MS-30-18. Paul Parson seconded the motion. All in favor, motion carried – unanimous

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

McBride stated that Wilkinson was in touch to say that he'd completed the work required but that she had not conducted a follow up visit yet and she would provide an update at the next district meeting.

**CM-04-19** – Fred Mills – Clark Fork River – Work on bank  
Geocode: 04-2323-07-1-02-12-0000

McBride summarized the anonymous complaint and mentioned that she'd attempted to go take a look but needs access to the property to see if the work that occurred requires a 310 Permit. She stated that she'd heard back from Fred Mills and he welcomed a site visit. The Board encouraged McBride to add it to the regular site inspection schedule.

### **EXISTING 310 PERMITS**

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

See discussion under CM-06-18 (above)

**MS-39-19** - Jerry Sept obo Alton Sept - Swan River - Tree Removal  
Geocodes: 04-3107-10-2-01-09-0000

McBride stated that this application was permitted in August. The Board approved removal of one tree, but not the other that had a root ball partially embedded in the stream. Alton Sept, landowner and father of the applicant, was present at the meeting and stated he purchased this land in the 1960s and this property has been in family for almost 60 years and he knows what the river has and has not done. His cabin is 110 years old. Sept stated the second tree has

swung over and root ball is still close to the other tree and assured the Board that it would be no problem for the contractor take out other tree. He said that if he is not able to remove it, he is concerned that it will cause a log jam and take out valuable property. Sept passed out 4 current pictures for the board to view of the tree and said that the roots are not buried in the gravel and won't be a problem to take out. He stated that the tree was 85' long and of no value.

The Board noted that downed woody debris provides essential function and habitat in the stream and it approved removal of the other tree as it appeared to pose a greater issue for the property. The Board and Sept discussed the changes that occur in the river each year and expectations for further channel migration or possible movement of the wood downstream. The Board noted complications with removing wood from the stream, that removal of the tree might require greater disturbance to the bed of the channel, require a floodplain permit to leave a portion of it in place, and potentially sets precedent for moving wood when there is not an imminent threat. Sept stated it is a threat as the water is going right by his cabin and may rise to that level at high water. The Board inquired about a floodplain permit to remove only a portion of the tree and Sept stated they had not.

The Board agreed that an additional site inspection should occur, and this would be further discussed at next month's meeting.

**MS-07-19** – Mark Vander Meer, Watershed Consulting LLC obo Orville Daniels – Bitterroot River – Reinforce the streambank – change in design plan proposal  
Geocode: 04-2199-26-3-03-01-0000

McBride recapped the existing permit for the Board and showed images of the site. Patrick Hurley and Cat Wiechmann with Watershed Consulting were present and reviewed the new design including anchored coir logs and willow stakes. This is a lower cost option for the landowner and while it is less desirable than the root wads and plantings approved in the original design, this option is more achievable. The Board reviewed the design changes, Knotek asked about the top bank and they said no work, just heavy planting. Knotek expressed concerns about stepping back the project because if bio engineering is not successful it gets a bad reputation. It was noted that irrigation is the key to success and if anchored logs are undermined, they are removed.

Tim Hall moved to make Application No. MS-07-19 a project under the 310 Law and approve the new designs to stabilize the bank on the Bitterroot River as proposed in the August 27, 2019 submission. Paul Parson seconded the motion. All in favor, motion carried - unanimous.

### **310 Follow Ups**

**MS-04-16** (Re: CM-10-15) – Charles & Tim Ibey – Butler Creek – Debris Removal  
Geocode: 04-2325-26-2-01-04-0000

McBride stated that she'd listed this on the Agenda, but she misunderstood that a meeting with CAPS was not on site, so a follow up did not occur.

