

Minutes
Missoula Conservation District
July 13, 2020

Missoula Conservation District – July 13, 2020 at 7:00 pm
Alternate Meeting Location – Virtual/Phone

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

Additional Attendees: John Hart, Senior Deputy County Attorney; Travis Lemke, NRCS Supervisory District Conservationist; Ladd Knotek, MT FWP; Patrick Uthe, MT FWP; Pat Saffel, MT FWP, Region 2 Fisheries Manager; Mary Price, CSKT Legal Department Scientist; Sharon Parks-Banda, Veterans Casework Liaison, U.S. Senator Steve Daines Office; Jack Curren, Staff Assistant, U.S. Senator Daines Office; Ron Pierce (APO-01-20); Manny Nuno (MS-17-20); Josiah Denham (MS-17-20); Jed Whiteley (MS-16-20)

Absent: Bob Schroeder, Supervisor; Josh Schroeder, Associate Supervisor

Call Meeting to Order – 7:05 pm by Tim Hall. Hall provided reminders due to COVID 19. Hall noted that the virtual meeting was held to comply with local guidance pertaining to social distancing and provided guidance to the Board on how to vote while meeting virtually. Hall further requested that participants please mute/unmute themselves as needed, introduce themselves before speaking, and note if they are participating for a specific item on the agenda. Form 273, 310 Permit - Conservation District's Decision, would need to be electronically signed on behalf of the Board, per advisement from John Hart, Senior Deputy County Attorney.

Tim Hall moved to authorize the modification of normal procedures to allow for electronic signatures on Form 273 for the July 13, 2020 District Meeting. Art Pencek seconded the motion. All in favor, motion carried - unanimous.

Minutes – Art Pencek moved to approve the June 8, 2020 Minutes as presented. Travis Greenwalt seconded the motion. All in favor, motion carried—unanimous.

Treasurer's Report – Travis Greenwalt reported \$22,516.59 in the District checking account.

Public Comment – No public comment

NRCS Report – Travis Lemke, NRCS Supervisory District Conservationist, reported that USDA Undersecretary Northey visited the Missoula office yesterday and toured WAM projects with partners. Lemke also provided a written report: John Bowe, Travis Lemke and Klem Krasaitis have been working on contract development for the 12 pre-approved applications for EQIP funding through the Wildfire Adapted Missoula (WAM-fuels mitigation) funding pool. In addition, the Missoula Field Office recently received one pre-approval for a high tunnel (EQIP) in Missoula County as well. The Missoula USDA Service Center is currently in Phase 2 of re-opening– meaning we are open (maintaining social distancing with limited staff) but are not accepting visitors without an appointment (a health screen is required for all visitors and staff before entering the building). Majority of staff are/have been teleworking from home since late March. Towards the end of June, USDA Service Centers in Montana were starting to see counties move from Phase 2 to Phase 3 of re-opening. The big changes between Phase 2 and Phase 3 are:

1. Operational optimization with up 100% of employees returning to work onsite. This includes partners and contract employees.
2. At risk employees must provide medical documentation to determine telework status.
3. Common areas and break areas may reopen.

The Mission Area Farm Production and Conservation (FPAC) is currently working on reasonable accommodation guidance for high risk employees and employees living with or providing care to high risk individuals. Phase 3 still does not permit Conservation District Meetings to be held in our offices but as we move beyond Phase 3, those possibilities will exist, but according to Tom Watson, NRCS State Conservationist, we are still waiting on guidance for this.

The table below summarizes phase 3.

