

**Missoula Conservation District
November 13, 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), Sid Wills (Supervisor), Radley Watkins (Staff), Bryan Vogt (Staff), Sonja Skovlin (Staff), Julia Drennan (BSWC)

Additional Attendees: John Hart, (Senior Deputy County Attorney), Travis Lemke (NRCS Supervisory District Conservationist), Will McDowell (Clark Fork Coalition), Rose Leach (Five Valleys Audubon), Mary Ellis (Community Food and Agriculture Coalition), Rob Roberts (Trout Unlimited), Bert Lindler (Public) Jody Wills (Public)

Absent: Robert Schroeder (Supervisor) – in Billings for MACD Annual Convention, Bart Morris (Associate Supervisor), Josh Schroeder (Associate Supervisor)

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

Minutes – Discussion of edits to the draft set of minutes: p. 5 CM-10-23 needs to be amended to reflect 2024 deadline rather than 2023; p. 9 Under Middle Clark Fork Corridor Project (PIFR), Chair Hall reported that he had spoken *over the phone* with Cory Miller, who serves on the board of the Grass valley French Ditch Irrigation District (GVFD).

Tim Hall moved to approve the October 10, 2023 Board Meeting minutes as amended. Travis Greenwalt 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 November 8, 2023, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated November 8, 2023.

First Security Bank – Checking	\$46,884.87
First Security Bank – Petty Checking	\$853.75
First Security Bank – Savings	\$58,484.10
DADCO Savings	\$185,494.83
Tax Mill Levy Account at County	\$386,008.41
Total Bank Accounts	\$677,725.96

Public Comment – None offered.

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported that there are six active TIPS in Missoula County. The deadline to apply for projects for FY24 was October 27th. Lemke informed the Board of a new funding pool known as ACT NOW; the funding is derived from money appropriated in the Inflation Reduction Act (IRA) that Congress passed. Lemke reported that ACT NOW allows NRCS to approve and obligate a ranked application in a designated ranking pool when an eligible application meets or exceeds a state-established minimum ranking score without waiting for all applications to be ranked and pre-

approved in that ranking pool. Lemke stated that interest in the program is strong and attributed a lot of the success to local partners in promoting the TIPs.

310 Emergency Notices – There were no emergency notices to consider for this meeting.

Existing 310 Permits

310 Permit Applications

MS-11-23 – Kimberly and Robert Bobber – Swan River – Culvert
Geocode: 04-2992-18-2-01-19-0000

Chair Hall, the Supervisor present at the site inspection this last May, reviewed the timeline of this project and provided the rationale for the Bobbers changing their project from a culvert to a bridge. Watkins presented slides of the site location and explained that the applicants are seeking access across this side channel to the island, in part to log, and simply to have access to it. Watkins showed a picture of the railcar that the applicant sent along with a hand-drawn bridge design that the contractor provided to the Bobbers. Watkins stated that FWP Biologist Leo Rosenthal has not reviewed these most recent submissions from the applicant. The Board requested that the applicants provide information to the Corps of Engineers (COE), and need to submit a more detailed design of the bridge.

Chair Tim Hall moved to make Application No. MS-11-23 a project for consideration under the 310 Law and to table the application pending review of additional details requested from the applicant, including accurate elevations of the bridge plan. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

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 presented slides that he had shown at previous meetings of the site location and photos of the site. He reiterated that the Deeds had submitted a permit to the Missoula County Floodplain Administrator (MCFA) to remove the walkway and suggested that the Board could recommend requiring the applicant to submit the same joint application that they submitted to MCFA. The Deeds submitted this application (MS-17-23) to retroactively permit the fill and culverts noted in the violation.

Art Pencek moved to deny Application No. MS-17-23; Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

MS-23-23 – (Tabled 8/14/2023) Paul Rossignol – Tributary of East Fork of Graves Creek – Crossings/Roads
Geocode: 04-2090-17-1-01-01-0000

Nothing new to report. The Board took no action.

MS-25-23 – (Tabled 9/11/2023) DARLOA – Clearwater River – Improvement to Existing Structures
Geocode: 04-2540-15-1-04-29-0000

Nothing new to report. The Board took no action.

MS-29-23 – Nancy Siegel – Rattlesnake Creek – Bank Stabilization
Geocode: 04-2200-14-3-08-03-0000

Nothing new to report. The Board took no action.

MS-41-23 – David Rath – Lolo Creek – Restoration of Side Channel
Geocode: 04-1972-05-1-01-03-0000

Nothing new to report. The Board took no action.

