

Missoula Conservation District - May 11, 2020 at 7:00 pm
Alternate Meeting Location – Virtual/Phone

Missoula Conservation District Attendees: Tim Hall, Chair; Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer; Bob Schroeder, Supervisor; Paul Parson, Supervisor; Art Pencek, Supervisor; Josh Schroeder, Associate Supervisor; Jen McBride, Staff; Bryan Vogt, Staff; Barb Kreis, Staff

Additional Attendees: John Hart, Senior Deputy County Attorney; Ron Melvin (MS-10-20), Shannon Luikart (MS-10-20); Kristin Baker-Dickinson, DNRC Program Manager (MS-06-20), Ron Pierce (MS-13-20), Jon Watson (MS-06-20); Lori Watson (MS-06-20)

Absent: Sidney Wills, Supervisor; Bart Morris, Associate Supervisor; Travis Lemke, NRCS Supervisory District Conservationist; Ladd Knotek, MT FWP

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

COVID-19 Update – Hall noted that the virtual meeting was held to comply with local regulations around social distancing and provided guidance to the Board on how to vote. Form 273, 310 Permit - Conservation District's Decision, will be electronically signed on behalf of the Board, per advisement from County Attorney John Hart.

Tim Hall moved to authorize the modification of normal procedures to allow for electronic signatures on Form 273 for the May 11, 2020 District Meeting. Travis Greenwalt seconded the motion. All in favor, motion carried – unanimous.

Minutes – The April 13, 2020 District Meeting was cancelled due to COVID-19 precautions. The Board reviewed and noted a grammatical error on page 6 of the March 9, 2020 minutes.

Tim Hall moved to correct the grammatical error and approve the March 9, 2020 Minutes. Libby Maclay seconded the motion. All in favor, motion carried—unanimous.

Treasurer's Report – Travis Greenwalt reported \$21,859.34 in the District checking account.

Public Comment – No comment

NRCS Report – Travis Lemke, NRCS Supervisory District Conservationist, provided a written report stating that Friday, May 8, 2020 is the ranking deadline for new 2020 EQIP applicants. Wildfire Adapted Missoula (WAM-fuels mitigation), and the statewide special initiatives (i.e. honeybee pollinator, high tunnel, organic, energy) are the only funding pools (EQIP) currently available for Missoula County in FY2020. Two Targeted Implementation Plans (TIPs) were recently submitted for 2021-2025 funding. These were the Potomac Valley Forest Health TIP and the Upper 9-Mile Forest Health TIP. Both are currently in the review process. Final approval (if granted) for both proposals should be known in the early summer of 2020. All USDA Service Centers are still in Level 2 Operational Status due to COVID-19 – meaning they are open (maintaining social distancing with limited staff) but are not accepting visitors. The majority of staff are/have been teleworking from home. New guidance regarding the Operational Status for each service center should be released within the coming days.

310 Permit Applications

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 no update on Application No. MS-41-19 and continued postponement pending submission of design plans or a new application from the applicant.

MS-04-20 (Re: CM-08-19) – James Schlinger – Barber Creek – Vegetation and Debris Removal
Geocode: 04-2992-19-1-01-11-0000 (Tabled February 10, 2020)

McBride stated that she'd received no additional information on the project but now that the snow has melted, she will contact the applicant and Leo Rosenthal, FWP, in June to schedule a site visit.

MS-06-20 – Jon and Lori Watson (DNRC Lease Property) – Clearwater River – Building and Stairs
Geocode: 04-2435-20-1-02-03-0000

McBride reported that this is an application for cabin construction with stairs to an existing dock in the portion of the Clearwater River known as Elbow Lake. The application proposes that an area approximately 12x40' on the existing slope will be excavated to build a cabin with a daylight basement and the exposed disturbed area will be revegetated with native grasses. A site visit was completed for this application on May 6, 2020, and photos from the site visit were reviewed by the Board. Bob Schroeder and Ladd Knotek provided a joint Team Member Report. The Watson's were unable to attend the site inspection but their contractor, Boaz Mendenhall with Mendenhall Enterprise LLC., was present. The Watson's submitted a Team Member Report after the site inspection and prior to the meeting. McBride read aloud the Team Member Reports and the Board discussed the project.

