

Minutes
Missoula Conservation District
April 8, 2024

Missoula Conservation District
April 8, 2024, at 5:30 p.m.
1075 South Avenue West, Missoula, MT 59801 – with virtual option

Missoula Conservation District Attendees: Tim Hall (Chair), Libby Maclay (Vice-Chair), Travis Greenwalt (Treasurer), Robert Schroeder (Supervisor), Paul Parson (Supervisor), Radley Watkins (Staff), Bryan Vogt (Staff), Sonja Skovlin (Staff)

Additional Attendees: Travis Lemke* (NRCS), John Hart (Senior Deputy County Attorney), Ladd Knotek (FWP), Nels Larson* (MS-05-24), Catey Bauer, (DNRC), Heidi Fleury* (Western Montana Conservation Coalition – (WMCC)), Tiffany Lyden (MT DEQ), Devin Day (Wildscape Services), Emilie Henry (WMCC)

Absent: Art Pencek (Supervisor) – excused, Sidney Wills (Supervisor) – excused, Josh Schroeder (Associate Supervisor) – excused, Bart Morris (Associate Supervisor) – absent

*Denotes virtual participation via Zoom

Call Meeting to Order – 5:34 pm by Tim Hall

Minutes – Libby Maclay moved to approve the March 11, 2024, 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 April 5, 2024, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated April 5, 2024.

First Security Bank – Checking	\$20,688.72
First Security Bank – Petty Checking	\$1,411.23
First Security Bank – Savings	\$58,503.56
DADCO Savings	\$195,651.99
Tax Mill Levy Account at County	\$402,265.80
Total Bank Accounts	\$678,521.30

Public Comment – None offered.

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported that he anticipates that his staff will be done obligating pre-approved EQIP contracts by the middle of May; clients should then be able to start working on their projects, weather-permitting. He reported that the Local Working Group will meet on April 16th, and that he enjoyed attending the CD’s showing of “Kiss the Ground,” as part of Montana Soil Health Week, April 1-5.

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Reports

County Attorney Report – John Hart stated that he did not have a report to offer. He and Robert Schroeder will attend a Water Rights Court mediation regarding the Starlin case on April 17th, and he will report back to the Board next month.

Montana FWP – Ladd Knotek stated that FWP is working on updating fishing regulations. The Board inquired about the permitting on Rock Creek Bridge which will go through the SP124 process; Knotek stated that it is a straightforward project consisting primarily of using riprap to protect abutments from further erosion.

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. She reported on the status of District's DNRC grants and informed the Board of upcoming trainings in the summer.

MACD – Skovlin reported that she has been serving on the MACD Scholarship Committee; they will meet on April 9 via Zoom to make recommendations of several candidates for the MACD Board to consider; she reported that 49 students across Montana submitted applications for two \$1,000 scholarships. She reported the stated intentions of most of these students to pursue careers in natural resources and agriculture. Skovlin stated that serving on this committee requires several hours to review applications in March and early April, and then an hour or two during the rest of the year.

Bitter Root RC&D – Libby Maclay stated she had no report to offer; there was no meeting last month.

Dept. of Ecology and Extension/Weed District/GWMEC Building - Watkins reported on efforts to partner with other entities in the building and informed the Board about the CPR training for building staff at the end of April.

Watershed Groups – Emilie Henry, a staff member with the Western Montana Conservation Commission (WMCC), introduced herself. She explained that the Upper Columbia Conservation Commission and the Flathead Basin Commission essentially combined to form the WMCC, which is administratively attached to DNRC-CARDD (Conservation and Resource Development Division). Part of their mission is to protect aquatic resources from invasion of non-native species. Heidi Fleury, a grant specialist with WMCC, stated that they will be administering an EPA grant.

Planning Board Update: Josh Schroeder was not able to attend the meeting and had not submitted a report.

Water Quality District – Chair Hall stated that he attended the March meeting of the WQD; at that meeting the county health board discussed septic system concerns in Seeley Lake.

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District Committees – Watkins reported that the Grants Committee met at the beginning of April; items will be covered later in the meeting. He stated that he had emailed the Equipment Committee updates in the no-till drill rental policy; Vogt specified that the rental statement now clearly states that renters may not modify nor repair the equipment on their own.

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

Other Reports: None were offered.

New Business

Correspondence and Upcoming Events: The Upcoming Events sheet was included in the meeting packets for review. Vogt highlighted the Home Landscaping as a Restoration Practice presentation on April 9 that MCDEE Habitat Coordinator, Marirose Kuhlman will present; he also remarked on the upcoming Envirothon.

Site Inspections Scheduling – Site inspections were scheduled for May 7th if needed; Watkins stated that two different days of inspection may be necessary if Knotek and Rosenthal are not available on the same day.