MS-42-23 – **(has withdrawn)** Theresa Mueller – Ninemile Creek – Channel/Bank Projects
Geocode: 04-2635-18-1-01-02-0000

Watkins reported that he had visited this site with DNRC Forester Bill Burdick and discussed with the applicant their plan to thin vegetation within the riparian area. Upon evaluating the site, Watkins stated that he and Burdick recommended to the applicant that no thinning was needed in this area. The applicant withdrew the application.

MS-43-23 – Kenneth Freudenberg – Grant Creek – Vegetation Removal
Geocode: 04-2326-29-4-03-03-0003

Watkins reviewed the history of this application. The applicant submitted it to address the results of a Bitter Root RC&D clearing project intended to reduce vegetative fuels; the ground in the riparian area was bulldozed to bare soil, and much vegetation had been cleared and piled. The applicant is requesting for one day to burn slash on his property.

Art Pencek moved to make Application No. MS-43-23 a project for consideration under the 310 Law, to approve the project as presented, and to waive the 30-day waiting period following the Board's decision. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion carried.

MS-44-23 – Mark Kuhlman obo Charles and Peggy Bloom – Pattee Creek – Channel/Bank Projects
Geocode: 04-2093-04-1-01-06-0000

Watkins displayed a site location slide as well as photos, explained the need to replace the existing crossing, and stated that the landowners have agreed to stop mowing down to the stream's edge because of Drennan's Pattee Creek Revegetation Project. Supervisor Parson attended a site inspection with Watkins and stated that it was a straight-forward project and that the contractor had confirmed that all work will be completed without equipment entering the creek.

Paul Parson moved to make Application No. MS-44-23 a project for consideration under the 310 Law, to approve the project as presented, and to waive the 30-day waiting period following the Board's decision. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried.

MS-45-23 – Thomas Hilley – Rattlesnake Creek – Buildings/Structures
Geocode: 04-2200-14-3-06-05-5004

This project has been reviewed and approved before, but the applicant could not complete the project prior to the Permit expiring, due to a city floodplain issue.

Chair Tim Hall moved to make Application No. MS-45-23 a project for consideration under the 310 Law, to approve the project as presented, and to waive the 30-day waiting period following the Board's decision. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

310 Complaints

CM-07-23 – Kathy and Bruce Graham – Clearwater River – Vegetation Removal
Geocode: 04-2540-14-2-02-01-0000

Watkins displayed slides of the site location and photos of the areas near the river where the landowners have mowed to the banks of the side channel. One photo depicted a section of the Graham's property that contains riprap, meant to serve as a retaining wall. The Board inquired as to whether MCFA was aware of this feature.

Paul Parson moved to declare Complaint No. CM-07-23 a violation of the 310 Law for actions undertaken on a perennial stream without a valid 310 Permit and directed staff to consult with Missoula County Floodplain Administration before determining requirements to resolve the violation. Art Pencek seconded the motion. The vote was unanimous in favor and the motion carried.

CM-11-23 – Scott and Debbie Miller – West Twin Creek – Channel/Bank Project
Geocode: 04-2202-02-2-02-07-0000

The Board briefly discussed that staff could send a letter to the Millers stating that the bridge has been noted, and that no repair or replacement could take place without a permit.

Art Pencek moved to declare Complaint No. CM-11-23 resolved per the landowner's voluntary removal of the rock dams and to issue a letter stating that the existing bridge noted during the site visit cannot be repaired or replaced without a valid 310 permit. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-12-23 – Richard Farrar – West Twin Creek – Rock Dam and Bridge
Geocode: 04-2202-02-2-02-15-0000

Farrar has not responded to any complaint letters sent to him, despite one being sent certified mail. Watkins reiterated that mowing to the edge of the creek has been observed, and that there are sizable rock dams in the bed of the creek, although they do not fully prevent trout from migrating. He also stated concern over mowing near the creek.

Paul Parson moved to declare Complaint No. CM-12-23 a violation of the 310 Law for actions undertaken on a perennial stream without a valid 310 Permit and to require cessation of mowing to allow for the reestablishment of vegetation within 10 feet of the stream and to remove the hand-built dams spanning the channel of West Twin Creek with all work to be done by hand and without equipment. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried.