The measured slope distance from the proposed home to ordinary high-water mark is 33-feet, which is located along a steep bank. There was discussion regarding impacts to the river from erosion on the steep bank, and the Board discussed an appropriate riparian buffer to limit impacts from the project. Jon Watson reported that the elevation of the bank is 18-feet above the water surface elevation, and the Board estimated that the horizontal distance was approximately 27-feet if the project is to be built as proposed. Watson noted that the parcel of their leased property is small so they are limited where they can build, and he said the stairs would be constructed by hand so there would be minimal disturbance. Watson noted that he was more concerned about getting started on the building and the stairs could wait if needed. The Board discussed that the application had photos of desired stairs, but no designs or location for the stairs was submitted with the application.

Much discussion took place regarding the appropriate buffer zone width along this reach of the Clearwater River to help limit impacts to the channel. The Board noted that a greater distance was once required by DNRC's own regulations on DNRC lease sites. Watson indicated that DNRC approved the designs. Kristen Baker Dickenson, with the DNRC was present at the meeting and clarified that DNRC did not approve unless all other agencies approved it, but since the project was approved by an architect, DNRC considered the plans to be sound. The Board discussed the greater distance of other buildings on this segment of the Clearwater River, noting that a larger buffer area limits negative impacts to the stream. Prior DNRC regulations required a buffer of 75' or greater with some exceptions such as a cabin on a peninsula. The Board discussed the constraints of this site, given its size and the proximity to other infrastructure such as

distance to septic systems, wells, etc. The Board noted that if conditions of the site allowed a greater buffer consistent with most properties in the area that would be preferable. However, given the constraints of this site an absolute minimum 30-foot buffer should be required to limit erosion and sedimentation impacts to the channel. The buffer should exist in a natural state, ideally with native woody riparian vegetation. Should the applicant move ahead to submit a stair design, more information is needed. Therefore, a new 310 application should be submitted separately for construction of the stairway.

Bob Schroeder moved to make Application No. MS-06-20 a project under the 310 Law and to approve the project with modifications. Libby Maclay seconded the motion. All in favor, motion carried – unanimous.

- Construction of home must move back to allow for a 30-foot riparian buffer (as measured horizontally from the ordinary high water mark) between the home and river as the buffer should help to relieve potential impacts to the river from excavation and/or resulting erosion on the steep bank
- More information is needed on stairway location and design to ensure consistency with recent permits and protection of the bank
- Please submit new a 310 application should you choose to proceed with a stairway proposal or any other work that may impact the 30-foot agreed upon buffer for your site

MS-07-20 – Al Zepeda – Lolo Creek – Debris Removal
Geocode: 04-2092-33-4-01-05-0000

McBride reported that this was an application for a UTV trail that was submitted in response to Complaint No. CM-01-20. She noted that a determination has yet to be made on the complaint and that the applicants were offered a choice regarding site inspections due to COVID-19 precautions. Zepeda requested a postponement of the May site inspection for review of his 310 application. A site inspection visit will be scheduled in June and photos of the site will be viewed under the complaints section.

MS-08-20 – Northwestern Energy – Grant Creek – Utility Boring
Geocode: 04-2326-21-2-03-19-0000

McBride reported that this is a project to use a horizontal directional drill to bore gas and electric distribution lines under Grant Creek. The site is approximately 10-feet downstream of the Snowbowl Road Bridge. The gas line is presently attached to the bridge and is in violation of the Federal Regulatory Energy Commission. Bore pits will be 3x3 feet wide and approximately 50-feet from the edge of the creek on the north and south side. The application states that the “drilling machine will bore to a depth of 3.5-4 feet which is two times the calculated maximum scour depth for this location.

Paul Parson moved to make Application No. MS-08-20 Not a Project under the 310 Law as long as there is absolutely no disturbance (e.g. no equipment or disturbance of soil) within a 30-foot riparian buffer as measured horizontally from the ordinary high-water mark on Grant Creek and otherwise the project is completed as proposed. Art Pencek seconded the motion. All in favor, motion carried – unanimous.

If project plans change, or if there is an issue boring below the max scour depth throughout the channel migration zone, a need to remove vegetation, operate machinery, and conduct other work that may impact the creek (including work within the 30-foot riparian buffer), then a new 310 Permit Application must be submitted to address the modifications.

