

**Missoula Conservation District  
December 11, 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), Paul Parson (Supervisor), Bart Morris\* (Associate Supervisor), Josh Schroeder\*, Radley Watkins (Staff), Bryan Vogt (Staff), Sonja Skovlin (Staff)

**Additional Attendees:** John Hart, (Senior Deputy County Attorney), Rusty Landon\* (MS-46-23), Scott Dressen\* (MS-46-23), Cristina Green\* (CM-08-23), Dennis Green\* (CM-08-23), Morgan Valliant (City of Missoula Parks and Recreation), Michael Butts (DNRC Conservation Seedling Nursery), Ashley Mattson (DNRC Conservation Seedling Nursery), Mark Vessor (DNRC Forester), Nels Larson\* (Public), Gretchen Watkins\* (Public), Julia Drennan\* (Public).

\*Denotes virtual participation via Zoom

**Absent:** Robert Schroeder (Supervisor) – excused: in Helena for FWP Future Fisheries meeting, Sid Wills (Supervisor)

**Call Meeting to Order** – 7:02 pm by Tim Hall

**Minutes** – Libby Maclay moved to approve the November 13, 2023 Board Meeting minutes as presented. 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 December 8, 2023, included in the Supervisors' meeting packets. Also included was the year-to-date Profit and Loss report dated December 8, 2023.

First Security Bank – Checking	\$27,253.73
First Security Bank – Petty Checking	\$1,218.72
First Security Bank – Savings	\$58,487.95
DADCO Savings	\$192,466.01
Tax Mill Levy Account at County	\$353,342.42
<b>Total Bank Accounts</b>	<b>\$632,768.83</b>

The Board asked for clarification regarding negative net operating income figures on the Profit and Loss Report. Staff explained the variable nature and timing of mill levy inputs.

**Public Comment** – None offered.

**NRCS Report** – Travis Lemke, Supervisory District Conservationist, was absent from the meeting. No report was offered.

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

**Existing 310 Permits** – There were no existing 310 Permits requiring action at this meeting.

### **310 Permit Applications**

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

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

Chair Hall reviewed this project and discussions to date and stated that the Board needed to receive a complete design plan before a permit could be approved. Watkins informed the Board that he had visited the proposed project site recently and met with the applicants and contractor; he presented a diagram of the existing bridge design, which involves using an approximate 90-ft span of a rail car that has 2 feet of freeboard. Watkins commented that Leo Rosenthal (FWP) had stated that the 2 feet would be adequate, given the area is in a side channel. The Board commented that the Missoula County Floodplain Administrator would likely need to review this project if it is in the mapped floodplain. The question also arose as to whether the applicants had contacted the USACE regarding the project. The Board discussed that it is the responsibility of the applicant to secure other required permitting. The Board took no action at this meeting.

**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

Watkins reviewed the proposed project and questions the Board had posed at an earlier meeting regarding drainage of the road towards the bridge. This application had been tabled pending a better drainage plan. Watkins displayed the new site plan drawing that he received from the applicant on 12/11. The new design showed that any water and sediments from the road would drain further from the river and instead filter into existing vegetation. The Board discussed that they would like to see these sediment traps further from the river than what the drawings show, if possible.

Chair Hall moved to approve Application No. MS-25-23 with modifications to incorporate the new site plan drawings provided by the applicant and to waive the 30-day waiting period following the Board's decision. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion carried.

**MS-29-23** – Nancy Siegel – Rattlesnake Creek – Bank Stabilization

**Geocode:** 04-2200-14-3-08-03-0000

Watkins reviewed this application, and suggested that, due to its simplicity, an official site inspection was not needed. It was pointed out that the applicant was earlier awarded a riparian planting grant for the project and was advised at that time she would need a permit for any work to ensue.

Chair Hall moved to make Application No. MS-29-23 a project for consideration under the 310 Law, to approve the project as submitted, 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-41-23** – David Rath – Lolo Creek – Restoration of Side Channel

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

Watkins showed slides of the site location and photos of the project area. He reviewed the circumstances leading to the applicant's excavation of the ditch off the side channel of Lolo Creek and stated that the applicant's latest proposal consists of placing fill that he removed from the excavated ditch such that it will plug the mouth of the ditch in order to restore the proper channel. The Board recommended that the applicant place rocks along with the fill to ensure that the ditch successfully plugs. They also recommended reseeding the area with Lolo native seed mix or with willow plantings.