CM-14-23 – Joan Mulligan – Clark Fork River – Vegetation Removal
Geocode: 04-2095-21-2-02-01-0000

Watkins presented slides of the site, and photos from when he visited the site and met with the landowners. He reported that all vegetation has been significantly cut on the side channel island. He relayed to the Board a question from the Mulligans: should the cessation of vegetation removal stop at 50 feet from the edge of the side channel or from the edge of the river bank? The Board stated that they should measure from the side channel to lessen exposure from potential risk of deterioration of the channel or banks in a high-water event.

Art Pencek moved to declare Complaint No. CM-14-23 a violation of the 310 Law for actions undertaken on a perennial stream without a valid 310 Permit, to require that the landowner cease and desist all mowing within 50 feet of the side channel bank, and to further recommend the landowner plant native riparian vegetation within the riparian buffer for bank protection to resolve the violation. Paul Parson seconded the motion. The vote was unanimous in favor and the motion carried.

Existing Violations

CM-10-22 – John Gardner – Grant Creek – Vegetation Removal

Geocode: 04-2326-10-3-03-01-0000

Watkins stated he will be visiting this site to ensure no mowing took place.

CM-03-23 (Re: MS-17-23) – Tyler and Tracy Deeds – Clearwater River – Vegetation Removal

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

See MS-17-23 above for additional details.

Travis Greenwalt moved to require the removal of the previously placed fill through a 310 Permit application in accordance with the Deeds' joint application already submitted to the Missoula County Floodplain Administrator to resolve Violation No. CM-03-23. Paul Parson seconded the motion. The vote was unanimous in favor and the motion carried.

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

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

Watkins stated there is nothing new to report on this complaint. 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 stated he will visit the site and confirm whether mowing is taking place. The Board took no action.

CM-09-23 – McCullough Brothers Inc. – Miller Creek – Vegetation Removal

Geocode: 04-2093-19-1-01-01-0000

Watkins stated there is nothing new to report on this complaint. The Board took no action.

CM-10-23 – Patricia Coolidge – Clearwater River – Construction in a Riparian Area

Geocode: 04-2540-10-1-02-05-0000

No action taken. The date on which the 310 Permit expires was inaccurately reported in the October Minutes and will be corrected to October 10, 2024.

310 Inquiries & Issues – Watkins reported that he and Drennan had sent 310 Law informational letters to landowners on Petty Creek, Rattlesnake Creek, and Pattee Creek. Over 50 landowners have called in the past two weeks, and he has dedicated significant time to conversations with them about the intent of the letters. Several landowners have misunderstood some wording in the letter to mean that staff came onto their property. Letters were sent to several landowners on the Blackfoot River that had apparent violations noted by Watkins on a recent float trip. Watkins provided an account of one conversation with a landowner who didn't want to concede any more than 10 feet adjacent to the riverbank as he wants to be able to drag his hose. The landowner, according to Watkins, said that if the requirement is more than he would acquire goats to graze in the area. The Board recommended returning to this landowner with the MCFA's 50 foot buffer zone requirement on the Blackfoot River. Watkins stated that going forward he will use this buffer zone reference for all Blackfoot River inquiries.

Reports

County Attorney Report – John Hart stated that he had no prepared information to report. Regarding the discussion concerning the CFAC Tool Library, he questioned why they themselves cannot find a provider that would insure them, instead of the CD. Hart said he would approach providing liability insurance for them cautiously. A discussion ensued by the Board as to whether they should have errors and omissions coverage. Hart agreed that having this type of coverage could be prudent. Hart briefly mentioned that the Flathead CD had met earlier in the day; regarding the house built near MacDonald Creek, an arbitrator found that the CD did have jurisdiction to issue the order to require a new permit for removal of the building.

Montana FWP – Ladd Knotek was absent and had not provided a report.

DNRC Conservation District Bureau – Catey Bauer, CD Specialist for western Montana CDs, submitted a report that was included in the Supervisor's meeting packets for review.

Bitter Root RC&D – Libby Maclay reported that she had attended a recent meeting; she brought up the forestry issue on Grant Creek at this meeting. The President of the Bitter Root RC&D, who is also on the Bitter Root CD Board, didn't see where their CD had jurisdiction beyond what had been left as a riparian buffer since their CD has smaller setbacks.

Fuel Reductions Program: Hall and Watkins reported on this meeting that took place on October 25th. Watkins reported that the CD gave all in attendance a copy of the Healthy Riparian Guide. He also stated he will be writing a letter to landowners in the area.

Dept. of Ecology and Extension/Weed District/New Building –The Grand Opening of the Gerald W. Marks Exploration Center will take place on Tuesday, December 6th. Chair Hall will speak at this event. Skovlin will send an invitation via email to all members of the Board.