MS-09-20 – Northwestern Energy – Bitterroot River – Utility Boring
Geocode: ROW north of 04-2199-26-3-05-12-0000

McBride reported that this site is a project to use a horizontal directional drill to bore a 4-inch steel natural gas line under the Bitterroot River at the location just upstream of Maclay Bridge. The applicant states that they “will bore under the river to a depth of 14.3-feet which is two times the calculated scour depth for the location.” The application also states that “there will be 140-feet of vegetated buffer between the disturbed ground and the edge of the water on the east side to capture any erosion and prevent sediment from reaching the Bitterroot River. On the west side, the River Pines Road fill will prevent any sediment from entering the river.” Bore pits will be 4x4 feet.

Art Pencek moved to make Application No. MS-09-20 Not a Project under the 310 Law as long as there is absolutely no disturbance (e.g. no equipment or disturbance of soil) within a 50-foot riparian buffer as measured horizontally from the ordinary high-water mark on the Bitterroot River and otherwise the project is completed as proposed. Paul Parson seconded the motion. All in favor, motion carried – unanimous.

If project plans change, or if there is an issue boring below the max scour depth throughout the channel migration zone, a need to remove vegetation, operate machinery, and conduct other work that may impact the creek (including work within the 50-foot riparian buffer), then a new 310 Permit Application must be submitted to address the modifications.

MS-10-20 – Shannon Luikart – LaValle Creek – Bridge Construction
Geocode: 04-2325-13-1-01-13-0000

McBride reported that this is a project on property up LaValle Creek, and the Board has viewed this site and incomplete proposals before. She noted prior reports from MT FWP. The application proposes building a bridge that spans 25-feet over LaValle Creek. Melvin Construction will do most of the work, but Knife River will do the concrete work. McBride further reported that the channel is incised, some segments are widened, and the creek has moved around some of the vegetation. The span of the bridge plans is great enough for the channel’s bankfull width, however the width between the approaches is, at present, approximately 33-feet. Based on application there would need to be backfill for the plans to work. The Board discussed the plans and the freeboard in the design. Ron Melvin, contractor for the proposal, reports the only excavation that can be done is from the LaValle Creek road side. Plans are to cut and construct a road into the lower bank with excess materials to be hauled out with a dump truck. Melvin stated he would put a foundation under the bridge that includes wing-walls. He further stated that the bridge would have 10-feet or more of freeboard and that the grade on the approach is presently 12%. Discussion followed that an 8-9% grade to the approach is steep. A truck will be needed to install the bridge footings and the bridge will be level. Cross drains or and BMP’s were discussed as it pertains to road construction and the crossing.

Art Pencek moved to make Application No. MS-10-20 a project under the 310 Law and to approve the project with modifications. Bob Schroeder seconded the motion. All in favor, motion carried – unanimous.

- Construct road and install bridge using DNRC’s Montana Forestry Best Management Practices (BMP’s) – see enclosure
- No disturbance in the streambed or on immediate stream banks on either side of the stream between bridge abutments
 - Machine crossing should be avoided if possible
 - If excavator must cross during installation, bank should be rehabilitated to match pre-project

condition and only one crossing of equipment should be allowed

- Abutments should be placed back and high enough as to prevent encroachment on 100-year floodplain
- Fill used to construct road approaches must not enter the stream or extend past abutments onto banks or floodplain
 - Wing walls are strongly encouraged for stabilization and erosion control
- Road approaches on the east and west side of the bridge must include cross drains and appropriate sediment mitigation (i.e. sloping and filtration) to prevent surface material from entering stream
- All disturbed areas on streambanks outside of the bridge footprint must be re-seeded with native riparian seed mix within 1 week of bridge installation (while soil is loose)
- **Instream disturbance and/or turbidity is NOT permitted from March 1 – July 1** to minimize impacts on cutthroat trout spawning and egg incubation; outside of this time window, turbidity and disturbance shall be minimized as described above and on 318 Authorization.
- Notify the District Office when you begin and complete the project

MS-11-20 – Big Blackfoot Chapter of Trout Unlimited – Boles Creek – Irrigation Structure Upgrade
Geocode: 04-2540-30-2-01-01-0000

McBride reported this is a project to upgrade the irrigation system that serves the Harbin property in order to eliminate entrainment of native trout, while improving migration corridors and restoring channel integrity. The project is located on a parcel owned by The Nature Conservancy, and the project has been designed by River Design Group. She showed images of the site and design plans noting that this project is similar to that which was funded with a Legacy Grant on Trail Creek. McBride reviewed Team Member Reports.

