

Missoula Conservation District
July 10, 2023 at 7:00 p.m.
3550 Mullan Rd, Ste 106, Missoula, MT 59808 – with virtual option

Missoula Conservation District Attendees: Tim Hall (Chair), Libby Maclay (Vice-Chair), Travis Greenwalt (Treasurer), Art Pencek (Supervisor), Robert Schroeder (Supervisor), Josh Schroeder* (Associate Supervisor)

Radley Watkins* (Staff), Bryan Vogt (Staff), Sonja Skovlin (Staff), Julia Drennan (BSWC)

Additional Attendees: Travis Lemke (NRCS), Vinnie Pavlish (Deputy County Attorney), Cristina Green (CM-08-23), Dennis Green (CM-08-23), Nels Larson* (Public)

*Denotes virtual participation via Zoom

Absent: Sid Wills (Supervisor), Paul Parson (Supervisor), Bart Morris (Associate Supervisor)

Call Meeting to Order – 7:00 pm by Tim Hall

Minutes – Libby Maclay moved to approve the June 12, 2023, Board Meeting minutes as presented. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried. Maclay requested, going forward, for the employee report to be placed at the end of the Minutes, following the financial charts.

Treasurer’s Report – Travis Greenwalt presented the following account balances from the District’s QuickBooks Balance Sheet dated July 7, 2023, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated July 7, 2023.

First Security Bank – Checking	\$27,749.10
First Security Bank – Petty Checking	\$1,525.12
First Security Bank – Savings	\$58,468.60
DADCO Savings	\$193,313.63
Tax Mill Levy Account at County	\$463,312.15
Total Bank Accounts	\$744,368.60

Public Comment – None offered.

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported that Nathan Stene, the Pathways intern, will complete his time in the Missoula Field Office in early August. Lemke remarked on how impressed he was with Stene’s progress, as well as that of Justis York, who is learning her duties as the Field Office’s Administrative Clerk. Lemke stated that he is expecting applications for each of the five TIPs, and that Ashley Mackis with DNRC’s Forestry Bureau will be assisting with outreach for three of the TIPs. His staff is completing contracts.

310 Emergency Notices – None

Existing 310 Permits

MS-07-18 – Threshold Contracting – Rattlesnake Creek – Vegetation Removal, Tree Removal, Building in Riparian Zone

Geocode: 04-2200-11-2-05-08-0000

Tim Hall moved to update the MS-07-18 file with information on the exact locations of those project components implemented within the 310 jurisdictional buffer zone and remove this item from the agenda. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

310 Permit Applications

MS-11-23 – Kimberly and Robert Bobber – Swan River – Culvert

Geocode: 04-2992-18-2-01-19-0000

Watkins stated that there was nothing new to report on their application for crossing a side channel of the Swan River and for a bridge design.

MS-17-23 – Tyler and Tracy Deeds – Clearwater River – Channel/Bank Projects

Geocode: 04-2540-14-2-02-05-0000

Watkins reported that he had just received an update from the Missoula County Floodplain Administrator stating that they had asked the Deeds to remove the existing fill materials within the floodplain. The Board took no further action on the 310 application, which remains tabled.

MS-18-23 – Montana Rail Link c/o Mike Rahl – Clark Fork River – Channel/Bank Projects

Geocode: N/A

Watkins briefly explained that the project consists of re-enforcing the 100-year-old buttresses and piers, but that the project start date has been pushed back due to Rail Link currently dealing with the collapse of a bridge over the Yellowstone River and the subsequent derailment of a train that sent cars into the river. A site inspection may happen in August.

MS-19-23 – Cory Davis obo Andrew Parker – Blackfoot River – Buildings/Structures

Geocode: 04-2201-13-1-01-01-0000

Watkins presented slides of the site location and of the site inspection. Watkins reported that the house site is located on a high bench outside of the stream setback, and that little vegetation has been removed. Vogt reviewed the team member reports (TMR) from Pencek and Knotek, both of whom attended the site inspection. Both reports recommended approval of the project with modifications.