Watershed Groups

Grant Creek Restoration MOA – Watkins reviewed MCD’s involvement with the Grant Creek Working Group and with the process of developing the MOA. He explained the rationale for including the MCD in the MOA between Missoula County, the City of Missoula, MCD, and CFC. Watkins then read the draft MOA that was included in the Supervisor packets. Will McDowell (CFC) reported that the GCWG, made up of 15 different entities, has been working for 18 months to identify the most concerning water degradation issues in the watershed and to develop the MOA. He used a map of the four sections of Grant Creek below I-90 within the Vision and Strategy document to describe current conditions, concerns, and desired future work. McDowell reported that today the CFC learned that they had secured a private foundation grant for Grant Creek planning and design. Watkins stated that segments 2 and 3 of the four sections included in the Restoration area are in the CD’s jurisdiction. Bert Lindler, who introduced himself as a resident of Grant Creek above I-90, spoke in favor of efforts to promote restoration of healthy ecological functioning of Grant Creek. He mentioned Ladd Knotek’s findings of significantly more bull trout in the portion of Grant Creek above Snow Bowl than there are in upper Rattlesnake Creek and emphasized the importance of this finding in relation to the creek emptying into the Clark Fork River. Rose Leach of Five Valleys Audubon commented that the four sections of Grant Creek are part of the Grass Valley Audubon Survey Area and are an important part of the habitat in the valley. The Board inquired about Section 3; Watkins showed a slide of this section, pointing out a swale which is comprised largely of knapweed. He described the potential to transform this area from a deep ditch with a steep bank into a stream; to make this kind of change would require adjacent landowner buy-in.

Chair Hall moved to approve being a signatory to the Grant Creek Restoration Memorandum of Agreement. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

Planning Board Update: Josh Schroeder was absent; no report was given. Watkins reported that he had presented 310 information to the Planning Board that was well-received.

Water Quality District – Chair Hall stated that Watkins had presented information to the Frenchtown Smurfit Stone Community Advisory Group. Earlier today Hall participated in a statewide meeting of the Environmental Quality Council, encouraging them to inform legislators to compel the EPA to remove existing berms but prior to that remove toxic waste.

District Committees – The Personnel Committee spoke of scheduling a meeting in early December in advance of Annual Employee Reviews that will take place in January. Travis Greenwalt of the Finance Committee reviewed recent decisions on changes to the District’s investment strategy and options to reallocate some excess funds into a certificate of deposit ladder.

Chair Tim Hall moved to proceed with reallocation of funds allowing the Budget Committee to determine specific recommendations for amounts to invest into the District’s short term certificate of deposit ladder. Art Pencek seconded the motion. The vote was unanimous in favor and the motion carried.

Missoula CD Employees – Written reports were included in the Supervisor’s packets.

Middle Clark Fork Corridor Project (PIFR) – Watkins reviewed the Sponsor Declaration Letter included in the Supervisors’ meeting packet. Rob Roberts of Trout Unlimited (TU) spoke briefly about the history of putting this project together and the entities involved, reiterating that the intent pushing this project is to improve water quality, fisheries, and water management. He identified the four irrigation districts with whom he is working – the Missoula Irrigation District near the university, Orchard Homes Irrigation District, Flynn-Lowney which is now owned by the City of Missoula, and the Grass Valley French Ditch – and discussed rehabilitation priorities for each. Roberts stated that topographic site surveys for sites have been completed, and that preliminary designs are in process with each of the districts. He reported that TU has continued to raise money and move the process forward, and that USFWS and BOR have committed \$200,000 and \$400,000 respectively to the project; the City of Missoula has also committed funds. He confirmed that all irrigation districts have written letters of support for the work TU is already doing and that these letters could also be used for the PL566 project. Watkins explained that for NRCS State Conservationist Tom Watson to consider funding this project, the CD needs to be a sponsor of it and sign the PIFR Sponsoring Authority and Role and Declaration Checklist. Chair Hall reminded the Board that after signing these documents, the CD can still pull out of the project if the Board does not agree with what NRCS offers. It was stated that should the process move forward, a watershed plan would be developed, then a design process would ensue. Ultimately, PL566 would fund the engineering aspects of this project.

Travis Greenwalt moved to have the District sign the Sponsor Authority and Role Declaration Checklist, with Tim Hall seconding the motion. Five supervisors voted for the motion, and it carried. Paul Parson abstained.

New Business

CDB 10-Minute Trainings – This item on the agenda was not covered due to time constraints.

