

Minutes
Missoula Conservation District
August 14, 2023

Missoula Conservation District
August 14, 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), Robert Schroeder (Supervisor), Bart Morris* (Associate Supervisor)

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

Additional Attendees: Travis Lemke* (NRCS), Ladd Knotek (MT FWP), Bryce Christiaens (MCDEE), Brian Page* (EM-01-23 – EM-09-23 & MS-23-23 – MS-31-23), Susan Ostertag* (MS-20-23 and CM02-23), Jared Shaw* (MS-22-23)

*Denotes virtual participation via Zoom

Absent: Art Pencek (Supervisor), Sid Wills (Supervisor), Paul Parson (Supervisor), Josh Schroeder (Associate Supervisor)

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

Minutes – Libby Maclay moved to approve the July 10, 2023, Board Meeting minutes as presented. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

Treasurer’s Report – Travis Greenwalt presented the following account balances from the District’s QuickBooks Balance Sheet dated August 11, 2023, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated August 14, 2023.

First Security Bank – Checking	\$26,324.10
First Security Bank – Petty Checking	\$1,717.98
First Security Bank – Savings	\$58,472.31
DADCO Savings	\$192,905.31
Tax Mill Levy Account at County	\$432,916.74
Total Bank Accounts	\$712,336.44

Public Comment – None offered.

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported on several ways he and his staff are connecting with landowners. Soil Conservationist Sabrina Schuler, with Administrative Clerk Justis York assisting, facilitates the monthly meetings of the Missoula Urban Farmers. Lemke also reported that, in conjunction with Ashley Mackis from DNRC, his staff sent out a mailer to Miller Creek residents informing them of a public meeting on August 23rd that will focus on restoration work on the creek and financial assistance opportunities for implementing conservation practices. Lemke briefly reported on other cooperative outreach efforts with DNRC Forestry. Lemke stated that planning is underway for the Western Grazing and Agriculture conference in January. He shared that FY23 funding of projects is nearing completion.

310 Emergency Notices

EM-01-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire draft Clean Cuts
Geocode: 04-2540-12-4-01-01-0000

EM-02-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-2-04-09-0000

EM-03-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-2-04-11-0000

EM-04-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-2-04-31-0000

EM-05-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-2-06-07-0000

EM-06-23 – Double Arrow Ranch Landowners Association – Drew Creek tributary – Fire Draft
Clean Cuts
Geocode: 04-2541-07-2-01-23-0000

EM-07-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-3-10-01-0000

EM-08-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Cuts
Geocode: 04-2541-07-3-08-03-0000

EM-09-23 – Double Arrow Ranch Landowners Association – Mtn Creek – Fire Draft Clean Cuts
Geocode: 04-2541-06-3-03-21-0000

Watkins presented a slide showing the site locations for each of these Emergency Notices; he described the projects and explained why the applicant filed Emergency Notices. A 310 Permit application exists for each Emergency Notice. R. Schroeder, the Supervisor present for these site inspections and who completed a team member report for the combined Emergency notices, stated that the work on these sites had been completed adequately, and he recommended that that Board approve all nine of the Emergency Notices.

Brian Page, DARLOA's consultant, stated that he had been working on the 310 Permit applications since May; since the applications had been submitted, the Colt Fire had grown and DARLOA members were concerned that the contractors hired to do the project work would be pulled away to work on fires, hence the effort to file the Emergency Notices and complete the work prior to approval of the 310 Permit applications. Page stated that the work was completed on the original footprint of the draft site, and that the contractors took care to be as non-disruptive as possible. Knotek stated that he observed little impact to the fishery. Knotek recommended that DARLOA install dry hydrants rather than continuing the practice of fire draft clean outs.

Robert Schroeder moved to consider actions taken under the Emergency Notices EM-01-23 through EM-09-23 as an appropriate use of emergency provisions of the 310 Law and to approve the Emergency Notices as presented. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

Existing 310 Permits

There were no existing 310 Permits to consider.

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; the Board took no action.