Tim Hall moved to make Application No. MS-19-23 a project for consideration under the 310 Law, and to approve the project with modifications recommended from the team member reports, and to waive the 15-day waiting period following the Board's decision. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

310 Complaints

CM-04-23 – Schmidt Road Holdings – Clark Fork River – Unpermitted boat launch

Geocode: 04-2199-24-1-01-08-0000

Pencek suggested the possibility of the CD, in discussion with Knotek, devise best management practices for boat launches since they are becoming common. Watkins cautioned that allowing one boat launch to be built, even to District standards, will lead to other property owners wanting to build one.

Watkins noted that a site inspection is planned for August.

CM-05-23 – David and Lori Rath – Lolo Creek – Stream Excavation

Geocode: 04-1972-05-1-01-03-0000

CM-06-23 – Jeffrey and Casey Mazure – Blackfoot River – Construction Near River

Geocode: 04-2201-12-4-01-05-0000

Watkins stated that the Mazure's home had a fully-zoned plan, is fully permitted, and is set back 250-feet from the river, therefore out of the jurisdiction of the CD. He displayed an email from the Mazure's and a site plan.

Robert Schroeder moved to dismiss Complaint No. CM-06-23 as the project fell outside of the District's riparian buffer zone on the Blackfoot River. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-07-23 – Kathy and Bruce Graham – Clearwater River – Vegetation Removal

Geocode: 04-2540-14-2-02-01-0000

Watkins has not received a response from the Graham's following the letter sent to them. The Board took no action.

CM-08-23 – Cristina and Dennis Green – Miller Creek – Vegetation Removal

Geocode: 04-2093-21-3-04-07-0000

Watkins presented slides of the site location and photos taken during the site inspection. Watkins commented that a lack of canopy over the creek and the removal of understory vegetation diminishes the moisture holding capacity of the bank; he pointed out that the opposite side of the creek consists of more riparian vegetation and has a multiple layer canopy. The Greens, as he showed in photos, mow up to the creek and "park out" the understory vegetation along the creek where they have allowed small trees to grow. The Board recommended to cease mowing close to the streambanks. The Board commented that the County's floodplain regulation that calls for a 50-foot buffer does not always take into consideration multiple factors, and that it would be preferable to adhere to the CD's guidelines of considering site specific conditions.

Dennis Green stated that he has learned a great deal recently about the 310 Law and about riparian buffers. He referenced a Clark Fork Coalition report that showed pictures of their property at the time they purchased it, and that the report included the high fisheries numbers in that portion of the stream. Green stated that he appreciated the discussion of a buffer zone varying from the 50feet outlined in the County floodplain regulation. He expressed interest in placing logs in the creek to increase fish habitat, a

recommendation from a fisheries biologist, and he said he would refrain from mowing and clearing close to the creek and would plant shrub and tree seedlings. Green stated that he kept the area to the creek clear so that he and his wife could monitor kids playing in the deeper pools. Green stated that if the District ask him to stop removing/mowing vegetation near the creek, he might have to graze livestock there, which he pointed out is not prohibited by the 310 Law. Watkins iterated the County floodplain and FEMA regulations, which prohibit removing native vegetation within 50feet of the ordinary high-water mark, emphasizing that the Board can make their recommendations but that ultimately the County would have jurisdiction. The Board ultimately recommended a 15-foot buffer.

Robert Schroeder moved to declare Complaint No. CM-08-23 a violation of the 310 Law for actions initiated without a valid permit, and to require that mowing be ceased within the dripline of the existing trees and shrubs or at least 15-feet from the streambank to resolve the violation. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-09-23 – McCullough Brothers Inc. – Miller Creek – Vegetation Removal
Geocode: 04-2093-19-1-01-01-0000

Watkins displayed slides showing the site location and photos from the recent site inspection that showed riprap in the form of rocks and dirt placed in between, and on, the rocks along the streambanks, a practice that has led to increased incising of the banks. Watkins reported that Mike McCullough told him he has been employing this practice, along with mowing to the streambank for a long time as he understood these to be effective measures. McCullough also shared that he has grazed horses in the area near the streambank. Vogt reviewed TMRs from Knotek and Pencek – present at the site inspection – both of which recommended that McCullough refrain from mowing or placing any additional rock or other similar material along the streambank.