Montana Natural Resources Youth Camp (MNRYC) Sponsorship and Donation: Watkins reviewed the discussion from the March 2024 Board meeting, during which it was suggested that MCD donate \$1,500 to MNRYC as a direct sponsorship, and up to \$1,500 more as \$300 separate registration awards for up to five campers from Missoula County.

Paul Parson moved to provide up to five campers' registration fees at \$300 each for Missoula County residents along with \$1,500 of general support to the camp for a total amount of \$3,000. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

Native Landscaping Initiative with DEQ: Watkins introduced Heidi Fleury (Western Montana Conservation Commission) and Tiffany Lyden, who works for DEQ and is based in Helena. Lyden stated that the mission behind the Native Landscaping Initiative is to promote native landscaping and specifically, to convert lawns to native species to reduce pesticide use. She described their work with Bitterroot Water Partners putting native plug packets together. She and Fleury would like to expand the effort to cover all Western Montana. Watkins stated that a contract for propagating the plugs would need to be established with an entity such as Great Bear Native Plants or with the DNRC Conservation Seedling Nursery, and that MCD could potentially administer this contract, and possibly facilitate plug packet development with the chosen entity. Fleury informed the Board of an EPA grant that WMCC received and the request for proposals for sub-awards up to \$50,000 that they will be advertising within the next several months.

Programs

Grants Program

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MCD Grants – Vogt reported that the Grants Committee reviewed six pre-applications for Innovation Conservation Grants and Education Cost Share Grants and that each entity will be invited to submit full applications to be considered for potential funding.

Public Partnering Cost Share Grant: PPCS-01-24 Missoula County Youth Education Program: Vogt reported that the Grants Committee recommended to fund the request for \$5,000, which supports the long-established youth education program that Steffany Rogge runs.

Chair Hall moved to award Public Partnering Cost Share Grant PPCS-01-24 Missoula County Youth Education Program for the full amount requested of \$5,000. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

Riparian Planting Mini Grant: RPG-01-24 Homewood Suites Grant Creek: Vogt stated the applicant is requesting \$1,000 to go toward revegetation that has already been approved through an existing 310 Permit. Travis Greenwalt mentioned a Grants Committee discussion regarding support of the application with the addition of the educational signage. Watkins discussed that the expense of the educational signage would be covered by the Missoula CD and separate from the RPG grant award. This entity has been working with the Clark Fork Coalition on long-term maintenance of the site .

Travis Greenwalt moved to award Riparian Planting Mini-Grant RPG-01-24 Homewood Suites Grant Creek in the full amount requested of \$1,000 with the condition of requiring educational signage provided by Missoula Conservation District regarding the 310 Law and acknowledgement of the District as a project funder. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

Education Mini Grant: EdMG-01-24 Urbanizing Regenerative Agriculture: Vogt provided an overview of this application and explained how it ties to the ICG-04-24 pre-application that he anticipates will be submitted as a full application. This grant would fund several educational workshops on regenerative agriculture in the urban setting. T. Lemke explained that the applicant's NRCS-funded high tunnels have been installed and are in operation at the site.

Paul Parson moved to award Education Mini Grant EDMG-01-24 Urbanizing Regenerative Agriculture in the full amount requested of \$495. Robert Schroeder seconded the motion. The vote was unanimous in favor and the motion carried.

Operations Mini Grant: OpMG-02-24 Garden City Harvest: Vogt explained that this grant would allow a seasonal employee of GCH to remain engaged in the Missoula County Bee City USA Group and assist with the formation of a pollinator advocacy program.

Paul parson moved to award Operations Mini Grant OpMG-02-24 Garden City Harvest in the full amount requested of \$500. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

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Operations Mini Grant OpMG-03-24 Lolo Watershed Group: Vogt stated that LWG had submitted a report detailing how their prior year's OpMG funds were used. This request allows them to continue to build their education and outreach programs.

Robert Schroeder moved to award Operations Mini Grant OpMG-03-24 Lolo Watershed Group in the full amount requested of \$500. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

Operations Mini Grant OpMG-04-24 Montana Plants: Vogt reported that the requested funding would support new native plant nursery beginning operations this year in the Rattlesnake neighborhood at a site formerly operated by Watershed Consulting Services.

Paul Parson moved to award Operations Mini Grant OpMG-04-24 Montana Plants in the full amount requested of \$500. Robert Schroeder seconded the motion. The vote was unanimous in favor and the motion carried.

Outside Grants: Vogt thanked C. Bauer for the earlier status report on MCD's grants with DNRC and mentioned he will be providing her with the required quarterly reports for these grants.