Grand Opening of Gerald W. Marks Exploration Center – This event will take place on December 5th.

Correspondence and Upcoming Events: Watkins/Vogt highlighted the Western Montana Grazing and Agriculture Conference in late January the Lake Co. CD and MCD will host at GWMEC.

Site Inspections Scheduling – Site inspections were scheduled for December 4th.

Programs

Grants Program

- Conservation Enhancement Grants
- CEG-01-24 Randall and Nancy Moy
- CEG-02-24 Amberleigh Hammond
- CEG-03-24 Jennifer Belitz

Vogt reported that the Grants Committee met recently and determined that CEG-02-24 and CEG-03-24 did not meet the criteria to be funded under this grant program. The applicants for CEG-01-24 have been asked to provide additional information for the Grants Committee to make a recommendation on the application. The Board took no action.

MCD Grants – Vogt reported that there are three pre-applications for Innovation Conservation Grants, one from CFAC, another from City Stormwater, and a third regarding a community co-op orchard, the last of which he stated did not meet the criteria for the grant. Both CFAC and City Stormwater will be invited to submit full ICG applications. Vogt also reported on discussions to consider providing \$10,000 through a Public Partnering Cost Share Grant to the Missoula County Dept. of Ecology and Extension (MCDEE); \$5,000 would go towards their youth education program and \$5,000 towards partnering on their pollinator program. Vogt and Watkins stressed that this would assist with the District’s active partnership in these programs now that MCD is co-located with MCDEE. The Grants Committee indicated initial support for this approach and will review a more detailed application when it is provided.

Sponsored Grants (Outside grants)

DNRC CD Planning Grant: Lower Grant Creek Conceptual Design – Vogt reported that staff had submitted a grant application to fund the Lower Grant Creek Conceptual Design to the DNRC CDB, requesting for the maximum amount of \$20,000. He stated that this application will be discussed and voted upon at the CDAC portion of the MACD Annual Convention.

Equipment Program – Vogt stated that he will provide a report at the December Board meeting.

Pollinator Program/MTNSN – Vogt reported that Michael Butts has provided a summary of Phase I of the MTNSN project, which focuses on goals that were met and surpassed, and that Butts has successfully applied for and received other grants that will be used for Phase II. Vogt stated that the CD gave a South Hills landowner seed mix, since her ground had been prepped. He reminded the Board that the next District’s additional \$25,000 of pledged support for the MTNSN will be paid at the beginning of the year.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Missoula Regional Connectivity Group is close to applying for a Montana Wildlife and transportation Partnership Project Program grant to fund the preliminary feasibility study of a wildlife bridge near Sixmile Creek. The Board expressed concern that MDT will not move a project forward until they wish to do so.

Urban & Small Agriculture Program – No report offered.

310 Program

BSWC Update: Drennan reported on AWRA Conference that she attended, stating that she appreciated the professional development opportunity and the contacts she made. She will be presenting to the BSWC group in Butte on her project. Her last day in the CD is Tuesday, November 14. She stated that she will be returning to New Jersey; there, she will be working remotely with the CFC to write the Grant Creek plan. She expressed thanks to the Board and to the staff. Drennan said she is looking into graduate school opportunities in Montana.

Other New Business – There was no other new business to report.

Old Business

Community Food and Agriculture Coalition (CFAC) Tool Library – Vogt reported that CFAC plans to establish this library at LaLonde Ranch and that they have developed a business plan. Mary Ellis of CFAC

stated that a private donor gave \$95,000 to CFAC to get the Tool Library started, and that NRCS awarded CFAC a two-year \$75,000 Conservation and Innovation Grant which would fund a part-time position, and workshops on equipment maintenance and soil health. She explained that the tool library would support young farmers in accessing tools and equipment. CFAC plans to purchase larger equipment such as a flail mower and a manure spreader, and a tractor. They would like to launch in the spring of 2024. Ellis stated that CFAC has encountered challenges in securing liability insurance. Watkins informed the Board that Rocky Mountain Insurance Services can insure the equipment for a nominal increase in the CD’s premium, and that the CD’s RMIS insurance agent has offered to help craft a rental agreement. Ellis explained that CFAC would charge a small annual membership fee, and that membership capacity was being determined. The Board inquired if membership would sustain the operation of the tool library. Ellis stated that a combination of membership fees, equipment rental fees, and grants would fund the library. The Board would like to understand the liability to the CD prior to agreeing to provide liability coverage to the CFAC tool library.

Other Old Business – There was no other old business presented.