Paul Parson moved to make Application No. MS-11-20 a project under the 310 Law and to approve the project with modifications. Travis Greenwalt seconded the motion. All in favor, motion carried – unanimous.

- All in-stream/channel work must occur between July 1 – October 15

MS-12-20 – Kris Davis – O’Keefe Creek – Remove Gravel from Culvert
Geocode: 04-2429-27-2-01-13-0000

McBride reported that this is a project proposing removal of pea gravel at the outflow of a driveway culvert to prevent flooding on the land adjacent to the channel (natural migration zone). There appears to have been substantial alterations to the channel from the construction of the highway and also on the property adjacent to it. McBride read aloud a Team Member Report which noted that road sand inputs are impacting the creek. There is also a debris jam that is further altering the channel. McBride read the Team Member Report that provides recommendations for handling of two adjacent segments of the creek at the project site.

Art Pencek moved to make Application No. MS-12-20 a project under the 310 Law and to approve the project with modifications incorporating recommendations from team member reports. Paul Parson seconded the motion. All in favor, motion carried – unanimous.

- The debris jam located approximately 50-yards upstream of the culvert may be removed by hand to

- alleviate concerns of flooding and additional channel changes
 - Do not use equipment at this location and do not disturb live native woody vegetation.
- Fine sediment and road sand may be removed from area below the culvert.
 - Only conduct work in the area immediately below the driveway culvert
 - Transport all materials off-site (outside of the floodplain) and channel migration zone.
 - Complete work during low water conditions (July 1 – November 1)
- Additional work not included in the summary above and within 10-feet, as measured horizontally from the ordinary high water mark, requires a new permit application.

MS-13-20 – Scott Tucker (Valley of the Moon LLC) c/o Ron Pierce – Gilbert Creek – Pond Sediment Removal
Geocode: 04-1978-27-1-01-01-0000

McBride reported that this is a project to remove sediment from an off-stream pond. There is an emergency spillway and controlled outlet that connects the pond to the stream, however methods for the project are such that Brad Liermann, MT FWP recommends that a 310 Permit is not required. Tim Hall noted the District has been to the site before for another project. Ron Pierce was on the call and reported that the pond was built in the 1940's and sediment was previously removed 30 years ago from the west side of the pond. The current plan is to draw down the pond and leave about 8-feet of water depth so that fish would be unaffected while work is conducted. A dump truck would be used to move fine sediment to a stockpile area while coarse sediment would be used to add features to the pond. The pond needs to remain wildlife friendly. There will be no effects on riparian vegetation and the stockpiles would be seeded with native seed mix. All work would occur away from the creek.

Art Pencek moved to make Application No. MS-13-20 a project under the 310 Law and to approve the project as proposed. Paul Parson seconded the motion. All in favor, motion carried – unanimous.

310 Complaints

CM-05-19 – Ed Brewer – Camas Creek – Undersized Culvert
Geocode: 04-2204-31-1-01-08-0000

McBride reported that she had contact with Mr. Brewer in March and informed him the April meeting was cancelled. He said that he understood and stated he would submit a 310 application. McBride will contact him again as no application has been received.

CM-01-20 – Al Zepeda – Lolo Creek – Vegetation/Debris Removal
Geocode: 04-2092-33-4-01-05-0000

McBride reported that this was an anonymous complaint forwarded to the District. She'd spoken with Zepeda about the 310 Law and what work requires an application prior to receiving the complaint. McBride conducted a site visit on March 11, 2020, and she showed images of equipment use and work on the property including some segments that were very close to Lolo Creek including remove debris and constructing a UTV trail. She'd instructed Zepeda to stop working within a 50-foot area of the creek until the Board had an opportunity to view his project. She encouraged Zepeda to submit an application for the work he wanted to do. Zepeda had submitted an application and to McBride's knowledge he stopped work. The Board discussed that this work was conducted without a permit and took place after McBride had

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provided Zepeda prior consultation on when a 310 permit is required for work along a streambank or within a riparian zone.