Phasing Criteria

Issue	Phase Three
Telework	As required
People in Office	Up to 100% of employees with appropriate cleaning and hygiene practices
At Risk Employees	Telework may be maintained for employees who have provided medical documentation demonstrating they are at higher risk for COVID-19
Travel	Mission essential, time sensitive travel only
Visitors	By appointment only
Common Areas	Open with physical distancing
Office Cleaning	Regular cleaning schedule, with spot cleaning of frequent touched surfaces
Masks	Must be available to all employees. Wear is required for face to face interaction with customers and other employees

MT FW&P, CSKT AND DNRC – CSKT Water Compact and Milltown Water Right

Pat Saffel, MT FWP Region 2 Fisheries Manager, and Mary Price, CSKT Legal Department Scientist, provided a background on the Milltown Water Right and how it relates the CSKT Water Compact. A one-page document describing the Milltown Water Right was provided to the Board. Saffel provided additional information on the history and current status of the Milltown Water Right, which has a priority date of December 11, 1904. FWP owns the water right, and it is anticipated that CSKT will co-own the water right in the future. Enforcement of the water right will not occur until April 24, 2025. Price reported that FWP and CSKT are working together to advance conversations in the Upper Clark Fork and Blackfoot River Basins in an effort to build relationships, share information, and explore options to manage the Milltown

Water Right in a way that can meet instream flow targets and reduce impacts to existing water uses. The District is not being asked to have a position either the Compact or Milltown Water Right; Saffel and Price wanted to provide the Board with this information and possibly ask that the District provide accurate information to the public.

310 Permit Applications

MS-07-20 (Re: CM-01-20, Violation) – Al Zepeda, c/o James Sage, Missoula Engineering – Lolo Creek – Debris Removal and UTV Trail
Geocode: 04-2092-33-4-01-05-0000

Vogt reported that Application MS-07-20 was reviewed last month and a site inspection was requested. Application MS-07-20 is for debris removal and construction of a UTV trail that was submitted in response to Complaint No. CM-01-20, which was ultimately deemed to be a violation at the May 11, 2020 Board meeting. A site inspection was conducted on July 8, 2020 with Travis Greenwalt and Ladd Knotek attending and both submitting team member reports recommending denial of the application due to the trail's location within the 30-50' buffer zone on Lolo Creek. Al Zepeda and James Sage were also present for the site inspection as was Todd Kleitz, Missoula County Floodplain Administrator. At the site inspection, Zepeda and Sage requested the Board table any action on the application until next month so they can submit modified plans. The Board discussed the riparian buffer area, the condition of that area, and possible impacts from the trail. The Board also discussed modifications such as revegetation of the disturbed areas, reclamation of the riparian area in the location of the existing 2-track road, and relocation of the trail outside of Missoula Conservation District jurisdiction and the immediate stream corridor.

Tim Hall moved to postpone action on Application MS-07-20 for 30-days to allow Zepeda to submit proposed modifications to the plan. Travis Greenwalt seconded the motion. All in favor, motion carried - unanimous.

MS-14-20 (Re: MS-14-19, Expired Permit) – Marie Ann Zens Kimerly – Lolo Creek – Bank Stabilization
Geocode: 04-2091-33-3-01-04-0000

Vogt reported that the Board reviewed this application last month and requested a site inspection. MS-14-20 is a resubmission of last year's approved Application No. MS-14-19 (the deadline to conduct the work was not met and the permit had expired). The work proposed is therefore identical to what was included under MS-14-19. A site inspection was conducted on July 8, 2020 with Travis Greenwalt and Ladd Knotek attending. Todd Kleitz, Missoula County Floodplain Administrator, also participated in the site inspection and verified that a floodplain permit has not been issued for any proposed projects at this location. Greenwalt's team member report recommended denial of the application and suggested that the bridge be relocated. Both Greenwalt's and Knotek's team member reports noted the number of times the District has been to this site to offer advice on a long-term solution. The Board expressed concern that the landowner has repeatedly proposed redundant and temporary measures to address the bank erosion issue that are no longer the most suitable for addressing the long-term bank erosion issue at this site and noted the lack of action taken under Permit No. MS-14-19. It was recommended the Kimerly contact the Lolo Watershed Group and/or a private consultant to help assist with her plans for ensuring a long-term, stable stream crossing to access her property and any other bank stabilization measures.

Art Pencek moved to deny Application No. MS-14-20 for work to stabilize a scoured area upstream of the bridge due to lack of a suitable, long-term solution to the bank erosion issue. Paul Parson seconded the

motion. All in favor, motion carried - unanimous.