**MS-06-19** – Aaron Howard – Houle Creek – Culvert Installation  
Geocode: 04-2428-30-1-04-17-0000

McBride stated that Aaron Howard completed installation of a 60' culvert on Houle Creek and she has done a site visit follow up. She showed images to the Board noting a small knickpoint above the culvert, but all in all the project looks good and the segment that might be impacted by a headcut would be minimal at this site, but it is worth noting for approval of other projects in the future. Howard agreed to place straw wattles at the base of the fill slope to limit sediment introduction into the creek while grass establishes.

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### **310 Inquiries & Issues**

McBride stated that Steve McAfee was working with a firm to address additional erosion on his property on the Clark Fork River and he will likely submit a 310 application with new design plans in the near future.

### **Reports**

County Attorney – Nothing to report

Montana FWP – Knotek reported on Rattlesnake Creek and a bio engineered project to repair a bank. A SPA 124 Permit is required by Fish, Wildlife and Parks as the City of Missoula is applying. Hall stated the Board appreciates their efforts.

Bitter Root RC&D – Nothing to report

District Committees – A job announcement has been posted for the Program Specialist position. Review of the applications will begin September 23, 2019.

Missoula CD Employees – Written reports provided to the Board:

***Jen McBride – Resource Conservationist – August 12, 2019 – September 9, 2019***

310 Administration: Continued the job training with Kreis for processing 310 Applications. Reviewed all 310-law related correspondence following the August 12, 2019 District Meeting. Assisted with scanning 310-law communication for Kreis as she awaited Linc Pass access to scanner. Corresponded and assisted individuals regarding 310 projects, complaints, issues or inquiries including locations on Drew Creek, Mill Creek, O'Brien Creek, Trail Creek, LaValle Creek, Smith Creek, Upper Woodchuck Creek, Union Creek, Miller Creek, Rattlesnake Creek, Butler Creek, Houle Creek, the Blackfoot River, the Bitterroot River, and the Clark Fork River. Met onsite or in the office with landowners as needed regarding 310 inquiries and issues. Attended 310 site inspections with Art Pencek, attending Supervisor, and Ladd Knotek MT FW&P representative. Reviewed 310 applications and tracked process with Kreis as they arrived. Prepared photos for PowerPoint and notes for the September meeting. Corresponded with other agencies regarding 310 projects, inquiries, issues, flooding, and complaints as needed. Met with CAPS representatives regarding Butler Creek.

Conservation Planning/Partnerships: Met with Grants Committee and forwarded a draft letter regarding Grass Valley French Ditch Company. Assisted NRCS with signatures and walk-ins as needed. Assisted individuals regarding the No-till-drill and walked them through the process. Worked with Barb to see that correspondence from DNRC/MACD/SWCDM/MACDEO as appropriate. Directed inquiries on available grant programs for conservation assistance. Directed inquiries regarding irrigation ditches.

Office Administration: Reviewed Conservation District Meeting Minutes for August 12, 2019 and provided feedback to Kreis. Corresponded with the Personnel Committee regarding Program Specialist position and job announcement. Posted position and forwarded to Supervisors and partners. Assisted Kreis in setting up office space after Linc Pass was received. Updated QuickBooks with payroll entries as time allowed. Submitted timesheet and time summary to the county. Entered claims into QuickBooks. Completed preparations of claims, correspondence, and other required documentation for District Meeting. Worked with Kreis on a plan for office coverage and assistance while on vacation.

\*Vacation Week of September 2<sup>nd</sup>

***Barb Kreis – Administrative Assistant – August 12, 2019 – September 9, 2019***

Office Operations: Received and sorted agency mail daily and followed up on all District business correspondence, including electronic correspondence. Attended August 12, 2019 District meeting, took notes and did conference room setup. Drafted August meeting minutes, draft agenda for September meeting and posted July meeting minutes to MCD website. Received Linc Pass and moved files from thumb drives to shared drive and scanned documents. Packed up Pitney Bowes machine to send back as contract ended 07/29/19. Created 2 new files for Mini Riparian Grants. Made two separate reservations for No Till Drill.