Art Pencek moved to make Complaint No. CM-01-20 a violation of the 310 Law and require that all work be ceased immediately and a fine of \$500.00 (five hundred dollars) be paid. Paul Parson seconded the motion. All in favor, motion carried – unanimous.

A site visit will be conducted to discuss remedies to the violation.

Existing Violations

CM-04-19 (Re: MS-01-20) – Fred Mills – Clark Fork River – Work on bank – Stair Removal
Geocode: 04-2323-07-1-02-12-0000

McBride reported this complaint will remain tabled pending completion of removal of the stairs and concrete footings. A deadline for removal was April 30, 2020 and staff will contact Mr. Mills for an update on the progress.

CM-06-19 – Betty Miller – Rattlesnake Creek – Vegetation Removal
Geocode: 04-2200-11-3-06-01-0000

McBride reported she spoke with Miller by phone on March 9, 2020 and Miller stated she would submit a 310 Application with a proposal to remove the felled trees from Rattlesnake Creek. No update has been received since the March 9, 2020 contact, and staff will follow up with Miller.

CM-08-19 (MS-04-20) – James Schlinger – Barber Creek – Excavation on Creek and Banks
Geocode: 04-2992-19-1-01-11-0000

See MS-04-20 (Re: CM-08-19) under 310 Permit Applications for more discussion.

310 Inquiries & Issues - Nothing to report

Reports

County Attorney – County Attorney John Hart reviewed portions of the 310 Law including the definition of a project and the legal statutory framework under the law.

Montana FWP – Ladd Knotek, FWP, was absent – no report was provided.

Bitter Root RC&D – Maclay stated that there is nothing new to report.

District Committees – An Equipment Committee meeting was held on April 28, 2020 to review in-house rental procedures and new, updated rental documents and guides. Vogt reported that the agreement, checklists, and financial protocol have been reviewed by the County Attorney. No-till drill rentals from the office began on May 6th with a total of five rentals booked through the month of May. Five reservations had to be cancelled due to the inability to rent the drill from the office in April and/or by prospective renters finding alternative means of conducting their seeding this year, mainly by broadcasting.

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Missoula CD Employees – McBride reported that written employee reports were provided in the Supervisors packets.

Barb Kreis - Administrative Assistant - March 9, 2020 – May 11, 2020

Office Operations: Received and sorted agency mail daily and followed up on District business correspondence. Attended March 9, 2020 District meeting, took notes and setup conference room. Drafted March meeting minutes. Drafted agenda for May 11, 2020 meeting and posted February meeting minutes to District website. Added deadline dates to website calendar and posted Agenda. Entered tasks on Glip as needed. Continued updating Office Operations document. Printed out and created binder of No Till Drill paperwork for Vogt.

Stream Permit Processing: Completed and sent out decision letters to applicants from the March 9, 2020 meeting. Updated PowerPoint presentation for May 11, 2020 virtual meeting. Added May 11, 2020 agenda to website. Updated 310 Spreadsheet with new 310 applications. Scanned March 9, 2020 attendance sheet and downloaded to shared drive. Created files for 2 new 310 applications. Emailed various documents to McBride and Vogt as needed. Created site inspection schedule, emailed and called applicants and created folders of schedule and applications for staff, Knotek and Supervisor.

Bookkeeping, Accounting, Reporting, and Recordkeeping: Emailed March claims form to Jacque Harris. Prepared Profit/Loss and Balance reports for May 11, 2020 meeting. Entered March claims into QuickBooks. Reconciled April bank statements. Reconciled DA Davidson April statement. Completed Supervisor's reimbursement claims form thru May 8, 2020. Completed bills claims form for May 11, 2020 meeting. Worked with Greenwalt to transfer money from checking account to Petty Checking account in QuickBooks. Deposited check at First Interstate Bank for transfer from checking to petty checking.

Bryan Vogt - Program Specialist - March 10, 2020 – May 11, 2020

Program Assistance: Attended and took notes at the March 9, 2020 Board meeting. Due to COVID-19 measures, obtained computer and work files from office and set up temporary, remote workstation at home. Reviewed grant applications/funding requests received from The Flagship Program, MUD, Missoula Co. Weed District, and Lolo Watershed Group. As part of efforts to provide technical assistance to a Harpers Bridge Road area landowner, researched DNRC funding/financial assistance programs, including the Irrigation Development Grants, Private Grants, Private Loans, and Emergency Grants. Participated in the following training webinars: DRNC Grant Writing Workshop, NACD Pollinator Research, NRCS Working Lands for Wildlife Programs, and Rangeland Analysis/Monitoring via Remote Sensing Technology. Reviewed a 310 Permit Application forwarded by McBride for cross-training purposes. Participated in staff meetings via Zoom to assess using this platform for future District business. Assisted in editing of the March 9, 2020 meeting minutes.