MS-17-23 (Re: CM-03-23, Violation, Application Tabled 6/12/2023) – Tyler and Tracy Deeds – Clearwater River – Channel/Bank Projects
Geocode: 04-2540-14-2-02-05-0000

Watkins reported that he had received an update from the Missoula County Floodplain Administrator stating that the floodplain permit review is in progress. The County further stated that “the application is for the removal of all fill and culverts that were introduced to the floodway and flood fringe, and stockpile materials on the west/riverward side of the house. The landowners also plan to revegetate the disturbed area.” The Floodplain Administrator had received the application the week of August 7th and have just begun a formal review.

The Board took no further action on the 310 Permit application, which remains tabled.

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

Watkins showed a slide of the site, as well as photos of the proposed project area; he reported that he has asked for a map of the staging area and for a revegetation plan.

Robert Schroeder moved to make Application No. MS-18-23 a project for consideration under the 310 Law and to table the application until a site plan for the disturbed area and a revegetation plan is received. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

MS-20-23 (Re: CM-02-23, Violation) – Thomas and Susan Ostertag – Clearwater River – Channel/Bank Projects
Geocode: 04-2540-14-2-02-08-0000

Watkins presented site location slides and photos taken from the previous site inspection associated with CM-02-23 and reviewed the violations. To come into compliance, the Ostertags will move logs in the floodplain, will cease mowing, and would like to retroactively permit the trees they already planted.

Susan Ostertag stated that there is a new tree down that is partially over the river and the bank. She asked if they could remove the section of the tree that is beyond 50 feet from the bank. She added that it has crushed one of the cages for the newly planted trees, and that they would like to clean up the area.

Chair Hall moved to make Application No. MS-20-23 a project for consideration under the 310 Law, to approve the project with the modification to remove that portion of the fallen tree outside of the 50-ft riparian zone, and to waive the 15-day waiting period following the Board's decision. Robert Schroeder seconded the motion. The vote was unanimous in favor and the motion carried.

MS-21-23 – Kella Babcock – East Fork Graves Creek – Crossings/Road
Geocode: 04-2090-17-1-01-01-0000

Watkins presented slides of the site location and photos from the site inspection. The application is for one parcel and they are obtaining an easement from the adjacent landowner to install a culvert for a septic line crossing. R. Schroeder, the Supervisor present at the site inspection, reviewed his TMR, stating that the boring will occur more than 10 feet back from the creek. Knotek recommended that the boring be at least 20 feet back and at least three feet under the scour depth of the creek.

Robert Schroeder moved to make Application No. MS-21-23 a project for consideration under the 310 Law, to approve the project as proposed, and to waive the 15-day waiting period following the Board's decision. Libby Maclay seconded the motion. The vote was unanimous in favor, and the motion carried.

MS-22-23 – Phillips 66 c/o Jared Shaw – Clark Fork River – Utility Removal
Geocode: 04-2094-02-2-01-03-0000

Watkins reviewed for the Board a previous permit to bore under the Clark Fork River for pipeline, and that at that time, the Board requested that the old infrastructure be removed; he stated that this is the application for that work.

Jared Shaw of Phillips 66 stated that new pipeline is about 40-feet under the river currently. For this project, he explained that excavators will go into the river, and that they will weld on a cap once the north and south ends of the abandoned pipeline are cut. They will remove approximately 1,200 feet of pipe and will restore the area to the existing contours. A contractor will reseed as needed, monitor the vegetation, and spray for weeds. The work is expected to take place later in September and should be finished by mid-October; the excavation itself will happen in a space of about four hours. The applicant will post notices at boat launches and at the bridge.

Chair Hall moved to make Application No. MS-22-23 a project for consideration under the 310 Law, to approve the project as proposed, and to waive the 15-day waiting period following the Board's decision. Libby Maclay seconded the motion. The vote was unanimous in favor, and the motion carried.