Art Pencek moved to declare Complaint No. CM-09-23 a violation of the 310 Law for actions initiated without a valid permit, to require an immediate cease and desist from further riprapping, and to require that mowing stop at least 15 feet from the streambank in order to resolve the violation. Tim Hall seconded the motion. The vote was unanimous in favor, and the motion passed.

Existing Violations

CM-02-21 (Re: MS-33-21, Denied) – Todd & Lisa Bender – Cooney Creek – Channel/Bank Restoration
Geocode: 04-2992-06-2-01-15-0000

Watkins stated there was nothing new to report.

CM-03-22 (Re: MS-22-22) – Justin Turley – Lolo Creek – Vegetation Removal
Geocode: 04-2092-35-3-02-05-0000

Watkins discussed the circumstances leading up to the violation and the resulting permit application, and commented that while Turley had stopped mowing, he did not plant any vegetation, per requirements that were specified in the 310 Permit. Watkins presented recent photos of the site showing that no planting had occurred. Watkins attempted several times to contact Turley via phone calls, and text and email messages; Turley did not respond. The Board discussed the possibility that Turley no longer owns the property, and a

further discussion ensued concerning the problem that the violation is only applicable to the violator and not the property.

Tim Hall moved to fine Justin Turley \$500 for failing to conduct the required restoration plantings under Permit No. MS-22-22 that were required to resolve Violation No. CM-03-22, and to require that a new 310 Permit be obtained for the plantings required to resolve the violation. Art Pencek seconded the motion. The vote was four in favor, none against, with Robert Schroeder abstaining; the motion carried.

CM-08-22 – Henry Wheeler – Grant Creek – Damming/Concrete/Operating Machinery in Stream
Geocode: 04-2326-32-3-09-01-0000

Watkins stated that the last time he visited this site, he observed that all the work required had not been completed but that revegetation is occurring and that work that Wheeler completed contributed to stabilizing the violation area. Watkins recommended that the Board call this violation resolved and stated he would continue to observe the area.

Robert Schroeder moved to consider Violation No. CM-08-22 resolved and for Wheeler to be sent a letter stating that any additional work in or near a stream, even to maintain a diversion, requires a 310 Permit. Tim Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-10-22 – John Gardner – Grant Creek – Vegetation Removal
Geocode: 04-2326-10-3-03-01-0000

Watkins stated that he would report on this violation at the August meeting. The Board took no action.

310 Inquiries & Issues – Watkins stated that there was nothing significant to report.

Reports

County Attorney Report – John Hart was absent. Vinnie Pavlish, Deputy County Attorney, introduced himself, sharing that he spent a decade in private practice before joining Missoula County. He informed the Board that he is the second chair on the Starlin Ranch case, which has a status hearing on July 11 in water court.

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

DNRC Conservation District Bureau – Hailey Graf's written report was included in the Supervisor meeting packets. The Board discussed hosting, per Graf's request, an Area 5 funding forum for Supervisors and staff. Skovlin reported on correspondence with Graf regarding potential meeting dates in August. Of the dates Graf suggested, the Board selected August 17th. Skovlin stated she will follow up with Graf as they jointly coordinate this event.

Vogt briefly reported on CDB grant program updates. New policy will require that an application for a proposed project be tied to a priority articulated in a CD's strategic plan.

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Bitter Root RC&D – Maclay reported that no meeting had taken place, but that an email regarding establishing a children’s museum in Hamilton was circulated, and that the RC&D approved pursuing the idea and project.

Dept. of Ecology and Extension/Weed District/New Building – Vogt reported that he would be participating in a virtual planning meeting with the New Building partners on July 11, in Watkin’s absence. The Board inquired about interruption in workflow as the CD transitions from one building to the other. Watkins reported that staff has begun to migrate to the County’s computer system and that all staff are using county computers, except for Vogt, who will need to image his computer with the County system. Watkins anticipated little interruption in workflow. The Board discussed leaving unneeded furniture at the USDA office; Watkins confirmed that he would check with Lemke and Area Conservationist Mindy Gauthier. The Board also supported the CD purchasing used file cabinets from county overflow. The Board discussed the potential for staff working overtime during the physical transition, if needed.