Technical Assignments: Developed and distributed a survey to the 2019 no-till drill renters requesting information on their use of the drill and feedback to improve the no-till drill rental program. Drafted new and updated no-till drill rental documents, guides, and in-house procedures. Researched the adequacy of current insurance coverage on the no-till drill and what coverages should be required of drill renters. Requested legal review of new drill rental documents and procedures from J. Hart. Reviewed the online drill tutorial videos for suggested updates/edits and began working with BSWC member to see to these changes. Participated in April 28th Equipment Committee meeting via Zoom to review in-house procedures and rental documents. Purchased and picked up toolbox and tools necessary to provide with drill rentals (i.e., grease gun). Took and managed no-till drill reservations, answered customer questions regarding the drill rental program, and began conducting rentals directly from Missoula CD office. Inquire with Mineral CD regarding the woodchipper they have listed for sale.

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Communication and Outreach: With McBride, participated in Missoula Valley Land Managers meeting at Co. Weed District office on March 10th. Submitted registration forms and fees for the local Envirothon teams. Corresponded regarding the subsequent cancelation of Envirothon and the handling of refunds from MT Envirothon for registration fee and the grant funding issued to the MCPS Envirothon teams for lodging. Corresponded with multiple parties on the postponement and handling of matters regarding the planned showing of The Pollinators film on March 28th. Participated in on-going discussions with staff from Missoula Co. Weed District, MPG Ranch, and the National Wildlife Federation regarding partnering on a roadside pollinator habitat plot off of Highway 93 in between Lolo and Florence. Communication with H. Fleury of LCCD regarding availability of Area V Pollinator Seed mix and Missoula CD Pollinator Initiative stickers through their statewide grant. Corresponded with partners and the public on variety of funding and grant sponsorship requests, including Seeley Lake Sewer District (HB223 resubmittal sponsorship); The Flagship Program (Missoula CD Education Mini-Grant award and DNRC Education Mini-Grant sponsorship); Clearwater Resource Council (partnering/sponsorship of future projects in their area); Harpers Bridge Road area landowner (different possibilities for funding irrigation lateral mainline replacement); MUD (Missoula CD Education mini-grant request); Lolo Watershed Group (DNRC RRGL sponsorship). Updated the Missoula CD website with COVID-19 measures and evolving status of posted events on the Opportunities page. Drafted and published an updated Equipment Rental page on the District website. Worked with B. Kreis to begin researching social media protocols for public entities, along with researching different newsletter formats to use in anticipation of developing a spring/summer Missoula CD newsletter. Reviewed older District DVD educational materials for relevance in continuing to provide them to the public. Provided technical assistance to landowners on a variety of questions related to seeding recommendations and use of the no-till drill.

Jen McBride – Resource Conservationist – March 10, 2020 – May 11, 2020

Office Administration: Met with Kreis and Vogt weekly to review tasks, deadlines, questions, and concerns. Reviewed Minutes for the March 09, 2020 Conservation District Meeting and edited as needed. Submitted time to county bi-weekly and entered Labor Distribution Reports and March month end report into QuickBooks. Reviewed claims prior to the May 11, 2020 District meeting. Responded to Missoula City-County Health Department directives regarding COVID-19. Retrieved files and set up home office. Corresponded with Kreis and Vogt regarding a transition to work from home and corresponded with Lemke regarding NRCS operations, office closures, and meeting postponement or cancellations. Worked to address issues with computer function and access to network drives (personal and shared) on NRCS system. Worked to begin labeling and cleaning up e-mail files. Submitted timesheets and time upload sheet to the county. Made appointment to renew Linc Pass. Reviewed documents/letters that Vogt or Kreis drafted as needed. Corresponded with Board Officers and County Attorney representative as needed and in response to stay-at-home orders, office closure and April Meeting cancellation.