MS-23-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2540-12-4-01-01-0000

MS-24-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-2-04-09-0000

MS-25-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-2-04-11-0000

MS-26-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-2-04-31-0000

MS-27-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-2-06-07-0000

MS-28-23 – Double Arrow Ranch Landowners Association – Drew Creek tributary – Fire Draft Clean Outs
Geocode: 04-2541-07-2-01-23-0000

MS-29-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-3-10-01-0000

MS-30-23 – Double Arrow Ranch Landowners Association – Drew Creek – Fire Draft Clean Outs
Geocode: 04-2541-07-3-08-03-0000

MS-31-23 – Double Arrow Ranch Landowners Association – Mtn Creek – Fire Draft Clean Outs
Geocode: 04-2541-06-3-03-21-0000

The Board discussed MS-23-23 – MS-31-23 all be considered as APOs, and that each APO would be approved for five years, after which time DARLOA would need to install the dry hydrants rather than repeating the practice of clean cuts, which disturb the bed of the stream to a greater extent and must be repeated on a more frequent basis. Knotek commented that new 310 applications will be needed for installing the dry hydrants.

Robert Schroeder moved to make Application No. APO-02-23 through APO-10-23 projects for consideration under the 310 Law, to approve the projects with modifications incorporating recommendations from team member reports, and to waive the 15-day waiting period following the Board's decision. Chair Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

MS-32-23 – Paul Rossignol – Tributary of East Fork of Graves Creek – Crossings/Roads
Geocode: 04-2090-17-1-01-01-0000

Watkins suggested to the Board that this application be tabled, as Knotek has recommended to the applicant that he build a bridge instead of install a culvert.

Robert Schroeder moved to make Application No. MS-32-23 a project for consideration under the 310 Law and to table this application until a bridge plan is received for review by the Board. Travis Greenwalt 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

Watkins showed a slide of the site location, and pictures from a springtime visit as he reviewed the complaint. R. Shroeder, in reviewing his team member report, commented that the potential violation – a boat launch – had washed away and was no longer of concern. The landowner has removed the firepit near the banks of the river. Knotek also commented that the boat launch had been constructed so that the landowner could clean out trash from the river.

Robert Schroeder moved to dismiss Complaint CM-04-23 since high water washed out the boat launch and the landowner has agreed to stop driving down to the river. Libby Maclay 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

The Board took no action, as the owners have not responded to the complaint letter they received.

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

Robert Schroeder moved to declare Violation CM-02-21 unresolvable and remove it from the agenda. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried.

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

Watkins reported that Turley has not responded to the 310 Decision letter sent to him in July, nor has he responded to communication initiated by Watkins. Chair Hall recommended that Senior Deputy County Attorney John Hart send a letter via certified mail to Turley to resolve the violation (paying the fine and submitting a new 310 Permit application); Hall further recommended that if Turley ignores the letter from Hart that the violation would be turned over to a judge.

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

Watkins stated that he would visit this site to confirm that the landowner had stopped mowing.

CM-02-23 (Re: MS-20-23) – Thomas and Susan Ostertag – Clearwater River – Vegetation Removal
Geocode: 04-2540-14-2-02-08-0000

Chair Hall moved to declare Violation CM-02-23 resolved based on approval of Permit No. MS-20-23. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-03-23 (Re: MS-17-23) – Tyler and Tracy Deeds – Clearwater River – Vegetation Removal
Geocode: 04-2540-14-2-02-05-0000

Watkins reported that the landowners are still waiting on the Missoula County Floodplain Administrator to make a decision on their actions proposed under Application No. MS-17-23. The Board took no action.

CM-05-23 – David and Lori Rath – Lolo Creek – Stream Excavation
Geocode: 04-1972-05-1-01-03-0000

Watkins showed a slide of the site location, and photos from a site visit during which Watkins, Drennan, and Elissa Chott of the Clark Fork Coalition were seeking evidence of a beaver dam, which they did not find. Watkins reported that they did find a natural side channel, and they confirmed that Rath had drained the upstream wetland. Photos also depicted where he had mowed to within 10 feet of the stream.

Robert Schroeder moved to require a 310 Permit Application be submitted in order to restore the breached berm and bank to its prior condition in order to resolve Violation No. CM-05-23. The violator will also be informed that a 310 Permit is required before conducting any future work impacting a stream or river. Chair Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-08-23 – Cristina and Dennis Green – Miller Creek – Vegetation Removal
Geocode: 04-2093-21-3-04-07-0000

Watkins stated that he would visit the site to confirm that the landowners had stopped mowing.