Travis Greenwalt moved to make Application No. MS-41-23 a project for consideration under the 310 Law, to approve the project with the modifications discussed, and to waive the 30-day waiting period following the Board's decision. Chair Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

**MS-46-23** – Rusty Landon obo Missoula Expressway Hotel LLC – Grant Creek – Public Access Pathway  
**Geocode:** 04-2200-07-1-01-03-0000

Rusty Landon introduced himself as the owner representative and project applicant. Scott Dressen introduced himself as the consultant engineer for the project. Watkins showed a site location slide and photos of site with plans overlaid and photos from the site inspection with Pencek and Knotek. Dressen explained that he learned of the riparian management plan and that the City of Missoula is requiring the applicant to build an ADA-compliant trail adjacent to Grant Creek. The trail is located between the hotel's parking lot and the creek. He stated that in the design plan, runoff is directed away from the waterway. A flood assessment has been completed; this trail would be outside of a floodway. Dressen explained that the trail has been designed to have less than a 5 percent grade, with a 2 per cent grade into parking lot, and he identified one tree that would obstruct the trail. A surveyor plans to stake out the planned trail on 12/12/23. Watkins pointed out that closest part of the proposed trail to the creek is 24.5 feet. Pencek, the Supervisor who participated in the site inspection, stated that the east edge of trail buffer was not determined. There was discussion that the CD needs to determine edge of riparian area. The survey will show if the trail is or is not within the jurisdictional buffer zone boundary.

Art Pencek moved to table Application No. MS-46-23 pending review of the on-site staking of the planned trail. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion carried.

## **310 Complaints**

### **Existing Violations**

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

Watkins displayed slides of photos of the site at the time of the complaint versus one that he took when he recently visited the site: the fire pit is in place, but no mowing has occurred recently.

Art Pencek moved to consider Violation No. M-10-22 resolved based on recent site conditions observed by staff. Travis Greenwalt 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

Chair Hall reviewed the project and violation. Watkins reiterated that the Board is waiting to receive a Joint Application from Missoula County Floodplain Administration (MCFA).

**CM-05-23 (Re: MS-41-23) – David and Lori Rath –Lolo Creek – Stream Excavation**

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

The Board discussed keeping this complaint on the agenda until work under the permit that was approved earlier in this meeting is completed.

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

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

Watkins showed location slides and photos and reviewed earlier discussions regarding this complaint. The complaint was initially submitted for vegetation removal. Upon an initial staff site visit a retaining wall structure on the streambank was also noted. Watkins stated that he had shared the complaint with MCFA and asked how the CD should work with them regarding overlapping jurisdiction. He reported that Matt Heibel told him that from MCFA perspective, it would depend on when the structure was built as to whether it would need to be removed. The Board discussed that the CD would make decisions on anything after 1975 when the 310 Law was passed. The matter of the retaining wall makes this complaint complex, as removal of it could cause significant erosion. There was also discussion of the retaining wall being in a side channel rather than the main channel.

The Board determined that a site inspection team should view the property before deciding how to proceed.

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

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

Watkins showed photos he had previously displayed at earlier meetings, and he reviewed the Board's decision, which primarily consisted of a direction for the violators to stop mowing at the drip line. Dennis Green stated that they have not cleared any vegetation since being told not to but that it is hard to tell because there had been no watering at the site. He would like the District to come out in the spring to observe the difference in what he mows and what he doesn't; otherwise, he and his spouse maintain that they have no way to show that they have stopped mowing near the creek. The Board agreed that this approach sounded reasonable; staff will schedule an appointment to come out in June to conduct a site inspection.

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

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

Watkins will visit the site in the spring to determine if the violators are complying.

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

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

The Board discussed that the violators have until October 2024 to remove the concrete pad; it was noted that they still need to submit a 310 Permit application to do so.

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

Considered resolved at the November 13, 2023 meeting; will remove from the agenda.

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

Watkins reported that he spoke with Mr. Farrar regarding the Board's decision from the November 13, 2023 meeting. The Board recommended that this complaint remain on the agenda until his compliance of ceasing mowing can be verified in June of 2024.