Additional discussion took place regarding both team member reports having noted the addition of concrete blocks into the creek as a partial bank stabilization measure. The placement of the concrete blocks had also been discussed at the June 8, 2020 after being noted by McBride during a site visit conducted on June 4, 2020.

Tim Hall moved that the placement of concrete blocks is worthy of complaint to be considered at the August 10, 2020 District meeting. Art Pencek seconded the motion. All in favor, motion carried - unanimous. Staff were directed to issue a complaint letter to the landowner and research what is required to file an official complaint with the Missoula County Floodplain Administrator.

MS-16-20 – Clark Fork Coalition, Jed Whiteley obo Gayland and Patti Enockson – Lolo Creek – Fish Screen
Geocode: 04-1975-06-1-02-04-0000

Vogt reported this is an application from the Clark Fork Coalition to construct a 35-cfs fish screen near the head of the Lolo-Maclay Ditch for the purpose of preventing fish from entering and becoming entrained in the ditch. A site inspection was not conducted as Ladd Knotek and Bob Schroeder have been to the site before and both felt an inspection was not necessary. Jed Whiteley with the Clark Fork Coalition reviewed the project designs and purpose of the project noting he has also been working closely with Todd Kletz and the US Army Corps of Engineers. The screen and bypass are professionally designed and similar screens have been implanted at other sites in Montana. Nearly all the proposed work will take place within the footprint of the existing ditch, and the only the portion involving the stream within Conservation District jurisdiction is the portion of the fish return pipe returning fish into Lolo Creek.

Tim Hall moved to make Application No. MS-16-20 a project under the 310 Law and to approve the project as proposed incorporating Ladd Knotek's note that the project has been a priority for fisheries for more than 15 years as the diversion entrains and kills thousands of trout per year and severely limits recruitment in lower Lolo Creek and the Bitterroot River. Paul Parson seconded the motion. Libby Maclay abstained. All others voted in favor, motion carried.

MS-17-20 – Westslope Forest Management, Josiah Denham obo Bill & Shirley Morrison on USFS property – North Fork Cottonwood Creek – Bridge Replacement
Geocode: 04-2541-12-1-01-01-0000

Vogt reported that Application No. MS-17-20 is located on Forest Service property and involves replacement of a bridge across North Fork Cottonwood Creek that is the only access Bill and Shirley Morrison have to their property. The 2017 Rice Ridge Fire took out the existing bridge leaving only the abutments and some charred timbers within the creek. Vogt presented photos of the proposed project location taken during the July 8, 2020 site inspection with Travis Greenwalt and Patrick Uthe attending. Josiah Denham with Westslope Forest Management and the Morrison's were also in attendance at the site inspection.

Manny Nuno of DCI Engineering reviewed the design plans and stated the new bridge would span the creek without significant alteration of the existing banks. He clarified that the new abutments would be wider than the existing abutments, which will be removed, and that the existing oversized rock within the channel would be left in place to avoid additional disturbance. The roadway going into and out of the

proposed bridge would be elevated with structural fill so that the bottom of the proposed bridge has a freeboard of 2 feet above the water surface elevation of a 100-year flood event as determined by HEC-RAS analysis. Denham indicated he did not have anything additional to add.

Greenwalt and Uthe reviewed their team member reports. Uthe noted that North Fork Cottonwood Creek still has bull trout in it and recommended a construction window of July 15 - August 31 to minimize impacts to fish. Vogt noted that the Application did not contain a landowner signature but that an email had been received today from C. Quinn Carver, District Ranger, Seeley Lake Ranger District, which included, "I give approval for the project pending our approval of the final engineering bridge design... I would encourage the Conservation District to approve moving forward."

Paul Parson moved to make Application No. MS-17-20 a project under the 310 Law and to approve the project with modifications incorporating team member reports. Art Pencek seconded the motion. All in favor, motion carried – unanimous.