Watershed Groups – No report offered.

Planning Board Update – Josh Schroeder commented that there were several interesting topics and issues that were discussed at the most recent Planning Board meeting. A Bonner Industrial subdivision is planned, in which there are approximately 20 lots, each having a septic system and a well; infrastructure for a community septic system is planned if the system ever gets implemented. A trail system outside of the 50-foot floodplain buffer from OHW is planned.

J. Schroeder mentioned a discussion involving approving a mid-town master plan. He reported that zoning county maintenance will be addressed at the meeting on July 11, and he anticipated that there will be a review of the riparian protection zones as they relate to issues that have risen. The Board suggested that the county take an approach to riparian buffer zones similar to that of the CD, since they are addressing so many variances for circumstances such as driveways, culverts, most of which occur on existing lots. J. Schroeder stated that there is less leniency for variances being granted on new lots.

Water Quality District – Elena Evans was absent. Hall reported that today’s Missoulian reported that the EPA will conduct more water sampling at the former Smurfit Stone industrial site.

District Committees – Hall reported that the Personnel Committee approved a pay raise for Skovlin based on her favorable 6-month review that will move her from the GS5-4 hourly rate to the current GS5-5 rate for 2023. The Board also discussed eventually increasing her hours from 30 to 35 hours per week as the workload necessitates it. There was no discussion of vacation changes.

Watkins reported on developing a work plan that is tied to actionable items in the strategic plan and reviewing that with the Personnel Committee.

Missoula CD Employees – Reports were included in the meeting packets. Please see full report at the end of the Minutes.

Middle Clark Fork Corridor Project (PIFR) – Watkins reported that he received an email from the Farmers Conservation Alliance (FCA) with a question that Rob Roberts with TU fielded. FCA is finishing the

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preliminary investigation feasibility report (PIFR). The Board can then review their report and discuss how to proceed.

Other Reports – No other reports were presented.

New Business

Correspondence and Upcoming Events – Vogt reviewed outreach efforts to inform students of the opportunity to receive a CD scholarship to attend the upcoming Montana Natural Resources Youth Camp, stating that he received no responses. Watkins offered that he could teach a riparian resource portion of the camp next year, and that he has contacted the curriculum instructor with regards to this possibility.

Site Inspections Scheduling – Next month’s site inspections are tentatively scheduled for August 9th or 10th.

MACD Resolutions – Vogt informed the Board that the CD must be in good standing (i.e. have paid dues for 2023), and that resolutions need to be submitted by August 15.

Watkins presented the idea of submitting a resolution that addresses the wording on the real estate contract Lines 269-275 in the Natural Water Bodies and Land Preservation Disclosure. Line 273 directs property owners to consult their local **soil conservation board**. Watkins proposed changing this wording to “local conservation district.”

Josh Schroeder pointed out that lines 291-294 of the commercial property contract contains provisions for noxious weed control, but do not include any language about stream permitting. He suggested that it would be appropriate to include 310 provisions for both private/residential and for commercial properties.

The Board also discussed presenting a resolution to ensure that 310 violations are tied to the land and not just to the violator.

The Board supported developing these two-three resolutions so that they could review them at the August 14th Board meeting.

With regards to the real estate contracts, Watkins mentioned that he has been in contact with the Missoula Organization of Realtors (MOR) to teach a 310 Stream Permitting class; MOR is reviewing his course proposal.

Horse Pasture Management Workshop – Watkins reviewed information with the Board that he had discussed with the Grants Committee concerning this workshop. The CD, co-sponsoring this event with the Missoula Horse Park, will host the workshop at the new office building on October 21st. The workshop will consist of a classroom portion in the new building and a farm visit. The proposed \$2,500 that the CD would provide will pay for the cost of the consultant with “Horses for Cleaner Waters.” Watkins proposed that any proceeds from the event would be given to the Horse Park (which leases land from the County) for grounds beautification. The Board discussed the possibility of capturing training events on video to post on the MCD website to cultivate interest in CD programs. They further considered asking permission of the speaker/instructor to use content in this manner.