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

The Board would like this violation to remain on the agenda until next June when a site visit can verify compliance.

Supervisor Paul Parson departed the meeting at 9:55 pm; he will be attending the FWP Future Fisheries meeting on 12/12 in Helena.

**310 Inquiries & Issues** – There were no inquiries or issues to report.

## **Reports**

County Attorney Report – John Hart did not provide a report.

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 stated that she had nothing to report.

## Dept. of Ecology and Extension/Weed District/New Building

Snow shoveling agreement with building cohorts: Watkins displayed the draft snow removal agreement for the building occupants. Skovlin reported that, at a weekly building partners meeting, equally splitting the expense of shoveling and clearing sidewalks three ways between organizations was discussed. The Board discussed that up to this point, building expenses were split based on the number of square feet, office space, and employees per organization, and that they would prefer to continue using this approach.

Watershed Groups – Watkins reported that he had recently spoken with Ron Pierce of the Lolo Watershed Group and had received a final report from Piece for their \$500 Operations Mini Grant. Pierce had

conveyed to Watkins that the Lolo Watershed Group is moving away from large implementation projects and towards educational workshops and the like.

Grant Creek Restoration MOA – Watkins reviewed that the Board had agreed to sign onto the MOA at the November 13, 2023 meeting. He reported that he and Will McDowell of the Clark Fork Coalition (CFC) had participated in a meeting with the Board of County Commissioners (BCC). He recounted that the BCC had stated that they looked forward to hearing this item again at an administrative meeting to be able to sign onto the MOA. Watkins reported that the county staff requested that the CFC add one more “Whereas” clause in the MOA. Watkins read the verbiage of the additional “Whereas” statement to the Board, which they agreed was a satisfactory addition to the MOA. Watkins stated that the MOA hasn’t been signed yet but will be brought before the Board once it is finalized to the agreement of all signing parties.

Planning Board Update: Josh Schroeder reported that the County planning board had invited Rad to its Nov. 7 meeting, where he spoke about the 310 Law. They also heard a report regarding the Missoula to Florence corridor study; 55 mph zones will be extended in some areas, traffic calmers will be constructed, as well as other modifications to improve roadways. J. Schroeder was not able to attend the December 5 planning board meeting, during which three proposed rezones were discussed that would align with the county growth policy. At that meeting DNRC staff presented information about exempt wells. He shared the meeting link with Watkins for those interested in learning how the DNRC monitors water usage on these wells.

Josh Schroeder left the meeting at 10:12 pm following his report.

Water Quality District – Chair Hall reported on recent efforts in Missoula and in Helena to influence the MT DEQ regarding the amount of sampling, timing of sampling, and who will pay for sampling expenses, regarding the Smurfit-Stone site. The CD has been arguing that the berms are a greater issue in short term because of their potential instability in a major flood event. He stated that the EPA is aware of this issue and is monitoring the berms. Hall said that, after attending recent meetings, it is possible that remediation of the berms and revegetation may happen before the area is declared a superfund site. He noted that the EPA is attempting to hold all parties liable, but that the process is slow.

District Committees – The Personnel Committee met with Watkins on November 29 to discuss employee workplan development and expectations. The committee will meet again on January 4 with each employee for their annual reviews.

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

Middle Clark Fork Corridor Project (PIFR) – Watkins reported that the Letter of Commitment had been submitted to the NRCS.

## **New Business**

City of Missoula Parks and Recreation: Chair Hall introduced Morgan Valliant, the Associate Director of Ecosystems Services Division for City of Missoula Parks and Recreation. Valliant presented on the status of projects along the Clark Fork River and the Bitterroot River. The Parks and Recreation Department, along with other partners, is working on greater and safer public access on the Clark Fork River, improving

infrastructure, creating more green space, remediating sections of the rivers, and restoring habitat. He discussed approximate multi-year timelines for the various projects, master planning and engineering, and funding of these projects. The Board encouraged the city to widen the banks of the Bitterroot River at the Fort Missoula Ponds area to mitigate potential flooding events.

CDB 10-Minute Trainings – As these trainings are intended primarily for Supervisors, Chair Hall suggested that they take place during Board meetings.