- Complete all In-Stream work between the window of July 15 – August 31, 2020.
- Remove old bridge logs from the channel, but leave natural woody debris (can move downstream of work area)
- Install silt fence during construction or leave existing abutments in place while excavating behind them.
- Minimize disturbance to existing vegetation.
- Reseed/revegetate any disturbed areas and exposed rip rap after installation on the sides of the bridge.
- In accordance with landowner approval of Application No. MS-17-20, no work shall begin until the USFS has approved the final design plans; should plans significantly change (i.e. dimensions, materials, freeboard, approaches) then you must request a modification under this permit. Otherwise, please submit a copy of the final plans to our office for our records.

APO-01-20 (Re: MS-29-18, Completed Channel Construction) – Scott Tucker, Valley of the Moon LLC
– Gilbert Creek – Removal of gravel from stream
Geocode: 04-1978-27-1-01-01-0000

Vogt reported this application requests approval of an annual plan of operation (APO) to remove aggraded sediment from a segment of the Gilbert Creek channel that is part of a previously completed channel restoration project. Vogt showed photos of the channel immediately following the completed restoration project as compared to those in this application showing them aggraded with gravels following a high flow event in spring 2020. Ron Pierce with Fish Tale Restoration stated they would like to remove approximately 5-7 yards of aggraded gravel from up to 5 pools to restore proper channel capacity. The removed gravel will be used on the ranch roads. He stated if the proper channel capacity is not maintained, flooding of the adjacent pond will occur and create management problems. Pierce does not see inputs of gravel from further upstream to be a continual issue and therefore the application is being requested as a maintenance project.

McBride stated she had seen this site before and further stated that Brad Liermann has also been to the site multiple times, did not request a site inspection, and supports this being handled as a maintenance permit for up to 10 years. Discussion followed that it is not ideal to remove sediment from stream channels and an

ideal design would be to incorporate sediment transport. The Board noted that it is unusual to issue a maintenance permit for such work. Expectations are that the newly constructed channel will stabilize over time.

Art Pencek moved to make Application No. APO-01-20 a project under the 310 Law and to approve the project as proposed. Travis Greenwalt seconded the motion. All in favor, motion carried – unanimous.

- Notify the Conservation District Office each time work under APO-01-20 begins and is completed.
- Ensure that removed material is transported off site and not left in the riparian area or floodplain.

310 Complaints

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

Vogt reported that Complaint No. CM-05-19 has been on the agenda for a long time. McBride reported that Brewer had stated he would submit a 310 application, but no application has been received.

Tim Hall moved to remove Complaint CM-05-19 from the agenda since no action is needed to remedy the Complaint. Art Pencek seconded the motion. All in favor, motion carried - unanimous.

CM-02-20 (Re: CM-08-19, Violation & MS-04-20, Denied) – James Schlinger – Barber Creek –
Excavation on Creek and Banks
Geocode: 04-2992-19-1-01-11-0000

Vogt reviewed this complaint and showed images from the June 3, 2020 site inspection for Application No. MS-04-20 (Denied). Application MS-04-20 was submitted as a requirement to remedy Complaint CM-08-19, but was denied at the June 8, 2020 Board meeting due to inadequate plans depicting the proposed work. The discovery of additional road and bridge construction during the June 3, 2020 site inspection for MS-04-20 (Denied) led to the Board issuing Complaint CM-02-20 at the June 8, 2020 meeting.

The Board discussed the bridge and road work conducted along Barber Creek and expressed concern that Schlinger was aware of the 310 Law and did not further inquire about a permit prior to conducting this work. The Board further discussed the multiple instances Schlinger was made aware of the 310 Law and the need to submit a 310 Application prior to conducting any work. The additional road and bridge construction work appears to be an obvious violation of the 310 Law.

Tim Hall moved that Complaint No. CM-02-20 is a violation of the 310 Law as work that could impact the creek was conducted without a permit and a fine of \$500.00 (five hundred dollars) be paid. The Board requires a 310 Application to address any work planned to resolve 310 Violations Nos. CM-08-19 & CM-02-20. Art Pencek seconded the motion. All in favor, motion carried – unanimous.