Travis Greenwalt moved to sponsor the MCD-hosted Horse Pasture Management Workshop this fall and to provide \$2500 to support the event. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

Grazing Workshop with Justin Morris – Watkins reported that he had reviewed the idea and components of this workshop with the Grants Committee. Lemke and he have been developing this workshop. The NRCS would primarily organize the workshop with Morris, who presented at the Western MT Grazing and Agriculture Conference; many conference attendees expressed interest in having him present again. The workshop would consist of about eight hours of classroom instruction, and then participants would visit three different sites. The National Center for Appropriate Technology (NCAT) would pay for Morris' time; the CD has been asked to cover his travel expenses, at about \$1,500. The Board cautioned against taking on too much while the CD is in the process of moving but left it up to staff to coordinate the event.

Programs

Grants Program:

MCD Grants:

CEG-01-23 Turner Farms Agro-Ecological Stewardship Project – Vogt reviewed a discussion with the Turners concerning their intent to cancel the CEG grant that they had been awarded at the May meeting. With the CEG grant, they were concerned about the constraints with equipment and the length of the lease and whether they could fulfill the 5-year time commitment. Vogt stated that he and Watkins discussed the possibility of switching the CEG to an Innovation Conservation Grant (ICG) that might be better suited to the project they are implementing. The Turners would like to move forward with the grant as an ICG with an aim to establish a longer-term conservation partnership with the owners of the land they're leasing. They would commit to fulfilling terms of the grant to include implementing rotational grazing, hosting an educational event, and showing improvement in the condition of the land. The Board would like to ensure that deliverables are in place before they approve an ICG award; Vogt stated he would follow up with the Turners and report back to the Board at the next meeting.

FY24 Grant Program – Vogt stated that the grant program would essentially continue to offer the same grants, and that the staff would attempt to advertise these grants more effectively.

Equipment Program – Vogt briefly reported that he has finish the necessary repairs to the no-till drill, and that it was rented minimally in July. He was able to see the drill in use in the Clinton area at a nearby landowner. Unfortunately, this renter reported that his seedling had failed, most likely due to seeding into a vegetated area. Vogt discussed the need to replace the trash disks as they are worn and don't cut into existing vegetation as well as intended.

Pollinator Program/MTNSN – Vogt reported on attending a portion of a seed collection training with Michael Butts and other MTNSN members at Blue Mountain Trailhead in mid-June. The training was put on by a Lolo NF Botanist.

Wildlife Damage & Habitat Conservation Program – No report was offered.

Urban & Small Agriculture Program – Watkins mentioned that Drennan and Skovlin will attend the meeting on August 12th; the meeting will take place at Grass Valley Farms, which may be a good site for a conservation tour, and he would like Skovlin to be familiar with Cory Miller’s operation.

310 Program – Drennan spoke about plans for the July 19th Neighborhood Public Meeting for the Pattee Creek Project, confirming that she and Watkins had obtained a special use permit to hold the event in Takima Park. She mentioned that Lindsay Holloway from the City of Missoula Stormwater Department will be present at that meeting. Drennan reported that she has been working with Great Bear Nursery to secure seedling availability. Tim Hall recommended that Drennan contact the ward councilors and the Office of the Mayor to inform them of the event and invite them to attend. Drennan also reported that she sent out letters to residents of the Pattee Creek watershed. She is also working on letters that she will send out to residents of other watersheds.

Rocky Mountain Insurance Services LLC Policy – Watkins reported that over the course of the past year he had researched options and contacted two insurance companies other than RMIS, had worked with other CDs to compare quotes, and he concluded that the RMIS policy proved to be the best option. Hall reported to the Board that he authorized Watkins to move forward with securing the new policy. Skovlin reported that the paper copy of the policy had arrived.

MACD Dues – The Board discussed that MACD had sent a request for payment of dues two months ago, and that this needs to be paid for the CD to be considered in good standing and in order for the Board to submit resolutions.

Travis Greenwalt moved to pay 2023 MACD dues of \$17,000. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

Other New Business – No other new business was brought forth.

Old Business

Other Old Business – None.