Stream Permit Processing: Completed and sent out decision letters to applicants from the August 12<sup>th</sup> meeting.

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Created files from new 310 applications, forwarded applications to Ladd Knotek, FWP. Assigned MS#, added new applications to September agenda with geocodes. Made copies of applications for site reviews. Typed up Form 272 for all new 310 applications. Worked on site inspection schedules for August 28th. Called and emailed 3 applicants to confirm site inspection date/times. Sent out encroachment letters. Worked on PowerPoint presentation for Sept meeting. Added September agenda and August approved minutes to website.

Bookkeeping, Accounting, Reporting, and Recordkeeping: Printed out Profit/Loss and Balance reports for September 9th meeting. Received 3 statements from First Security Bank and verified information in QuickBooks. Entered claims for August 12 meeting into QuickBooks. Fixed error in QB checking with help from Travis Greenwalt.

Special Assignments: Familiarized with Shared drive

Other – McBride informed the Board that she frequently does not update them on the customer vs non business related traffic that comes through the building. She provided a recent example and update.

### **New Business**

#### Correspondence:

McBride reviewed recent correspondence including a notice from the Montana Natural History Center of their annual banquet and auction, October 12, 2019; The Montana Bureau of Mines and Geology open house, October 24, 2019; an annual call from DEQ for applications for funding for nonpoint source pollution projects available under the Federal Clean Water Act; a request for applications from DNRC for administrative expense funding for the remainder of this fiscal year (up till June 30, 2020); an email from the Bitterroot Watershed Restoration asking for input on their updated plan and an email from the Missoula County Community and Planning Services asking for a nomination for someone to serve on their Planning Board.

Other – Nothing to report

### **Old Business**

#### Grant Programs:

*District Programs* – McBride reviewed recently approved Riparian Mini Grants and stated that one of the applicants was unaware that the funds were available immediately. She stated that she thought an extension to allow the applicant to use a portion as needed this this fall and then other in the spring or fall of next year was appropriate. The Board agreed.

*DNRC Sponsored* –

*RRGL* – The Grants Committee discussed concern about overall committed funds for the Grass Valley French Ditch Company Project approved under House Bill 652 and the things that would need to be in place before moving forward on this project.

*Other* – McBride noted that there was expressed interest in a 223 Grant Sponsorship from Seeley Lake Sewer District and a request might come to the Board in the near future.

#### MSU Extension/Weed District Collaboration – Fairgrounds – Nothing to report

*Big Sky Watershed Corps Member* – McBride noted that we do not have the space to bring someone on in house, but that we have the option to work with the Weed District again and it might complement our partnership efforts with them. There is no financial commitment to be a partner. The Board agreed to partner with the Weed District. not have able to bring someone on.

*Pollinator Program Partnership* – Nothing to report

MACD Area V Meeting & Convention - The Montana Association of Conservation Districts (MACD) – November 19-21, 2019, Kalispell, MT.

McBride noted that the Montana Association of Conservation Districts Area V meeting - September 25, 2019 and attendees from Missoula CD for both conferences was discussed.

Equipment Program – Nothing new to report

Resource Float – Discussion regarding doing a resource float with partners, but no date or time has been selected yet

Other - No other old business to discuss.

**Payment of Bills**

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

**Warrants:**

Ck # 2611	Verizon – District cell phone	\$ 70.05
Ck # 2612	Charter Communications – Internet	\$ 89.99
Ck # 2613	First Interstate Bank – fleet card	\$ 127.33
	<b>TOTAL</b>	\$ 287.37

**Adjournment**

Tim Hall moved to adjourn the meeting at 10:41 pm. Paul Parson seconded. All in favor, motion carried — unanimous.

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	13		
Libby Maclay		Absent	
Travis Greenwalt		Absent	
Paul Parson	12		1
Art Pencek	13		
Bob Schroeder	13		
Sidney Wills	13		

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