The Board directed staff to provide a timeline of all events related to Violations CM-08-19 and CM-02-20 be included in the letter sent to Schlinger.

TIMELINE

11/25/19 – Missoula Conservation District (CD) receives Official Complaint filed by Allen Branine, DNRC Swan Fire Management Officer, for excavation work and impacts to Barber Creek including overturning sediment and removing willow vegetation.

11/25/19 – Missoula CD Resource Conservationist observes work on Schlinger’s property along Barber Creek from Highway 83.

11/27/19 – Complaint letter sent to Schlinger from CD regarding Complaint No. CM-08-19

12/05/19 – Site inspection occurs related to Complaint No. CM-08-19

12/09/19 – Board deems CM-08-19 a violation of 310 Law at monthly District meeting

12/16/19 – Violation letter sent to Schlingers regarding Violation No. CM-08-19 for excavation work, including the requirement of a 310 permit application for work to reclaim and revegetate the disturbed areas

01-27-20 – 310 Application No. MS-04-20 received from James Schlinger for a stream crossing (described as ford in application), removal of grasses and willows, and the replanting of pasture grass and cottonwood trees

02/10/20 – Board considers Application No. MS-04-20 at monthly meeting and tables action on the application until a site inspection can occur, date to be determined once the snow is off the site.

02/13/20 – Letter to Schlinger: Application No. MS-04-20 is tabled pending a site inspection

06/03/20 – Site inspection occurs related to Application No. MS-04-20

06/08/20 – Board denies Application No. MS-04-20 and additionally issues Complaint No. CM-02-20 pertaining to new road and bridge construction.

06/15/20 – Complaint letter sent to Schlinger regarding Complaint CM-02-20

07/08/20 – Letter denying Application No. MS-04-20 sent to Schlinger

07/13/20 - Board deems CM-02-20 a violation of 310 Law and issues a fine of \$500.

Existing Violations

CM-04-19 (Re: MS-01-20, Expired Permit) – Fred Mills – Clark Fork River – Work on Bank – Stairs
Geocode: 04-2323-07-1-02-12-0000

Vogt reported that the office had not heard back from Mills regarding the request by staff that he submit a new 310 Application by July 6, 2020 for removal of the stairs. Permit No. MS-01-20 expired on April 30, 2020. Due to the ongoing COVID-19 health crisis, the Board had granted him until September 1, 2020 to remove the stairs pending the approval of a new 310 Application. A new application would need be received and approved at the August 10, 2020 meeting for Mills to meet the September 1, 2020 deadline to remove the stairs

The Board directed staff to contact Mills and inform him a 310 Application needs to be submitted prior to the August 10, 2020 meeting for removal of the stairs prior to September 1, 2020 deadline.

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

Vogt reported that Miller had previously inquired if the Board would reconsider their January 13, 2020 decision and allow for the felled trees to remain in the creek as they have not appeared to cause any issues during high water this year. The Board decided at the June 8, 2020 meeting to only consider Miller’s request

Minutes
Missoula Conservation District
July 13, 2020

to leave the two felled trees in Rattlesnake Creek if she submits a formal letter explaining the reason for her request. No formal letter from Miller has been received to date.

The Board directed staff to follow up with Miller regarding the need for the District to receive a formal letter explaining her request.

CM-08-19, Violation (Re: CM-02-20, Violation & MS-04-20, Denied) – James Schlinger – Barber Creek – Excavation on Creek and Banks
Geocode: 04-2992-19-1-01-11-0000

See CM-02-20, Violation (Re: CM-08-19, Violation & MS-04-20, Denied) under Complaints for more discussion.

CM-01-20, Violation (Re: MS-07-20) – Al Zepeda – Lolo Creek – Vegetation/Debris Removal
Geocode: 04-2092-33-4-01-05-0000

See MS-07-20, Tabled (Re: CM-01-20, Violation) – under 310 Permit Applications for more discussion.