Payment of Bills and Claims

Robert Schroeder moved to pay the bills, claims, and quarterly Supervisors claims. Tim Hall seconded the motion. The vote was unanimous in favor, and the motion passed.

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Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from June meeting			\$16,318.43
6/12/2023	Check 1583: Transfer to Petty Checking	(\$750.00)		\$15,568.43
6/12/2023	Check 1584: R. Schroeder reimbursement June mtg meal	(\$52.33)		\$15,516.10
6/15/2023	B. Newell Drill Deposit refund minus repair parts	(\$400.00)		\$15,116.10
6/16/2023	Transfer from Mill Levy		\$12,500.00	\$27,616.10
6/23/2023	A. Scheible: No-Till Drill Rental		\$133.00	\$27,749.10
	Totals	(\$1,202.33)	\$12,633.00	
	NET TOTAL	\$11,430.67		

Petty Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from June meeting			\$1,295.73
6/12/2023	Transfer from Checking 0954		\$750.00	\$2,045.73
6/12/2023	Orange Str. Food Farm: Board meeting supplies	(\$9.69)		\$2,036.04
6/20/2023	Ace Hardware: parts for No-till Drill maintenance	(\$3.06)		\$2,032.98
6/20/2023	Home Depot: parts for No-till Drill maintenance	(\$58.23)		\$1,974.75
6/21/2023	Truax: replacement parts for No-till Drill	(\$321.94)		\$1,652.81
6/22/2023	Murdoch's: parts for trailer repair	(\$4.21)		\$1,648.60
6/23/2023	Missoula Brewing Company: Personnel Committee meal	(\$61.20)		\$1,587.40
6/26/2023	Missoulian: monthly online subscription	(\$18.99)		\$1,568.41
6/26/2023	Home Depot: parts for No-till Drill maintenance	(\$10.11)		\$1,558.30
7/3/2023	Zoom monthly fee	(\$33.18)		\$1,525.12
	Totals	(\$520.61)	\$750.00	

Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from June meeting			\$58,464.50
6/30/2023	Interest		\$4.10	\$58,468.60
	Totals	\$0.00	\$4.10	
	NET TOTAL	\$4.10		

DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from June meeting			\$195,592.85
6/30/2023	Change in account value	(\$2,279.22)		\$193,313.63
	Totals	(\$2,279.22)	\$0.00	
	NET TOTAL	(\$2,279.22)		

Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge	Deposit	Balance
	Balance from June meeting			\$368,738.02
5/31/2023	Mill Levy Deposit and Interest		\$123,766.76	\$492,400.26
6/14/2023	Verizon Wireless	(\$104.52)		\$492,290.27
6/14/2023	Charter Spectrum	(\$109.99)		\$492,235.32
6/14/2023	Alpha Graphics: business cards for R. Watkins	(\$54.95)		\$492,198.10
6/14/2023	MACD: Annual Network Registration	(\$37.22)		\$492,082.05
6/14/2023	FIB Mastercard	(\$116.05)		\$484,004.21
6/16/2023	Pay Period 12	(\$8,077.84)		\$471,504.21
6/16/2023	Transfer to Checking 0954	(\$12,500.00)		\$463,426.39
6/30/2023	Pay Period 13	(\$8,077.82)		\$463,312.15
6/30/2023	Pay Period 13 Entry Correction in QuickBooks	(\$114.24)		\$463,312.15
	Totals	(\$29,192.63)	\$123,766.76	
	NET TOTAL	\$94,574.13		

Adjournment

Robert Schroeder moved to adjourn the meeting at 10:25 pm. Tim Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

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

Missoula CD Employee Report: June 13-July 10, 2023

Julia Drennan – Big Sky Watershed Corps (BSWC) Member

Office Administration:

- Participated in weekly staff meetings with Skovlin, Vogt, and Watkins
- Answered office phone and directed callers to correct person/agency.
- Created and posted 3 photos and informational posts on Instagram.
- Fixed/edited information on website
- Met with Watkins to determine scope of workplan.