310 Law Administration: Reviewed and edited 310-law related correspondence following the March 09, 2020 District Meeting. Corresponded and assisted individuals regarding 310 projects, complaints, issues or inquiries including locations on Lolo Creek, Grant Creek, Boles Creek, O’Keefe Creek, Gilbert Creek, Rattlesnake Creek, the Swan River, the Clearwater River, the Bitterroot River, and the Clark Fork River. Completed site visits on the Clark Fork River. Contacted individuals regarding cancellation of the April meeting and how that might impact 310 Permit business – addressed potential for virtual May meeting. Helped to organize and attend 310 site inspections on May 06, 2020. Sorted and reviewed images for PowerPoint and notes for the May meeting. Corresponded with other agencies regarding 310 projects, inquiries, issues, flooding, and complaints as needed. Minimal work to review where we left off with Salesforce and move forward with lists and guidance contractor needs to complete the project.

Program Management: Correspondence with Ninemile landowners regarding TIP's and forwarded to Lemke. Forwarded a few other callers to NRCS and followed up with several individuals inquiring about DNRC sponsorship and Riparian Mini Grants, referred some to Vogt for further discussion. Attended Missoula Valley Land Managers meeting hosted by Missoula County Weed District, corresponded with Lemke as needed regarding postponed meetings. Discussions with Vogt on postponing pollinator film viewing. Hosted Zoom meeting with Vogt and Equipment Committee regarding in-house drill operations. Coordinated with Vogt regarding review and responses to grant requests. Reviewed no-till drill documents and provided feedback as needed, requested county attorney review of contracts and payment methods. Wrote and send a final letter to board members of Grass Valley French Ditch Company regarding denial of its request to reinstate the cancelled DNRC RRGL Grant. Directed inquiries on available grant programs for conservation assistance.

Other Reports – Nothing to report.

New Business

Correspondence – McBride reported on a message from Todd Klietz, Floodplain Administrator, regarding a proposed subdivision at Clements and that comments were requested. There are several documents to review which will be forwarded to the Board. The planning documents show greenways and revegetated areas. The neighborhood would like to see a natural stream.

Other New Business – Tim Hall reported that Rob Roberts of Trout Unlimited inquired if the Board would be interested in having a link on the Missoula Conservation District website to a camera located at the Rattlesnake Creek Dam where the public could watch the dam removal and restoration project.

Old Business

2020 Missoula CD Dues –. Tim Hall stated there was discussion regarding the dues at the March 9, 2020 meeting, and it has not been approved yet. The Board determined this should be tabled for further discussion.

Grant Programs

District Programs

MT Natural Resources Youth Camp Sponsorship Request – No inquires have been received from interested participants and there have been no updates on whether the camp scheduled for July 12-17, 2020 will still be held.

MUD Project's Pollinator Garden and Workshop Sponsorship Request – MUD is seeking \$500 in sponsorship for an educational event, signage, and planting of native species to support beehives on their property. The written request along with answers to staff's follow-up questions was forwarded to the Grants Committee. Staff have reviewed MUD's request and found it meets current criteria for a Missoula CD Education Mini-Grant.

Art Pencek moved to sponsor the MUD Project request for a \$500.00 Missoula Conservation District Education Mini-Grant. Paul Parson seconded the motion. All in favor, motion carried – unanimous

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Montana Biological Weed Control Project Sponsorship Request – A written request was received from the Biological Weed Control Project (in partnership with Missoula Co. Weed District) and it was forwarded to the Grants Committee. The request was for whatever amount the CD can contribute. Previous CD support has been for \$500.00. It was stressed their fundraising goals have increased due to denial of a previously obtained grant.

Art Pencek moved to approve the Montana Biological Weed Control Project Sponsorship for \$500.00. Travis Greenwalt seconded the motion. All in favor, motion carried – unanimous.

Other - None

DNRC Sponsored

Lolo Watershed Group (LWG) – RRGL Grant Sponsorship Request – An inquiry was received from Kascie Herron asking if the CD would be interested in sponsoring a DNRC RRGL proposal to help fund its implementation. The RRGL deadline has been extended to June 1, 2020 but the timing of the request would have allowed less than one week for staff or Supervisors to review a full proposal for sponsorship. Following additional correspondence with staff, the LWG Board Chair, Travis Ross, wrote and stated they would withdraw the request.