Correspondence and Upcoming Events: The Board briefly discussed that the CD would cover Supervisor registrations for the Western Montana Grazing and Agriculture Conference in late January and for the Montana Soil Health Symposium in February in Billings.

Site Inspections Scheduling – Site inspections were scheduled for January 5<sup>th</sup>.

#### Programs

##### Grants Program

##### Conservation Enhancement Grants

CEG-01-24 Randall and Nancy Moy: Vogt reviewed the project application adding that the riparian fence installed in 2003 has outlived its life expectancy and that the applicant would like to repair it so it continues to function as intended. He reviewed the cost savings of repairing vs replacing the fence based on NRCS figures. Vogt reported that this project was also being considered for an FWP Future Fisheries award for match funding, and that Supervisor R. Schroeder, who could not attend this evening's Board meeting, had stated his support for the application.

Chair Hall moved to approved Conservation Enhancement Grant CEG-01-24 in the amount of \$3,300. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

MCD Grants – Vogt reported that two of the three Innovation Conservation Grant pre-applications were invited to submit a full project application that are due by December 15, 2023. The Grants Committee will review these applications, which will be brought to the January Board meeting for consideration.

Outside Grants: Vogt reported that a grant amendment will be signed tonight by Chair Hall to extend the deadline for the 23G-21-3694 Rocky Mountain Gardens and Exploration Center – Greenhouse Construction grant for another year; it currently is set to expire at the end of December. The remaining funds in this grant will be used for interpretive signage in the Rocky Mountain Gardens that will be completed in spring of 2024. Vogt stated that he'd received notice from Catey Bauer that the CDB will be funding the CD Planning Grant for the Lower Grant Creek Conceptual Designs project for the full amount of \$20,000 that MCD had requested in the application.

Watkins informed the Board of an opportunity for MCD to apply for MACD/DEQ non-point source pollution grants to fund clean water projects. He stated that, on behalf of the MCD, he'd like to apply for a \$4,000 award to host more horse and livestock clean water educational events that focus on manure management and fencing off riparian areas. The Board supported this endeavor.

Equipment Program – Vogt reviewed the 2023 rental season, from spring through early fall. He reported that the CD rented out the drill 20 times to individuals or entities within Missoula and Ravalli County. His

report covered the number of rental days, gross income, the number of acres seeded, and the types of seeding the drill was used for. Vogt covered revenue, repair and maintenance costs, and net revenue, and offered proposed changes for next rental season, which include increased marketing efforts.

#### Pollinator Program/MTNSN

MTNSN Phase I Progress Report: Michael Butts of the DNRC re-introduced himself to the Board, and introduced his colleague, Ashley Mattson, who identified her role with the project. Butts passed around examples of native seed collections from this past growing season. He presented a Phase I progress report and introduced Phase II goals, some of which have already been realized in terms of funding. Another primary goal is to build up production. Butts reviewed field cultivation methods for foundation seed plots, network development with several other agencies, a timeline for production over several years, and he also mentioned various regional and national speaking engagements, including one at the National Native Seed Conference to be held virtually in February, and at the Montana Native Plant Society Conservation Conference at MSU in April. Vogt reiterated that the MCD will provide an additional \$25,000 in January. Butts stated that MCD serves as a local network partner. He informed the Board of ideas and plans to recruit volunteers to assist with aspects of the project and stated that he is actively fundraising. Vogt spoke about the MTNSN at a recent MCDEE pollinator meeting. Chair Hall reiterated that the MCD partnership secured up to 10 % of seed produced for projects within Missoula County. It was also stated that backpack sprayers donated to the District by the MPG Ranch had been provided to the MTNSN project.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Missoula Regional Connectivity Group submitted their Sixmile proposal to MDT via the Montana Wildlife & Transportation Partnership program with FWP.

Urban & Small Agriculture Program – Watkins reported that the Small Agriculture group would meet later in the week; he is assisting them with developing a strategic plan, goals, and a vision statement per their needs. Watkins also reported that the Western Montana Grazing and Agriculture Conference will feature breakout sessions for both large and small agricultural producers.

310 Program – Nothing new to report.

Other New Business – Watkins informed the Board of the opportunity to sponsor the March Aquatic Invasive Species (AIS) Conference, where last year he presented on lake shoreline management.

Chair Hall moved to sponsor the MCDEE-led Missoula AIS conference at the Bronze level for \$250. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried.