Soil Health/Equipment Program

Montana Soil Health Day: Vogt reported that the District hosted a successful inaugural meeting of the Missoula Soil Health Committee on Wednesday, April 3; 13 individuals participated, the group identified opportunities, and they plan to meet again. That same evening Vogt taught a soils class to a Master Gardeners group of over 25, focusing on principles of soil health. On behalf of the CD, he hosted a showing of "Kiss the Ground" documentary on Friday, April 5. While attendance was low, two members of the public remarked on how pertinent the messaging was. It was discussed that perhaps the CD could host a quarterly conservation movie night and feature documentaries such as "Common Ground" and/or "Biggest Little Farm."

No-till Drill: Vogt reported that with the assistance of Monte Harris, the Fairgrounds Facilities Manager, the no-till drill was successfully taken out of winter storage and loaded back onto the trailer last Monday. Equipment rentals have kicked off for the year.

Pollinator Program/MTNSN: Vogt reported that the MTNSN hired a seed program manager, and that Michael Butts has been presenting about the native seed network at several conferences. Vogt reported that he and Watkins participated in a late March Area 5 EO meeting in which the 2024 Pollinator Initiative was discussed. Vogt has been coordinating the District's wildflower seed distribution.

Wildlife Damage & Habitat Conservation Program: Watkins reported that he has not been involved in Bear Smart meetings of late but that the group is getting ready for implementing recently passed local ordinances. He reported that the Connectivity Group will meet during the third week of April.

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Montana Pesticide Stewardship Partnership Program: Watkins reported on the \$6.6 million EPA grant awarded to the Flathead Lake Biological Station to implement and lead a collaborative Pesticide Stewardship Partnership Program. He informed the Board that he and Vogt met with Rachel Mallison, Assistant Research Professor at FLBS and in the Ecology and Evolution Program at UM to discuss ways in which MCD could partner with this program. Watkins mentioned that the hazardous waste facility is now open at Home Resource.

Other New Business – No other new business was presented.

Old Business

Supervisor Elections: Watkins reported that there were only two applicants (Libby Maclay and Travis Greenwalt) for the two open positions, so the MCD was notified by the county election's office that the MCD Supervisor election is cancelled, and Libby Maclay and Travis Greenwalt will be elected by acclamation.

Other Old Business – None was offered.

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

Existing 310 Permits

MS-06-23 – Erck Hotels – Grant Creek – Hotel Construction
Geocode: 04-2200-05-3-01-09-0000

Chair Hall moved to grant a one-year time extension to 310 Permit No. MS-05-23 with all other permit conditions to remain unchanged. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion carried.

APO Applications

APO-01-24 – Robert Schroeder – Tributary of Bitterroot River – Crossings/Roads
Geocode: 04-1976-31-2-01-05-0000

This APO application concerns a ford crossing on a side channel to access an island; the current APO has expired. The Supervisor and FWP present for the site inspection recommended for provisions if additional fill is needed to maintain the ford crossing. Watkins showed a slide of the Channel Migration Zone (CMZ) in relation to the permit area.

Chair Hall moved to consider 310 Application No. APO-01-24 a project for consideration under the 310 Law, and to approve the application with modifications incorporating recommendations from team member reports, and to waive the 30-day waiting period after the Board decision. Paul Parson seconded the motion. The motion carried with four votes in favor; R. Schroeder abstained.

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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-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

Watkins stated that there was nothing new to report. The Board took no action.

MS-47-23 (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 stated that there was nothing new to report. The Board took no action.

310 Complaints

CM-01-24 – Glen and Rhonda Brownlee – Donovan Creek – Crossings/Roads
Geocode: 04-2095-08-3-01-05-0000

Watkins reported that DEQ called with this complaint; they had received a complaint from the public. Watkins showed site location slides and photos from the site inspection with Chair Hall and Knotek. An unpermitted bridge exists at this site; it would not be able to withstand high water. While Knotek commented that this is one of the better vegetated sites along Donovan Creek, the Board discussed mowing that is occurring close to the stream, and suggested revegetating 10 feet adjacent to the stream with riparian species.

Chair Hall moved to consider CM-01-24 a violation of the 310 Law for work initiated on a perennial stream without a permit and to require a 310 permit for remediation. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

Existing Violations Needing Action

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

Watkins stated there was nothing new to report. The Board took no action.

Existing Violations Pending Follow-up Inspection

The below items (CM-03-23 – CM-14-23) do not require action until follow-up inspections are conducted in the spring.