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

Watkins stated that he would visit this site to confirm that the landowners had stopped mowing.

310 Inquiries & Issues – Watkins reported that he had recently met with Brad Hall, who owns land adjacent to Union Creek, and who would like to restore the old channel, rerouting Union Creek into the willows. Watkins stated that the MT FWP and Blackfoot Challenge have expressed interest in this project. Watkins relayed that he had explained to Brad Hall the 310 Permit process involved to reroute the creek and had informed him of potential grants available.

Reports

County Attorney Report – John Hart was absent. Chair Hall reported that Hart provided recommendations related to the District’s proposed MACD resolutions pertaining to 310 Violations to be discussed later on the agenda.

Montana FWP – Ladd Knotek reported that the Colt Fire near Seeley Lake had burned into a Wildlife Management Area; firefighters had been careful not to open up roads previously closed. Knotek reported on public comments regarding hazards in rivers, especially large logs. He stated that he hopes that the Three Rivers Collaborative is working to make the public aware that some areas are not recommended for floating due to hazards. The MT FWP will remove hazards when they pose an “imminent danger,” but Knotek stated that ultimately those using the river are responsible for being aware that these hazards exist.

DNRC Conservation District Bureau – Hailey Graf’s written report was included in the Supervisor meeting packets. Also included was a notice of the CDB Funding Forum on August 17th. Board members voiced their intent to attend.

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Bitter Root RC&D – Maclay reported that the secretary had communicated that the RC&D’s line of credit is up. Maclay stated she will be voting to keep it. It will have an amount of \$27,000 available should they wish to use it; the LOC costs \$140 per year.

Dept. of Ecology and Extension/Weed District/New Building – Bryce Christiaens updated the Board, stating that he will do a final walk-through with the architect on August 15th or 16th. Most building issues have been resolved. Following that, the County will install IT equipment. Fixtures and furnishings have been delivered and will be installed throughout all offices in the coming weeks. The lone elevator inspector for the State of Montana is scheduled to be present on August 15th. MCDEE offices close the week of August 21st, and plan for a soft opening on August 28th at the new office building; they anticipate that the building will be open to the public after Labor Day. Christiaens stated the Butterfly House anticipates opening sometime in November. All partners are working towards a joint open house in November; separately, entities in the building have scheduled various events prior to that opening. Christiaens further reported that the Rocky Mountain Native Gardens will be installed in stages during the fall and spring. Landscapers and nurseries in town have donated many plants. Watkins acknowledged Christiaens for his dedicated work regarding the new building.

Watershed Groups – Watkins reported that CD staff, along with other stakeholders, met with NRCS to discuss funding of restoration efforts on the lower reach of Grant Creek.

Planning Board Update – Josh Schroeder was absent, and no report was given.

Water Quality District – Elena Evans was absent. No report was offered.

District Committees – Watkins reported that he is calculating what the budget will be this year, and that it will increase from FY23. He will provide the County with a copy of the budget after it is approved at the September meeting. He stated that unknown costs for this fiscal year include janitorial, printing, and utility costs at the new office building. Watkins suggested using excess earmarked funds to compensate for these unknowns.

Missoula CD Employees – Reports for the July 11-August 14 time period were included in the meeting packets.

Middle Clark Fork Corridor Project (PIFR) – Watkins reported that the consultant has completed the PIFR. At this time, the report is not available for the Board to review.

Other Reports – No other reports were presented.

New Business

Correspondence and Upcoming Events – Vogt informed the Board of an Area 5 MACD meeting in Philipsburg on September 26th. Watkins mentioned the August 23rd Miller Creek public meeting, put together by the CD, NRCS, CFC, and other partners, and an August 24th public meeting in the Ninemile that NRCS is facilitating and that focuses on a TIP.

Site Inspections Scheduling – Next month’s site inspections are scheduled for September 7th.

MACD Resolutions – Watkins reviewed the Real Estate document resolution proposed, focusing on the lines to change in the Real Estate Offer to Purchase document.

Robert Schroeder moved to approve the proposed resolution as presented. Libby Maclay seconded the motion. The vote was unanimous in favor, and the motion carried.