#### **Old Business**

Community Food and Agriculture Coalition (CFAC) Tool Library – Watkins and the Board discussed developments since the November Board meeting related to concerns over providing insurance for the tool library. The Board decided not to partner with CFAC in the tool library by providing insurance or assuming and liability. Additional discussion ensued as to how MCD might partner with CFAC if not providing insurance.



MACD Annual Convention – Robert Schroeder was not present; he will report on the convention at a later meeting.

Grand Opening of Gerald W. Marks Exploration Center and Rocky Mountain Gardens – Chair Hall reported on this event during which he offered remarks; Supervisors Pencek and Parson attended the earlier portion of this event as well. Staff reported that many members of the public visited the MCD office during the open house portion of the event, and that the Bear Smart literature and promotional materials drew much attention. Hall reported on discussing the 310 Law with local nursery employees who were very receptive and excited to hear about the MCD's riparian mini grant program.

Other Old Business – Nothing was presented.

### Payment of Bills and Claims

Chair Hall moved to pay the December bills and claims and to adjourn the meeting at 11:25 pm. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion passed.

### Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from November meeting			\$46,884.87
11/9/2023	R. Schroeder: Reimbursement for Meal before Mtg	(\$150.11)		\$46,734.76
11/13/2023	CRC DNRC 23G-22-3075	(\$9,798.06)		\$36,936.70
11/13/2023	Highlander Beer: CEG-02-22	(\$5,000.00)		\$31,936.70
11/13/2023	A. Pencek: Reimbursement for Meal before Nov. mtg	(\$142.85)		\$31,793.85
11/14/2023	Transfer to Petty Checking 0928	(\$2,000.00)		\$29,793.85
11/15/2023	Harland Clarke Check Order	(\$40.12)		\$29,753.73
11/27/2023	B.S. Horse Park: Horse Past. Mgmt Wkshop donation	(\$2,500.00)		\$27,253.73
	<b>Totals</b>	<b>(\$19,631.14)</b>	<b>\$0.00</b>	
	<b>NET TOTAL</b>	<b>(\$19,631.14)</b>		

### Petty Checking Account

Minutes  
Missoula Conservation District  
December 11, 2023

Date	Description	Charge	Deposit	Balance
	Balance from November meeting			\$853.75
11/10/2023	MACD Annual Convention Silent Auction Purchase	(\$53.19)		\$800.56
11/14/2023	Transfer from Checking 0954		\$2,000.00	\$2,800.56
11/16/2023	Missoula Office City: office supplies	(\$31.32)		\$2,769.24
11/20/2023	Double Tree Hotel: R. Schroeder MACD Conf/Billings	(\$694.88)		\$2,074.36
11/21/2023	Amazon: Monitor arm Adapter	(\$25.99)		\$2,048.37
11/21/2023	Amazon: Monitor Stand Desk Mount	(\$235.00)		\$1,813.37
11/24/2023	Ace Hardware: picture hanging supplies	(\$13.47)		\$1,799.90
11/27/2023	Wayfair LLC Office chairs	(\$423.96)		\$1,375.94
11/27/2023	Amazon: Video Conf. Lighting kit	(\$19.98)		\$1,355.96
11/30/2023	Missoulia monthly online subscription	(\$18.99)		\$1,336.97
12/1/2023	Zoom Monthly subscription for Watkins and Vogt	(\$33.18)		\$1,303.79
12/5/2023	Rosauers: Roll of 1st Class stamps, meeting supplies	(\$85.07)		\$1,218.72
				\$1,218.72
				\$1,218.72
				\$1,218.72
	Totals	(\$1,635.03)	\$2,000.00	
	NET TOTAL	\$364.97		

### Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from November meeting			\$58,484.10
11/30/2023	Interest		\$3.85	\$58,487.95
	Totals	\$0.00	\$3.85	
	NET TOTAL	\$3.85		

### DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from November meeting			\$185,494.83
11/30/2023	Change in account value		\$6,971.18	\$192,466.01
	Totals	\$0.00	\$6,971.18	
	NET TOTAL	\$6,971.18		

### Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge	Deposit	Balance
	Balance from November meeting			\$386,008.41
10/20/2023	Pay period 21	(\$8,773.64)		\$377,234.77
10/31/2023	Mill Levy Interest and Deposit		\$1,222.66	\$378,457.43
11/3/2023	Pay period 22	(\$8,303.92)		\$370,153.51
11/15/2023	MC Telephone Services: Purchase of 2 used phones	(\$100.00)		\$370,053.51
11/15/2023	MC Telephone Services: Monthly service charge	(\$41.67)		\$370,011.84
11/15/2023	FIB Mastercard Gas card	(\$61.51)		\$369,950.33
11/17/2023	Pay period 23	(\$8,303.95)		\$361,646.38
12/1/2023	Pay period 24	(\$8,303.96)		\$353,342.42
				\$353,342.42
	<b>Totals</b>	<b>(\$33,888.65)</b>	<b>\$1,222.66</b>	
	<b>NET TOTAL</b>	<b>(\$32,665.99)</b>		

## Adjournment

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	9	-	-
Libby Maclay	9	-	-
Travis Greenwalt	9	-	-
Paul Parson*	6	-	-
Art Pencek	9	-	-
Robert Schroeder – excused absence	-	-	-
Sidney Wills – absent	-	-	-

Supervisor Parson departed the meeting at 9:55pm after voting on all 310 Law agenda items in order to attend the FWP Future Fisheries meeting in Helena the following morning.

The next Missoula Conservation District meeting is scheduled for **Monday, January 8, 2023 at 7:00 pm** 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: November 14, 2023 – December 11, 2023

### *Sonja Skovlin, Outreach and Office Coordinator*

#### Office Operations:

- Checked District's general email and QuickBooks accounts; received/distributed agency mail regularly.
- With input from Vogt and Watkins,
  - Prepared agenda, minutes, and financial report for monthly meeting packet

- Sent Supervisor packets to Supervisors; sent agenda, October approved minutes, and November 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.
- Participated in staff meetings.
- Stream Permit Processing:
- Processed 1 310 Permit Application
- 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

- 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.
- Per Watkins' request, attended weekly building meetings.
- Attended planning meetings for Western Montana Grazing and Ag Conference: 11/20 and 12/7
- Zoom meeting with K. Webb to learn basics of Canva graphic design program and to receive assistance creating business cards and newsletter.
- Created business card in Canva for staff and sent to local printing company.
- Created Fall/Winter newsletter with input from Watkins and Vogt; distributed them at Grand Opening
- Prepared office for GWMEC Grand Opening, attended dedication event, staffed office and fielded questions from visitors/attendees.
- Ordered logo products from Stitches Embroidery and Screenprint shop.
- Meeting with Watkins to discuss job description and priorities over the next several months.
- Completed Missoula County periodic cyber security training.
- *1.5 hours Sick Leave, 2 hours Vacation, 6 hours Holiday Pay*

***Bryan Vogt - Program Specialist***

Office Administration:

- Assisted in taking notes at the November 13<sup>th</sup> Board meeting
- As requested, assisted Skovlin and Watkins with financial questions

Program Assistance:

- Met with Watkins to review my position description/job duties and discuss 2024 work plan development

- Grants Program:
  - Lower Grant Creek Conceptual Designs:
    - Participated in CDAC meeting to review the grant application
  - 23G-21-3694 Rocky Mtn Gardens & Exploration Center – Greenhouse Construction:
    - Followed up with DNRC on funds request and grant amendment
  - CEG-02-22 Highlander Grant Creek Bank Stabilization:
    - Processed final report and reimbursement request from recipient
    - Sent project closeout letter and award check to recipient
  - CEG-01-24 Moy Marshall Creek Riparian Fence
    - Continued correspondence with applicant, FWP, and Grants Committee
  - Sent invitation for full application:
    - ICG-01-24 West End Farms Bioswales
    - ICG-02-24 Farmer Tool Library: Equipping Farmers with Tools and Education to Enhance Soil Health
  - Sent notification of unsuccessful application:
    - CEG-02-24 Amberleigh Hammond
    - CEG-03-24 Jennifer Belitz
    - ICG-03-24 Community Land Trust Orchard in a Flood Plain
  - Updated MCD Grant application forms and links on webpage
- Pollinator Program:
  - Participated in pollinator advocate curriculum development meeting with MCDEE and CFAC staff
    - Provided NACD pollinator curriculum to partners
  - Participated in Bee City Missoula meeting with local partners to promote MCD involvement
- Watched Drennan's BSWC final presentation via Zoom