Program Assistance:

- Assisted Skovlin with filing and creation of CM0623, CM0723, CM0823, CM0923 and relevant correspondence
- Contacted Clark Fork Market about tabling at the Missoula Farmer's Market in September
- Attended 4 site visits with Watkins
- Attended 3 site inspections with Board Member Pencek, Knotek, and Watkins
- Toured Wastewater Treatment Plant with Skovlin
- Contacted Missoula City Parks and Recreation to discuss reservation of Takima Kokaski Park for a public meeting in Pattee Canyon
- Assisted Watkins in drafting letter for Pattee Creek mailing campaign
- Created draft agenda/script for public meeting

BSWC Programming/Events:

- Submitted biweekly time sheets
- Attended monthly check-in with Team Leader Jae
- Coordinated workplan timing with Watkins
- Submitted 6-month report to MACD regarding NRCS grant funds with assistance from Watkins and Vogt

Sonja Skovlin, Outreach and Office Coordinator

Office Operations:

- Checked District's general email and QuickBooks accounts daily; received/distributed agency mail daily
- Meeting preparation, including
 - Prepared agenda, minutes, and financial report for monthly meeting packet
 - Sent agenda to the county for public posting; sent agenda, draft minutes, and Supervisor packets to Supervisors; sent agenda, May approved minutes, and June draft minutes to partners; posted agenda & approved minutes on the CD website; sent Zoom links to Supervisors, partners, and applicants/invitees
 - With input from Watkins, prepared specified slides for Board meeting PowerPoint slideshow
 - Put together meeting packets for monthly Board meeting

- Set up conference room for meeting
- Organized files on laptop and on desk
- Answered then transferred several 310 inquiry calls to Watkins, and no-till drill inquiry calls to Vogt; fielded other phone calls
- Participated in staff meetings, preparing and distributing relevant documents at beginning of meeting

Stream Permit Processing:

- Processed two new 310 Permit Applications and processed four new complaints
- Assisted with preparing 310 Permit letters and mailing them to applicants; updated 310 folders (physical and electronic) with appropriate documentation
- Communicated via email with Supervisors/Watkins regarding site inspection opportunities
- Prepared 310 site inspection folders for Supervisor, FWP personnel
- Communicated via email with all 310 Permit applicants and 310 alleged violators regarding dates and times of site inspections

Bookkeeping/Accounting

- Reconciled First Security Bank accounts (3) and DA Davidson account in QuickBooks.
- Prepared monthly claims and updated quarterly Supervisors' reimbursement claims
- Updated information on transactions for checking and petty cash accounts in QuickBooks
- Wrote reimbursement check for R. Schroeder (June meeting dinner)
- Organizing and filing reconciliation and bank statements for FY22 and FY23
- Emailed quarterly Supervisor Claims sheets to Supervisors

Special Assignments:

- Email communication between Bryce Christiaens, Billie Ayers, and Watkins, to add MCD as partner organization on GW Marks Exploration Center and Rocky Mountain Garden website
- With Drennan, toured City of Missoula Wastewater Treatment Plant with Glen Connell, Facility Superintendent
- Prepared self-evaluation for 6-month employee review, held on June 20th with Hall and Maclay of Personnel Committee and Watkins
- Distributed seed packets and planting information to members of the public who stopped in at CD office
- Email/phone communication with Chris Hindoeien and Tammy Hindoeien to activate district liability insurance with Rocky Mountain Insurance Services

Bryan Vogt - Program Specialist

Office Administration:

- Assisted in taking notes at the June 13th Board meeting; reviewed minutes prepared by Skovlin
- Assisted with office oversight during Watkins vacation (7/3-7/7)

Program Assistance:

- With Watkins, participated in Grant Creek project development meeting with CFC and NRCS
- With Watkins, participated in the Grant Creek Working Group meeting
- Montana Native Seed Network (MTNSN):
 - Participated in seed collection training event