Payment of Bills and Claims

Chair Hall moved to pay the October bills and claims and quarterly Supervisor reimbursements. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion passed. The meeting adjourned at 11:10 pm.

Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from October meeting			\$30,750.55
10/10/2023	Great Bear Foundation: ECS-02-22 Award	(\$2,580.00)		\$28,170.55
10/17/2023	Transfer to Petty Checking 0928	(\$1,000.00)		\$27,170.55
11/1/2023	Ethan Turner		\$445.00	\$27,615.55
11/1/2023	Granite Conservation District: meals @ Area 5 mtg	(\$60.00)		\$27,555.55
11/2/2023	DNRC: 23G-22-3705 Reimbursement		\$19,329.32	\$46,884.87
	Totals	(\$3,640.00)	\$19,774.32	
	NET TOTAL	\$16,134.32		

Petty Checking Account

Minutes
 Missoula Conservation District
 November 13, 2023

Date	Description	Charge	Deposit	Balance
	Balance from October meeting			\$971.11
10/5/2023	Conoco: Windshield wiper fluid for MCD 4Runner	(\$4.99)		\$966.12
10/10/2023	Amazon: Desk lamp for Skovlin	(\$44.99)		\$921.13
10/12/2023	Albertson's: Cups and cream for monthly board mtg	(\$9.48)		\$911.65
10/16/2023	Pattee Crk Market: Supplies for Horse Pasture Wkshop	(\$21.58)		\$890.07
10/16/2023	Ace Hardware: Office supplies for new office space	(\$40.92)		\$849.15
10/16/2023	Missoula Office City: various office supplies	(\$127.24)		\$721.91
10/17/2023	Transfer from Checking0954		\$1,000.00	\$1,721.91
10/18/2023	Staples: office and meeting supplies	(\$30.76)		\$1,691.15
10/18/2023	USPS: Certified mail for 310 letters	(\$15.69)		\$1,675.46
10/23/2023	USPS: Roll of stamps	(\$66.00)		\$1,609.46
10/23/2023	Missoula Office City: envelopes and hanging folders	(\$48.29)		\$1,561.17
10/25/2023	Design Crowd Party LTD: Logo design fee	(\$319.28)		\$1,241.89
10/27/2023	MACD Annual Convention Registration for R. Schoeder	(\$326.48)		\$915.41
10/30/2023	Missoulian: monthly online subscription	(\$18.99)		\$896.42
10/30/2023	Costco: Storage tote for district tools	(\$9.49)		\$886.93
10/31/2023	Zoom: monthly subscription for Watkins and Vogt	(\$33.18)		\$853.75
				\$853.75
				\$853.75
				\$853.75
				\$853.75
	Totals	(\$1,117.36)	\$1,000.00	
	NET TOTAL	(\$117.36)		

Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from October meeting			\$58,480.26
10/1/2023	Interest		\$3.84	\$58,484.10
	Totals	\$0.00	\$3.84	
	NET TOTAL	\$3.84		

DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from October meeting			\$187,930.67
9/30/2023	Change in account value	(\$2,435.84)		\$185,494.83
	Totals	(\$2,435.84)	\$0.00	
	NET TOTAL	(\$2,435.84)		

Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge	Deposit	Balance
	Balance from October meeting			\$400,073.34
9/29/2023	Mill Levy and Interest Deposit		\$2,767.60	\$402,840.94
10/10/2023	Charter Spectrum monthly charge	(\$109.99)		\$402,730.95
10/10/2023	FIB Gas Card	(\$60.00)		\$402,670.95
10/10/2023	Big Bear Sign Co: Signs for Pattee Crk Reveg. Project	(\$315.00)		\$402,355.95
10/10/2023	Office City: Desks and Shelves	(\$12,726.44)		\$389,629.51
10/10/2023	Supervisor Quarterly Reimbursement: July-Sept23	(\$2,911.24)		\$386,718.27
10/10/2023	Great Bear Native Plants: Pattee Crk Reveg Project	(\$645.20)		\$386,073.07
10/12/2023	J. Drennan: reimbursement for lunch supplies Project	(\$64.66)		\$386,008.41
	Totals	(\$16,832.53)	\$2,767.60	

Adjournment

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	15	-	-
Libby Maclay	15	-	-
Travis Greenwalt	15	-	-
Paul Parson	14	-	1
Art Pencek	15	-	-
Robert Schroeder	-	-	-
Sidney Wills	15	-	-

The next Missoula Conservation District meeting is scheduled for **Monday, November 13th, 2023 at 7:00 p.m** in the Gerald W. Marks Exploration Center, 1101 South Avenue West, Missoula, MT, 59801. A virtual option will also be offered.