Technical Assignments:

- No-Till Drill equipment rental program:
  - Conducted program audit and annual reporting
  - Drill inquiry calls (2); Spring reservations (1)
- Reviewed potential participation in CFAC Tool Library
- Facilitated transfer of donated backpack sprayers from MPG Ranch to local partners
- Conducted site visit to Big Flat landowner and provided on-site assistance related to horse pasture management

Communication and Outreach:

- Reviewed Drennan's BSWC project press release
- Tabled at Gerald W. Marks Exploration Center grand opening event; provide information on MCD to public
- Contributed to new District newsletter; edited newsletter prior to printing

*8hrs Holiday Leave (Thanksgiving); 24 hrs Sick Leave; 8 hrs Vacation; 11 hrs Telework to limit exposure during illness recovery*

***Radley Watkins, Executive Director***

Office Administration:

- Coordinated the November District Board meeting
- Reviewed/edited/approved draft November 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 December District meeting
- Created Zoom Link for December Supervisor meeting and past to Skovlin
- Wrote Chairman update for December meeting
- Reviewed Vogt's and Skovlin's work, including Employee Reports, invitee list, upcoming events, & claims
- Attended four Grand Opening Meetings Staff meetings with building partners and County staff
- After weekly manager building meeting, debriefed with Skovlin
- Shopped for and purchased four new reception chairs.
- Met with County contractors to address office/building punch list items
- Worked with Skovlin to make new business cards with new logo for MCD
- Made office signs
- Met with representative from Rock Mountain Insurance Services
- Met with staff individually and together to review job description and discuss 2024 work plan development
- Met with the Personnel Committee
- Worked on changing work plan to PC preferred format
- Zoomed into watch Drennen's BSWC summary presentation
- Created new signature for email
- Donated two backpack sprayers from MPG Ranch to Swan Valley Connections
- Set up for and attended new building Grand Opening, and toured the public through the office
- Wrote articles for and helped Skovlin design Fall/Winter newsletter
- Prepared summary of ear-marked funds for Budget Committee
- Reconciled Mill Levy Account
- Worked with County Accounts Payable Specialist to determine \$4,000 discrepancy from September to October
- Spoke with Attorney Hart regarding insurance coverage
- Attended new building kitchen training

310 Law Administration:

- Followed up on 310 actions taken at December District Board meeting by writing and sending letters
- Reviewed and processed one new 310 application
- Conducted a site visit with Bobby Bobber to help facilitate accurate design on MS-011-23
- Coordinated with three 310 applicants that have tabled items on the agenda
- Continued to field calls regarding general education letters to all residents owning property on Petty Creek and Rattlesnake Creek
- Conducted two follow up site visits on Miller Creek and Grant Creek
- Conducted one site inspections and one potential project visit with Supervisor Penchek and Knotek

- Sent 12 letters Grant Creek landowners advising them that the Fuel Reductions project was a mistake

Program Management:

- Worked with CFC and Riverwalk HOA to set up meeting to discuss Grant Creek conceptual redesign
- Met twice with Western Montana Grazing and Ag Conference planning committee
- Met with County Commissioners, Co. Public Work staff, MDT and members of the Missoula Regional Connectivity Group to discuss County support for the Montana Wildlife & Transportation Partnership at Sixmile Creek
- Had Chairman Hall sign and submitted PL566 Preliminary Investigation Feasibility Report (PIFR) – Middle Clark Fork Corridor Project commitment
- Worked with Missoula County Ecology & Extension (MCDEE) to develop shared pollinator program goals
- Continued discussion with CFAC regarding shared tool rental program
- Communicated with MACD about potential DEQ grant
- Had a phone meeting with City Parks and Rec about presenting at December meeting
- Had phone conversation with Ron Pierce of Lolo Watershed Group about year-end update
- Met with Vogt to discuss grant applications
- With Vogt conducted a site visit to provide technical assistance to landowner off Mallard Way
- Wrote three letters of support for partner's Bureau of Reclamation grant applications

*\*8 hr Holiday Pay, 17.5 hr Sick Leave*