Watkins reviewed the intent of the “Violations that run with the land” resolution that the Board had asked him to present at the July 11, 2023, Board meeting. Watkins explained that this resolution attempts to encumber the land with the violation, not just the violator. The Board discussed that if the violation is tied to the land, the current landowner may have more incentive to resolve the violation prior to sale of the property. The Board also brought up the concern that this resolution could unintentionally initiate changes to the 310 Law that could compromise conservation efforts. Chair Hall reported that John Hart had cautioned against putting this type of resolution forward. The Board decided to postpone putting forth the resolution.

Programs

Grants Program

MCD Grants

CEG-01-23 Turner Farms Agro-Ecological Stewardship Project – Vogt reported that he had spoken with Ethan Turner; they have pulled their cattle off the Huckleby property where they were conducting the experimental rotational grazing trials. They have concluded that it is best for them to cancel the grant and possibly apply during the upcoming fall grant cycle.

OpMG-04-23 Bridger Plant Materials Center – Vogt reviewed the annual request for financial support and stated that an award of \$100 was approved last year.

Robert Schroeder moved to donate a \$100 Operations Mini Grant award to the Bridger Plant Materials Center. Libby Maclay seconded the motion. The vote was unanimous in favor, and the motion carried.

Sponsored Grants – Bart Morris spoke about the potential for an irrigation well on Lower Miller Creek as it relates to the District’s current DNRC grant. It is not known at this time if there is enough water left to make the project worthwhile; he and others are waiting for a report from the WGM consultant. He also mentioned that water rights are involved. Vogt gave a brief update on the District’s other two DNRC grants.

Equipment Program – Vogt reported that staff took the Toyota 4-Runner in for a tire balance and a rotation. He showed slides of the repairs and maintenance he made to the no-till drill, and shared with the Board that the most recent renter stated how well the new cutting disks and packing wheels worked. These new discs replace ones that came with the drill when it was purchased in 2016. Vogt stated that he is working on an accounting of expenses and his time for no-till drill maintenance and repairs.

Pollinator Program/MTNSN – Vogt showed slides of the MCD booth at the Missoula County Fair and reported that staff gave away many seed packets. Vogt showed slides of row preparation at the MTNSN foundation seed field and reported on the construction of a deer fence. He stated that he would email to the

Board an update from Michael Butts regarding the status of the MTNSN project. Field there have been prepared and the very first round of seeding will take place this fall.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Bear Smart group is working with the county health department to update codes, and that they are also expanding signage and their awareness campaign.

Urban & Small Agriculture Program – Watkins stated that the CD and NRCS anticipate assisting in helping this group develop a mission statement. The Board inquired if the Montana Western Agriculture Research Center in Corvallis has been involved with this group. Watkins replied that they have not but that they could be brought in the fold. The Board also mentioned other groups that could be involved, such as the Western Montana Growers Cooperative and the Ravalli Economic Development Authority. Watkins will communicate with the Board about upcoming meetings of this group.

310 Program

BSWC Update: Watkins reported that there were about 7 or 8 property owners present at the Pattee Creek public meeting. Some were excited about planting riparian species while others showed less enthusiasm for changing their practices. Some landowners already have healthy riparian areas along their creekside property. Overall, she reported that many attendees appreciated the information shared at the meeting. Watkins stated that he and Drennan have been meeting with landowners and that there is a planting day for this restoration on September 16th.

Other New Business – Watkins displayed the new version of the website to the Board.

The Board also discussed NACD dues that vote reported had been included in monthly claims. Libby Maclay moved to pay \$100 in dues to NACD. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion passed.

Old Business

FY24 Budget: Watkins stated that this had been covered under the Committee reports.

Other Old Business: Chair Hall asked if any additional action needed to be taken to give Skovlin access to the First Security Bank account. Watkins indicated he would follow up on this matter.

Payment of Bills and Claims

Robert Schroeder moved to pay the July bills and claims. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion passed.

Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from July meeting			\$27,749.10
7/10/2023	MCDEO SET Registration Fee	(\$25.00)		\$27,724.10
8/8/2023	Transfer to Petty Checking 0928	(\$1,400.00)		\$26,324.10
	Totals	(\$1,425.00)	\$0.00	
	NET TOTAL	(\$1,425.00)		

Petty Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from July meeting			\$1,525.12
7/11/2023	Fiesta En Jalisco: July Board meeting meal	(\$115.96)		\$1,409.16
7/11/2023	Albertsons: Board meeting supplies	(\$13.48)		\$1,395.68
7/11/2023	Box: Annual fee	(\$450.00)		\$945.68
7/24/2023	Staples: banker's boxes for move to new office building	(\$17.00)		\$928.68
7/24/2023	Albertsons: Beverages for 310 Public Meeting Pattee Cr.	(\$10.97)		\$917.71
7/24/2023	Two Men and a Truck: deposit for file cabinet move	(\$242.00)		\$675.71
7/26/2023	USPS: roll of 1st Class stamps	(\$66.00)		\$609.71
7/31/2023	Zoom: monthly subscription fee for Watkins and Vogt	(\$33.18)		\$576.53
7/31/2023	Missoulian: monthly online subscription	(\$18.99)		\$557.54
7/31/2023	FWP Montana Outdoors: 3-year subscription	(\$30.00)		\$527.54
8/1/2023	Tire-Rama: tire disposal fee	(\$3.75)		\$523.79
8/1/2023	Missoula Power Wash: car wash for Toyota 4runner	(\$10.00)		\$513.79
8/3/2023	Harbor Freight Tools: no-till drill maintenance	(\$11.48)		\$502.31
8/3/2023	Murdoch's: maintenance supplies for no-till drill	(\$12.85)		\$489.46
8/3/2023	Napa Auto Parts: No-till drill maintenance	(\$21.41)		\$468.05
8/7/2023	Target: Moving and office supplies	(\$66.05)		\$402.00
8/7/2023	Staples: Supplies for moving to new building	(\$54.41)		\$347.59
8/8/2023	Transfer from Checking 0954		\$1,400.00	\$1,747.59
8/8/2023	USPS: Priority mailing of grant materials	(\$9.65)		\$1,737.94
8/8/2023	Michaels: Supplies for tabling	(\$19.96)		\$1,717.98
	Totals	(\$1,207.14)	\$1,400.00	
	NET TOTAL	\$192.86		

Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from July meeting			\$58,468.60
7/31/2023	Interest		\$3.71	\$58,472.31
	Totals	\$0.00	\$3.71	
	NET TOTAL	\$3.71		

DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from July meeting			\$193,313.63
7/30/2023	Change in account value	(\$408.32)		\$192,905.31
	Totals	(\$408.32)	\$0.00	
	NET TOTAL	(\$408.32)		

Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge	Deposit	Balance
	Balance from July meeting			\$463,312.15
6/30/2023	Mill Levy Deposit and Interest		\$19,022.32	\$482,334.47
6/30/2023	Pay Period 13 entry correction in QuickBooks		\$114.24	\$482,448.71
7/10/2023	Quarterly Supervisor Reimbursements 4/1/23-6/30/23	(\$3,046.93)		\$479,401.78
7/10/2023	Verizon Wireless	(\$104.52)		\$479,297.26
7/10/2023	Charter Spectrum	(\$109.99)		\$479,187.27
7/10/2023	FIB Mastercard	(\$116.90)		\$479,070.37
7/10/2023	MACD: Annual Dues	(\$17,000.00)		\$462,070.37
7/10/2023	Montana Conservation Corps: 3rd Install BSWC	(\$4,875.00)		\$457,195.37
7/14/2023	Pay Period 14	(\$8,077.33)		\$449,118.04
7/21/2023	Pay Period 15	(\$7,922.74)		\$441,195.30
8/11/2023	Pay Period 16	(\$8,278.56)		\$432,916.74
	Totals	(\$49,531.97)	\$19,136.56	
	NET TOTAL	(\$30,395.41)		

Adjournment

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

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	17	-	-
Libby Maclay	17	-	-
Travis Greenwalt	17	-	-
Paul Parson – excused absence	-	-	-
Art Pencek – excused absence	-	-	-
Robert Schroeder	17	-	-
Sidney Wills	-	-	-