310 Inquiries & Issues – Vogt reported on receiving a Notice of Emergency from Missoula Electric Cooperation (MEC) for work on Elk Creek near Condon. After review, it was determined this location was on CSKT owned land and not the jurisdiction of the Conservation District. Vogt also showed photos of a site visit he and McBride conducted on Lolo Creek where the landowner is concerned about bank erosion that is threatening their property. That landowner was provided information on the 310 Law and also advised to contact Missoula County Floodplains and USACE.

Reports

County Attorney – Hart reported on the June 16, 2020, *Stalowy v Flathead Conservation District* Montana Supreme Court decision. Hart feels that the decision emphasizes the need for conservation districts to have objective evidence on matters where their jurisdiction is brought into question. He also feels the ruling indicates that Montana courts are going to support conservation districts taking jurisdiction in cases where there may be somewhat conflicting evidence.

Montana FWP – Knotek thanked Jen McBride for her service and efforts to the Missoula Conservation District.

Bitterroot RC&D – Maclay reported the Bitterroot RC&D is working with the Ravalli County Tourism Business Improvement District (TBID) for better tourism information.

District Committees – McBride report that the Personnel Committee met on July 14, 2020 to review applications for the Resource Conservationist position and that interviews will take place the following week. The Budget Committee will meet soon to review the FY21 draft budget and the Grants Committee will meet soon to finalize details for an updated plan of operation for the District's Grant Program.

Planning Board Update – No report - Josh Schroeder absent.

Missoula CD Employees – McBride reported that written employee reports were provided in the Supervisors packets. Vogt accepted a temporary offer to assist with the staff transition period that includes increased responsibilities and hours through October 31, 2020.

Minutes
Missoula Conservation District
July 13, 2020

Barb Kreis - Administrative Assistant - June 09, 2020 – July 13, 2020

Office Operations: Received and sorted agency mail daily and followed up on District business correspondence. Attended June 8, 2020 virtual District meeting and took notes. Drafted June meeting minutes. Drafted agenda for July 13, 2020 meeting and posted May meeting minutes to District website. Added deadline dates to website calendar and posted Agenda.

Stream Permit Processing: Completed and sent out decision letters to applicants from the June 8, 2020 meeting. Updated PowerPoint presentation for July 13, 2020 virtual meeting. Added July 13, 2020 agenda to website. Updated 310 Spreadsheet with new 310 applications. Created files for 3 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 June claims form to Jacque Harris. Prepared Profit/Loss and Balance reports for July 13, 2020 meeting. Entered June claims into QuickBooks. Reconciled June bank statements. Reconciled DA Davidson June statement. Completed bills claims form for July 13, 2020 meeting. Updated Supervisors claims quarterly claim form.

Bryan Vogt - Program Specialist - June 9, 2020 – July 13, 2020

Program Assistance: Participated and took notes for the June 8, 2020 Board meeting held remotely via Zoom. Finished drafting updated Grants Program procedures for supervisor and committee review; participated in initial discussion of proposed Grant Program procedures changes with McBride. Reviewed and accepted offer from the Personnel Committee for temporary increase in work duties beginning June 29, 2020 to assist with the Resource Conservationist staff transition.

Office Administration (temporary assignment): Participated in training provided by McBride related to MCD office administration. Set up a QuickBooks account login and handled the May County Report reconciliation along with entering 3 labor distribution reports. Submitted PPD15 timesheets and the labor distribution summary to county payroll following McBride's review. With McBride's oversight and Kreis's assistance, reviewed monthly claims forms, prepared and finalized the meeting agenda, and set up a Zoom invitation for the July Board meeting.

310 Law Administration (temporary assignment): Reviewed and edited a 310-complaint letter following the June 8, 2020 Board meeting. Corresponded and assisted individuals regarding 310 project, complaints, inquiries or issues including locations on Lolo Creek, North Fork Cottonwood Creek, Gilbert Creek, Barber Creek, Ashby Creek, Elk Creek, and the Bitterroot River. Helped to organize the site inspection schedule. Attended site inspections on July 8, 2020. Corresponded with FWP and Floodplain regarding 310 applications and inquiries. Drafted the June 8, 2020 meeting minutes for McBride's review.