Seeley Sewer District – 223 Grant Sponsorship Request – In correspondence with Jean Curtiss, she does plan on providing an updated HB223 proposal to be considered for the July funding cycle. However, no proposal has been received to date.

Other DNRC Sponsored – There was an inquiry by James Quigley on options to financially assist with the replacement of an irrigation lateral pipeline off the Frenchtown Irrigation Ditch that needs repair. Staff suggested a DNRC Irrigation Development Grant which Mr. Quigley could apply for directly. As that program does not have an open funding cycle, he inquired about CD sponsorship for a DNRC Emergency Grant but has not submitted a formal letter.

MSU Extension/Weed District Collaboration – Nothing to report.

Equipment Program – See under District Committee Reports, page 6

Other Old Business – The pollinator film showing scheduled for March 28th was postponed. Staff are participating in ongoing conversations with partners on developing a roadside pollinator habitat plot project along Highway 93 in between Lolo and Florence. Staff will begin mailing our remaining pollinator seed packets to individuals who contact the office and request it.

Payment of Bills

McBride reported that due to the April meeting being cancelled she consulted with the Board Chair and Treasurer to assure that regular bills were paid. The Board agreed that Tim Hall, Travis Greenwalt, Paul Parson and Libby Maclay would send emails confirming payment of bills for this month.

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

Debits:

04/28/20	Zoom – Standard Pro Monthly Subscription	\$ 12.74
04/27/20	Home Depot – Master Lock padlock	\$ 19.98
04/27/20	Home Depot – Lock kit, WD-40, Toolbox	\$ 73.45
04/27/20	Home Depot – Chock/Lock-pair	\$ 33.42
04/23/20	NAPA Auto Parts	\$ 45.54
03/09/20	Fiesta En Jalisco – March business meal	\$ 186.02
03/09/20	Albertsons – Meeting refreshments	\$ 21.98
	TOTAL	\$ 393.13

Checks:

03/10/20	Check # 1513 – Flagship Program – MCD Education Mini-Grant	\$ 500.00
03/10/20	Check # 1512 – Msla Co Weed District – 2019 Msla Co Landowner Grant	\$ 3,620.00
03/10/20	Check # 1511 – Big Sky Envirothon – 2020 Lodging	\$ 1,922.80
	TOTAL	\$ 6,042.80

Warrants:

Ck # 2710	Verizon – District Cell Phones	\$ 107.26
Ck # 2712	Charter Communications	\$ 99.99
Ck # 2711	SWCDM – Bridger Plant Materials Center Donation	\$ 35.00
	TOTAL	\$ 242.25

Warrants:

Ck # 2713	Tim Hall - January – May 2020 Supervisor Reimbursement	\$ 751.75
Ck # 2714	Libby Maclay – January – May 2020 Supervisor Reimbursement	\$ 51.75
Ck # 2715	Travis Greenwalt – January – May 2020 Supervisor Reimbursement	\$ 357.78
Ck # 2716	Paul Parson – January – May 2020 Supervisor Reimbursement	\$ 4.60
Ck # 2717	Art Pencek – January – May 2020 Supervisor Reimbursement	\$ 227.60
Ck # 2719	Bob Schroeder – January – May 2020 Supervisor Reimbursement	\$ 771.08
Ck # 2720	Sidney Wills – January – May 2020 Supervisor Reimbursement	\$ 59.80
Ck # 2721	Bart Morris – January – May 2020 Supervisor Reimbursement	\$ 112.95
Ck # 2722	Josh Schroeder – January – May 2020 Supervisor Reimbursement	\$ 16.10
	TOTAL	\$ 2,353.40

Adjournment

Tim Hall moved to adjourn the meeting at 10:28 pm. Paul Parson seconded. All in favor, motion carried — unanimous.

Minutes
 Missoula Conservation District
 May 11, 2020

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	15	-	-
Libby Maclay	15	-	-
Travis Greenwalt	15	-	-
Paul Parson	15	-	-
Art Pencek	15	-	-
Bob Schroeder (Attended from 7:00 - 8:30 pm)	4	-	-
Sidney Wills - Absent	-	-	-

The next Missoula Conservation District meeting is scheduled for **Monday, June 8, 2020** at 7:00 p.m.
 Meeting location to be determined.

APPROVED