Missoula CD Employee Report: July 12 -August 13, 2023

Julia Drennan – Big Sky Watershed Corps (BSWC) Member

July 1 – August 9, 2023

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 2 photos and informational posts on Instagram
- Fixed/edited information on website
- Connected work computer to county email
- Assisted Skovlin, Vogt, and Watkins with monthly Board of Supervisors Meeting

Program Assistance:

- Attended building tour of new facilities at the Fairgrounds
- Attended Grass Valley Ranch Tour with Skovlin
- Assisted Skovlin with filing and creation of 310 files
- Contacted Clark Fork Market about tabling at the Missoula Farmer’s Market in September
- Met with Lydnsey Holloway, Missoula City Stormwater Technician, regarding Pattee Creek projects
- Conducted Pattee Creek Public meeting with assistance from Watkins and Holloway
- Conducted initial mailing campaign to Pattee Creek with assistance from Watkins
- Attended meeting for Miller Creek Open House with Schuler, Watkins, and Calvin Dee
- Attended 1 site visit with Watkins and Elissa Chott
- Mailed second round of Pattee Creek landowners outreach material
- Corresponded with various Pattee Creek landowners
- Attended and presented at Friends of Pattee Creek meeting with Skovlin and Holloway
- Attended Grant Creek Working Group with Vogt and Watkins
- Conducted visits and met with 7 Pattee Creek landowners on individual site visits
- Created promotional material for tabling event at County Fair
- Corresponded with NorthWestern Energy about potential Pattee Creek project

BSWC Programming/Events:

- Submitted biweekly time sheets
- Attended monthly check-in with Team Leader Jae
- Submitted June and July monthly bundle reports
- Submitted Quarter 2 report
- Attended member monthly call

Sonja Skovlin, Outreach and Office Coordinator

Office Operations:

- Checked District's general email and QuickBooks accounts daily; received/distributed agency mail daily
- With input from Vogt and Watkins,
 - 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, June approved minutes, and July 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
- Answered then transferred 310 inquiry calls to Watkins, and no-till drill inquiry calls to Vogt;
- Participated in staff meetings, preparing and distributing relevant documents at beginning of or during meeting

Stream Permit Processing:

- Processed nine Emergency notices, and 13 310 Permit Applications
- With Watkins, prepared 310 Permit letters and mailed 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

Bookkeeping/Accounting

- With input from Vogt:
 - 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 checks for grants, petty cash transfers, Pollinator Seed from Lake County
- Organized and filed reconciliation and bank statements

Special Assignments:

- Email communication between Bryce Christiaens, Sean Chandler, and Watkins regarding logistics of moving to the new office building

- Arranged with Two Men and a Truck moving company to move file cabinets and boxes in latter half of August
- Purchase supplies for and prepared materials for tabling at Missoula County Fair
- Tabled at fair on August 10
- Toured new office space and building with staff, Chair Hall, and Sean Chandler of Missoula County Facilities
- Helped arrange logistics and site location for CD Funding Forum on August 17 with Hailey Graf, communicated with Supervisors regarding this event
- Toured compost operation at Grass Valley Farm with Small Ag Working Group
- Arranged with Msla County IT and USDA staff for installation of county printer at current office
- Communicated updates that need to be made regarding access to online accounts at FSB with Finance Committee
- Staffed at Friends of Pattee Creek event at Elms Park on August 2

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 (7/3-7/14)
- Toured new office building with staff and Chairman Hall

Program Assistance:

- Took laptop to County IS Department for imaging and set up on county system
- Participated in the Grant Creek Working Group meeting with Watkins and Drennan
- Participated in virtual Area 5 Employee's Organization meeting
- Grants Program:
 - 23G-22-3705 Clearwater High Priority Water Quality Monitoring:
 - Corresponded with CRC on need for corrected final report
 - 23G-22-3734 Local TIP Support & Area 5 Training:
 - Corresponded with landowner and CFC regarding updates on water rights transfer
 - Corresponded with H. Graf
 - CEG-02-22 Highlander Grant Creek Bank Stabilization
 - Corresponded with grantee on proposed language for educational signs
 - CEG-01-23 Turner Farms Agro-Ecological Stewardship Project:
 - Corresponded with grantee on final decision to cancel grant
 - ECS-02-22 Missoula Bear Smart:
 - Corresponded with grantee on items needed to finalize grant contract
 - ICG-01-23 Mapping Human-Bear Conflicts & Efficacy of Prevention Efforts:
 - Finalized grant contact and mailed it, along with award payment
 - OpMG-04-23 Bridger Plant Materials Center
 - Receive and process request for annual support
- Pollinator Program:
 - Provided pollinator seed packets at Western Montana Fair

Technical Assignments:

- No-Till Drill equipment rental program:
 - 1 rental and 3 fall reservations; multiple inquiry calls and emails
 - Maintenance/repairs:
 - Replaced all front trash disks on no-till drill
 - Toyota 4-Runner to Tire Rama for tire balance and rotation
- Provided technical assistance:
 - Forage grass identification, weed biocontrol, and weed herbicide treatments for NRCS Field Office
 - Post site visit email sent to Grass Valley landowner: weed ID, treatments, soil health, regenerative ag

Communication and Outreach:

- Reviewed Drennan's draft email to City County and Mayor regarding upcoming Pattee Creek 310 meeting
- Reviewed Drennan's draft Pattee Creek landowner follow-up letter
- Tabled at Western Montana Fair and provided information about Missoula Conservation District
Vacation Leave – 3 days; Sick Leave – 10.5 hrs

Radley Watkins, Executive Director

Office Administration:

- Coordinated the July District Board meeting
- Reviewed/edited/approved draft August 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 August District meeting
- Created Zoom Link for May Supervisor meeting and past to Skovlin
- Wrote Chairman update for August meeting
- Reviewed Vogt's, Drennan's and Skovlin's work, including Employee Reports, invitee list, upcoming events, Instagram posts and more
- Worked on phone conversions with Rob Burgan, Missoula County Telephony Systems Manager
- Communicated with Bryce Christiaens, Director, Missoula County Ecology & Extension (MCDEE) to determine new building janitorial fees and occupation dates
- Organized new building walk through for staff and Chairman Hall
- Along with Skovlin, worked with County IT to get a temporary printer in the Office

310 Law Administration:

- Followed up on 310 actions taken at July District Board meeting by writing and sending letters
- Reviewed and processed 21 new 310 application, and 1 new complaint
- Conducted one (1) site visit for CM 0423
- Conducted three 13 site inspections with Supervisor Schroeder and Knotek, and river investigation with Hall and Knotek
- Reviewed 310 work done on Maple Creek

Minutes
Missoula Conservation District
August 14, 2023

- With Drennan, hosted Pattee Creek Open House, and met with 5 landowners to discuss restoration
- Worked on and discussed proposed MACD resolutions with Attorney Hart, and DNRC 310 Council
- Discussed proposed MACD resolutions with Hailey Graf, CD Specialist and Stream Permitting Coordinator, and MACD Executive Director, Becca King
- Worked on 310 outreach plan for Miller Creek
- Conducted site visit with Drennan and beaver expert, Elissa Chott on Lolo Creek 310 violation

Program Management:

- Toured Grant Creek with Lemke, Just Trout, NRCS grant specialist, and Will McDowell of the Clark Fork Coalition to discuss Grant Creek restoration funding potential
- Talked with Amanda Schroeder, Farmers Conservation Alliance regarding roll out of the PL566 Preliminary Investigation Feasibility Report (PIFR) – Middle Clark Fork Corridor Project
- Attended Grant Creek Working Group meeting with Drennan and Vogt
- Helped Vogt with No-till Drill repairs
- Attended Bear Smart Working Group meeting
- Along with Vogt, tabled with MCDEE staff and Butterfly House staff
- Worked with Natalie from Big Sky Horse Park to plan Managing Horses on Small Acreage in Western Montana workshop

**32 hours Vacation & 2 hours Sick Leave*

The next Missoula Conservation District meeting is scheduled for **Monday, September 11, 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.