Technical Assignments: Work with McBride and Kreis on purchasing supplies and tools for the no-till drill rental program. Handled one inquiry call and one July reservation for the no-till drill. Participated in webinar trainings including a NACD training on Landowner Certification Programs and a NCAT Soil Health webinar.

Communication and Outreach: Drafted and submitted a letter of support to DNRC for Clinton Irrigation District's RRGL application to pipe portions of the Schoolhouse Lateral Ditch. Prepared and sent DNRC Education Mini-Grant award notification letter to Nicole Mitchell for The Flagship Program's Summer Outdoor Conservation Camp. Updated the District's website including events on the Opportunities Page and posting of the Resource Conservationist job announcement. With Tim Hall, participated in a meeting of the Missoula Co. Weed District to discuss the restructuring of their landowner grants program.

Jen McBride – Resource Conservationist – March 12, 2020 – June 8, 2020

Office Administration: Met with Kreis and Vogt weekly to review tasks, deadlines, questions, and concerns. Submitted letter of resignation (as I accepted a new position) and provided 6-weeks' notice

Minutes
Missoula Conservation District
July 13, 2020

to the Personnel Committee and Board to assist with planning and transition. Met with and worked with the Personnel Committee to discuss transition plan and posting of Resource Conservationist position. Reworked job announcement and description as directed by the Personnel Committee. Posted the position in various locations and encouraged partners to distribute widely. Coordinated with Kreis regarding applications and preparations for review. Worked on updating Salesforce and integrating Box with Salesforce account to help with file management for new staff person. Reviewed Minutes for the June 8, 2020 Conservation District Meeting. Submitted time to county bi-weekly and entered Labor Distribution Reports month end reports as needed into QuickBooks. Began working on Draft Budget. Trained Kreis and Vogt on time submission and QuickBooks entries. Reviewed claims prior to the July 13, 2020 District meeting. Checked in on the Missoula City-County Health Department directives regarding COVID-19. Stopped at office for files etc., as needed. Began some reorganizing of files in preparation for departure. Corresponded with Kreis and Vogt regularly regarding transition plan. Worked to address issues with computer access as LincPass appointment continues to be postponed due to COVID-19 closures. Reviewed documents/letters that Vogt or Kreis drafted as needed. Corresponded with Board Officers and County Attorney representative as needed.

310 Law Administration: Reviewed and edited 310-law related correspondence following the June 8, 2020 District Meeting. Corresponded and assisted individuals regarding 310 project, complaints, inquiries or issues including locations on Lolo Creek, North Fork Cottonwood Creek, Gilbert Creek, Barber Creek, Elk Creek, and the Bitterroot River. Worked with Kreis and Vogt to organize site inspections schedule. Attended site inspections on Lolo Creek on July 8, 2020. Corresponded with FWP and Floodplain regarding 310 applications and inquiries as needed. Worked with Bryan on cross-training for 310 processes. Sorted and reviewed images for PowerPoint and notes for the June meeting. Corresponded with other agencies regarding 310 projects, inquiries, issues, flooding, and complaints as needed. Worked to prioritize communications and cross-training prior to departure.

Program Management: Began preparing for transition and cross-training in any areas needed where Vogt had not already taken over. Discussed Equipment, Pollinator, and Grant Programs with Vogt as needed. Coordinated with Vogt regarding review and responses to various program requests. Directed inquiries on available grant programs for conservation assistance.

Other Reports – Hall stated it was Jen McBride’s last District meeting and thanked her for all her hard work over the past 5 years. Kreis also thanked McBride for being a great supervisor and for all the knowledge and support she has provided. Vogt added his appreciation for working with McBride. Multiple Board members expressed their appreciation for McBride’s work as Resource Conservationist.