- Grants Program:
 - Updated MCD Grants webpage with notice that FY23 program had closed
 - 23G-22-3705 Clearwater High Priority Water Quality Monitoring:
 - Coordinated with CRC on finalization of project & deliverables requiring completion
 - Reviewed final report prepared by CRC and requested revisions
 - 23G-21-3694 Rocky Mtn Gardens & Exploration Center – Greenhouse Construction:
 - Correspondence with MCDEE on project reporting
 - 23G-22-3734 Local TIP Support & Area 5 Training:
 - Correspondence with landowner and CFC requesting updates on water rights transfer
 - Correspondence with H. Graf on timing and approach for required MEPA analysis
 - CEG-02-22 Highlander Grant Creek Bank Stabilization
 - Took photos of project progress during GCWG meeting
 - CEG-01-23 Turner Farms Agro-Ecological Stewardship Project:
 - Met with Turners and landowner to discuss possibilities of changing project to an ICG
 - Corresponded with Grants Committee regarding this topic of changing to an ICG
- Pollinator Program:
 - Assisted Skovlin in providing pollinator seed packet information to landowner

Technical Assignments:

- No-Till Drill equipment rental program:
 - 1 rental and 1 fall reservation
 - Maintenance/repairs:
 - Replaced lift bracket on no-till drill damaged by renter and all of the press wheels
 - Bolted plywood on trailer ramp
- Provided technical assistance:
 - Frenchtown landowner on who to contact regarding applicator licensing
 - Site visit to Grass Valley landowner on weed control and developing pollinator habitat
 - Consultant provided information on native species seeding recommendation for disturbed sites

Communication and Outreach:

- Discussed ideas for fall grazing tour with Watkins and Lemke

Training:

- Participated in CDB Office Hour virtual training on new DNRC Grant Program changes
- Participated in MACD virtual training on resolutions process and timelines

1 Holiday – Independence Day; Vacation Leave – 1.5 days; Sick Leave – 3.5 hrs (doctor's appts)

Radley Watkins, Executive Director

Office Administration:

- Coordinated the June District Board meeting
- Reviewed/edited/approved draft June meeting minutes

- Approved and submitted staff timesheets to County payroll and entered payroll in Quick Books
- Conducted weekly staff meetings, and updated Chairman Hall periodically
- With staff, drafted and approved agenda for July District meeting
- Continued training for Skovlin and conducted 6 month evaluation
- Requested Vogt to create Zoom Link for July Supervisor meeting
- Reviewed and edited the draft minutes from the June Board meeting
- Wrote Chairman update for July meeting
- Reviewed Vogt's, Drennan's and Skovlin's work, invitee list, upcoming events, Instagram posts and more
- Met worked with Personnel Committee work plan from approved Strategic Management Plan
- Worked with Missoula Co. IT Dept to obtain new computers for Skovlin and Watkins
- Worked with MACD, on the MCD new website
- Connected Skovlin with Office City rep to coordinate furniture delivery to the new building
- Worked with Rocky Mountain Insurance Services, LLC to get new insurance for MCD

310 Law Administration:

- Followed up on 310 actions taken at June District Board meeting by writing and sending letters
- Reviewed and processed two new 310 application, and four complaints
- Conducted two site visit on Miller Creek project
- Conducted three (7) site inspections with Supervisor Hall and Knotek, and one (1) with Schroeder and Uthe
- Spoke to several callers regarding 310 permitting
- Inspected the riparian restoration at the Highlander Brewery
- Worked on 310 outreach plan with Drennan
- Met with beaver conservation experts to discuss MCD 310 permitting on Lolo Creek

Program Management:

- Attended Grant Creek Working Group
- Met with Vogt, Lemke (NRCS) and CFC staff to discuss funding possibilities for grant creek restoration
- Established a meeting with FWP and Blackfoot Challenge to discuss Union Creek restoration
- With NRCS partners attended community agriculture working group at Turner Farms
- Met with Vogt, Ethan and Logan Turner and Alissa Reich to discuss grant award
- Worked with Natalie Sullivan and Alayne Blickle to schedule a workshop for managing horses on small acreage
- Worked with NRCS, Water Quality District, FWP and CFC to plan a Miller Creek workshop

Minutes
Missoula Conservation District
July 10, 2023

The next Missoula Conservation District meeting is scheduled for **Monday, August 14, 2023 at 7:00 p.m** in the USDA Service Center conference room located at 3550 Mullan Road, Suite 106, Missoula, MT 59808. A virtual option will also be offered.

APPROVED