Missoula CD Employee Report: October 11 – November 13, 2023

Julia Drennan – Big Sky Watershed Corps (BSWC) Member

October 6 – November 13, 2023

Office Administration:

- Participated in weekly staff meetings with Skovlin, Vogt, and Watkins
- Answered office phone and directed callers to correct person/agency
- Assisted Skovlin, Vogt, and Watkins in preparation for the monthly Board of Supervisors meeting

- Assisted with 310 permit processing
- Attended website planning meeting with staff

Program Assistance:

- Attended Montana 2023 AWRA Conference
- Assisted with fence installation at Oxbow Cattle Company
- Attended AIS workshop for training educators
- Attended DNRC and Bitterroot RC&D meeting
- Attended site visits to Petty Creek and Clearwater River with Watkins
- Participated in November Site Inspections
- Created 310 permitting guide
- Created pollinator survey for recipients of MCD seed packets
- Wrote and mailed ~200 letters to residents on the Rattlesnake, Petty Creek, and violators on the Blackfoot River

BSWC Programming/Events:

- Submitted biweekly time sheets
- Attended monthly check-in with Team Leader Jae
- Attended check-in with Bryan Wilson
- Submitted October monthly bundle reports
- Submitted Quarter 4 report
- Attended member monthly call
- Submitted BSWC member presentation
- Participated in final site evaluation with Watkins

Sonja Skovlin, Outreach and Office Coordinator

Office Operations:

- Checked District's general email and QuickBooks accounts regularly; received/distributed agency mail daily
- With input from Vogt and Watkins,
 - Prepared agenda, minutes, and financial report for monthly meeting packet
 - Sent Supervisor packets to Supervisors; sent agenda, September approved minutes, and October draft minutes to partners; posted agenda & approved minutes on the CD website; sent Zoom links to Supervisors, partners, and applicants/invitees
 - Put together meeting packets for monthly Board meeting
 - Set up conference room for meeting
- Answered then transferred 310 inquiry calls to Watkins
- Participated in staff meetings
- Stream Permit Processing:
- Processed 4 310 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 with assistance from Drennan

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
- Organized and filed reconciliation and bank statements

Special Assignments:

- Unpacked more boxes and filled file drawers; organized front office shelves with informational pamphlets and 310 documents
- Worked with Rob Burgan, MC Telephone System Manager, to work out issues with office phone
- Communicated with local businesses, county and state entities to update MCD contact information
- Helped organize and attended all-building staff meeting 10/31
- Per Watkins' request, attended weekly building meetings and one Grand Opening planning meeting
- Communicated with Stitches Embroidery and Screenprint shop regarding logo products
- With Watkins and Vogt, respectively, worked on closing out accounts with Spectrum and Verizon
- Instagram training with Drennan
- Updating Google Knowledge Panel with correct contact information – work in progress
- *3.5 hours Sick Leave, 10.5 Vacation, 6 hours Holiday Pay*

Bryan Vogt - Program Specialist

Office Administration:

- Assisted in taking notes at the October 10th Board meeting
- As requested, assisted Skovlin with financial questions
- Completed mandatory County IT security training modules

Program Assistance:

- MTNSN: Review Phase 1 Report and Phase 2 Goals emails from M. Butts
- Grant Creek Working Group: Participated in virtual meeting reviewing 90% design plans for Horseshoe Bend
- Corresponded with Eric Rannestad regarding website editing/update questions
- PL566: With Watkins, participated in meeting with NRCS, FCA, and TU on next steps
- 310 Program: Reviewed Drennan's 310 Law outreach letter
- Grants Program:
 - Lower Grant Creek Conceptual Designs:
 - Prepare and submit application to DNRC CD Grants program
 - Updated FY24 MCD Grants webpage with Oct. 31st application deadlines
 - Created reporting forms for MCD Grants program
 - 23G-21-3694 Rocky Mtn Gardens & Exploration Center – Greenhouse Construction:
 - Prepared and submitted DNRC progress report and reimbursement request
 - 23G-22-3734 Local TIP Support & Area 5 Training:

- 23G-21-3694 Rocky Mtn Gardens & Exploration Center – Greenhouse Construction:
 - Prepared and submitted DNRC progress report
- CEdMG-01-24 Julia Drennan:
 - Drafted and submitted press release to Missoulian and Pathfinder
 - Received and processed payment for unused funds
- CEG-02-22 Highlander Grant Creek Bank Stabilization:
 - Assisted recipient with questions on final reporting and reimbursement request
- Received and processed pre-applications for Innovation Conservation Grants:
 - ICG-01-24 West End Farms Bioswales
 - ICG-02-24 Farmer Tool Library: Equipping Farmers with Tools and Education to Enhance Soil Health
 - ICG-03-24 Community Land Trust Orchard in a Flood Plain
- Received and processed applications for Conservation Enhancement Grants; conducted site visits:
 - CEG-01-24 Randall and Nancy Moy
 - CEG-02-24 Amberleigh Hammond
 - CEG-03-24 Jennifer Belitz
- Provided overview training to MCDEE BSWC Member on grants
- Prepared for and facilitated Grants Committee meeting to review new grant applications
- Pollinator Program:
 - Requested Drennan prepare bulk seed packet for landowner in Woodchuck Creek area
 - Conducted site visit to south Missoula landowner to provide pollinator planting tech assistance
 - Conducted site visit to Miller Creek landowners to provide riparian fencing tech assistance

Technical Assignments:

- No-Till Drill equipment rental program:
 - Met with MCDEE's IPM Coordinator regarding storing Equipment Program items in maintenance building
 - Boxed up Equipment Program items for storage in maintenance building
 - Prepared and sent invoice to Missoula Parks & Rec Department for drill rental
- Provided Soil Health technical assistance to Hamilton landowner

Communication and Outreach:

- Attended Missoula Small Ag. Working Group meeting and promoted MCD Grants Programs
- With Watkins, met with Missoula Parks, Trails, & Open Space on project partnering/funding opportunities
- With Watkins, participated in CFAC Farmer's Tool Library meeting

8hrs Holiday Leave – Veteran's Day; 9 hrs Sick Leave; 1 Day Vacation; 18 hrs teleworking due to kids illnesses

Radley Watkins, Executive Director

Office Administration:

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

- Approved and submitted staff timesheets to County Payroll and entered payroll in Quick Books
- Conducted staff meetings, and updated Chairman Hall periodically
- With staff, drafted and approved agenda for November District meeting
- Created Zoom Link for November Supervisor meeting and past to Skovlin
- Wrote Chairman update for November meeting
- Reviewed Vogt's, Drennan's and Skovlin's work, including Employee Reports, invitee list, upcoming events, and claims
- Attended All-Building Staff meeting
- Attended Weekly manager building meeting, and am now handing that over to Skovlin
- Worked with Office City to return reception chairs.
- Met with County contractors to get additional keys for new building
- Worked with Supervisors to get donations for Convention and purchased auction item for MCD
- Developed new logo for MCD
- Moved more items from USDA office
- Held website planning meeting with staff

310 Law Administration:

- Followed up on 310 actions taken at October District Board meeting by writing and sending letters
- Reviewed and processed new three 310 applications
- Sent out 137, 310 general education letters to all residents owning property on Petty Creek and Rattlesnake Creek and took about 50 response calls to those letters
- Conducted one site visit at Clearwater River, one on the Blackfoot, and two on Petty Creek
- Conducted one site inspections and one potential project visit with Supervisor Parson and Knotek
- Communicated with Drew Creek 310 representative about finishing project
- Presented MCD 310 permitting history talk to the Smurfit Stone COG
- Communicated with DNRC 310 advisor to see if a 50-foot 310 Permit application mandate could be added to our Administrative Codes
- Met with Bitter Root RC&D, FWP, DNRC to discuss Fuel Reductions Program

Program Management:

- Attended Grant Creek Working Group and reviewed MOA for Grant Creek restoration
- Met with Western Montana Grazing and Ag Conference planning committee
- Met with City of Missoula Parks and Rec about shared project on the Clark Fork River
- Met with NRCS and TU to discuss alternatives for the PL566 Preliminary Investigation Feasibility Report (PIFR) – Middle Clark Fork Corridor Project
- Worked with Missoula County Ecology & Extension (MCDEE) to develop shared pollinator program goals
- Attended meeting on New Jersey 4H Pollinator Ambassador program with MCDEE partners
- Continued discussion with CFAC regarding shared tool rental program
- With Big Sky Horse Park hosted a Horses for Clean Water workshop in Missoula October 14th.
- Attended Six Mile Creek site visit with Missoula Regional Connectivity Group
- With Vogt visited grant applicants' property to evaluate need

**8 hr Holiday Pay, 10 hr Sick Leave*