New Business

Correspondence – Vogt reported on a notice from the Missoula County Board of County Commissioners requesting the Montana Department of Environmental Quality hold a public meeting on the proposed opencut mine at the Clark Fork Site (Number 3170)

Other New Business – Nothing to report

Old Business

Stakeholders

DNRC State Lands – Lease Sites – Tim Hall stated this issue will remain on the agenda for further

discussion of leased sites on Elbow Lake.

Lolo Watershed Group – Partnership – Hall reported that Travis Ross is the Chair of the Lolo Watershed Group and the District will attempt work in cooperation with LWG on any watershed issues.

MSU Extension/Weed District – Fairgrounds Building – Vogt reported that he and Tim Hall attended a Weed District meeting on June 24, 2020 regarding plans to change their Landowner Grant Program.

Programs

District Grant Programs

MT Natural Resources Youth Camp Sponsorship Request – Vogt reported the 2020 camp has been cancelled due to COVID-19.

Other District Grant Programs – Vogt reported on receiving correspondence from MUD regarding completion of their District Education Mini-Grant.

DNRC Grants

Seeley Sewer District – 223 Grant Sponsorship Request – Vogt reported that no additional correspondence or updated HB223 proposal has been received to date from Jean Curtiss. The Board stated that the proposed project will not be considered for future grant sponsorship support.

Other DNRC Grants – Vogt reported on receiving a 310 Administration Grant, CDA-21-2041 in the amount of \$ 2,750 to be used for expenses to administer the Natural Streambed and Land Preservation Act.

Equipment Program – Vogt reported there has been one new rental reservation for the No Till Drill in July and that parts/supplies have been purchased for the drill.

Pollinator Program – Vogt reported there is no update on the Pollinator Film tour, but we did receive Area V pollinator seed and grass mix from Lake County that will be packaged and distributed soon.

Other Old Business – McBride gave an update on the implementation of Salesforce, a customer relationship management solution that will be utilized by staff to manage and track all 310 Applications.

Payment of Bills

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

Debits/Deposits:

07/13/20	Box – 3 business account licenses for 07/10/20 – 07/09/21	\$ 270.00
07/06/20	Amazon.com – Webcam for Bryan Vogt	\$ 16.99
07/06/20	USPS – 50 stamps for office	\$ 27.50
07/06/20	Home Depot – Orange Reflective Traffic Cones for No Till Drill use	\$ 43.94
07/03/20	Home Depot – Dual Head Straight Foot Tire Gauge for No Till Drill	\$ 9.99
07/03/20	Home Depot – 4-way lug wrench for No Till Drill use	\$ 20.00
07/03/20	Home Depot – Digital Kitchen Scale for No Till Drill use	\$ 15.05
07/03/20	Dazzlers Car Wash – Toyota 4x4 work vehicle	\$ 14.00

Minutes
 Missoula Conservation District
 July 13, 2020

07/01/20	Home Depot – Bungee strap for No Till Drill use	\$ 8.00
07/01/20	Zoom – Monthly payment for Bryan Vogt	\$ 15.55
06/30/20	Home Depot – Socket Drive Set for No Till Drill use	\$ 17.99
06/29/20	Zoom – Standard Pro Monthly Charges for 06/28/20 – 07/27/20	\$ 13.22
06/29/20	Home Depot – Screwdriver Set/Primer and Solvent Cement, Ratchet Tie-Down and Wrench Set	\$ 36.88
06/29/20	Murdochs – 1” x 6 ¾” Hitch Pin for No Till Drill	\$ 17.99
	TOTAL	\$ 727.10

Checks/Deposits:

06/12/20	Check # 1516 – MT Bio Weed Control Coord Project – 2020 Sponsorship	\$ 500.00
	TOTAL	\$ 500.00

Adjournment

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

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	12	-	-
Libby Maclay	11	-	1
Travis Greenwalt	12	-	-
Paul Parson	12	-	-
Art Pencek	12	-	-
Bob Schroeder	Absent	-	-
Sidney Wills	12	-	-

The next Missoula Conservation District meeting is scheduled for **Monday, August 10, 2020** at 7:00 p.m. Meeting location to be determined.