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

CM-05-23 (Re: MS-41-23) – David and Lori Rath – Lolo Creek – Stream Excavation
Geocode: 04-1972-05-1-01-03-0000

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

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

CM-10-23 – Patricia Coolidge – Clearwater River – Construction in a Riparian Area
Geocode: 04-2540-10-1-02-05-0000

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

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

310 Inquiries & Issues – Watkins discussed a boring application in the Mill Creek area that was submitted to the District after the agenda deadline. He reported on a site visit to a reach along Mill Creek that has a high, steep, clay bank that is sluffing off into the creek. Watkins told the landowner that if he wanted to do any work to reinforce the bank, it would be a substantial project, and that it would require a 310 permit, and likely a permit from USACE. Watkins reported on work the Clark Fork Coalition will be doing on Miller Creek and that there is a Miller Creek tributary where there is an opportunity for a better riparian horse buffer between horse paddocks and the creek. He suggested the possibility of the District working with and incentivizing the horse owners to fence off a buffer and do a small restoration project with some plantings. Watkins reported a phone message regarding a home along High Park Way that the caller described as “caving in” and asking if the CD could do anything. The caller left no contact information or request to be contacted. Watkins stated that City of Missoula Stormwater Department had previously reached out to him regarding erosion that is occurring in the drainage. He showed photos of the City of Missoula Stormwater Department’s High Park Riparian assessment, and he discussed the possibility of partnering in restoration.

Payment of Bills and Claims

The Board discussed and agreed to increasing the Bridger Plant Materials Center amount from \$35 to \$50, as in prior years; doing so lets the MCD be listed on the website and on BPMC’s published materials.

Paul Parson moved to pay the April bills, with the agreement to modify the Bridger Plant Materials Center support amount to \$50, quarterly supervisor reimbursement claims, and to adjourn the

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meeting at 7:25 pm. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion passed.

Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from March meeting			\$21,288.72
3/11/2024	Cascade CD: Four 2024 Envirothon Team Registrations	(\$600.00)		\$20,688.72
	Totals	(\$600.00)	\$0.00	
	NET TOTAL	(\$600.00)		

Petty Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from March meeting			\$1,780.27
3/12/2024	Pattee Creek Market: Beverages for Meal before Meeting	(\$35.13)		\$1,745.14
3/12/2024	Tagliare Deli: Meal before Board Meeting	(\$209.92)		\$1,535.22
3/19/2024	Amazon: Envelopes and Bags for PI wildflower seed	(\$90.81)		\$1,444.41
4/1/2024	Zoom: monthly subscription for Watkins and Vogt	(\$33.18)		\$1,411.23
	Totals	(\$369.04)	\$0.00	
	NET TOTAL	(\$369.04)		

Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from March meeting			\$58,499.59
3/31/2024	Interest		\$3.97	\$58,503.56
	Totals	\$0.00	\$3.97	
	NET TOTAL	\$3.97		

DA Davidson Account

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Date	Description	Charge	Deposit	Balance
	Balance from March meeting			\$194,643.94
3/31/2024	Change in account value		\$1,008.05	\$195,651.99
	Totals	\$0.00	\$1,008.05	
	NET TOTAL	\$1,008.05		

Tax Mill Levy Account (Warrants/Claims)*

Date	Description	Charge	Deposit	Balance
	Balance from March meeting			\$430,312.07
2/15/2024	Reimbursement to Vogt: Drill-related vehicle mileage	(\$84.36)		\$430,227.71
2/23/2024	PP 4	(\$9,780.73)		\$420,446.98
2/29/2024	Deposit		\$2,573.10	\$423,020.08
3/8/2024	PP 5	(\$11,280.21)		\$411,739.87
3/11/2024	Msla Co. Phone Services: monthly charge for 2 cellph.	(\$83.20)		\$411,656.67
3/11/2024	Msla Co. Phone Services: monthly charge for landline	(\$50.00)		\$411,606.67
3/11/2024	Big Bear Sign Co: new logo stickers	(\$150.00)		\$411,456.67
3/11/2024	MCDEO: 2024 Dues for Watkins, Vogt, Skovlin	(\$90.00)		\$411,366.67
3/11/2024	MT State Fund: Installment payment of annual premium	(\$517.76)		\$410,848.91
3/22/2024	PP 6	(\$8,548.31)		\$402,300.60
4/5/2024	PP 7	(\$8,743.69)		\$393,556.91
	Totals	(\$39,328.26)	\$2,573.10	
	NET TOTAL	(\$36,755.16)		

*Inaccuracies in Tax Mill Levy Account reporting due to discrepancies between Missoula County and Missoula Conservation District records.

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

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The next Missoula Conservation District meeting is scheduled for **Monday, May 13, 2024, at 5:30 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 Reports: March 12, 2024 – April 8, 2024

Sonja Skovlin, Outreach and Office Coordinator

Office Operations:

- Checked District's general email and QuickBooks accounts; received/distributed agency mail daily.
- With input from Vogt and Watkins,
 - Prepared agenda, minutes, and financial report for monthly meeting packet, as well as all other relevant documents related to the business of the meeting.
- Sent Supervisor packets to Supervisors; sent agenda, February approved minutes, and March draft minutes to partners; posted agenda & approved minutes on the CD website; sent Zoom links to Supervisors, partners, and applicants/invitees.
- Set up conference room for meeting and arranged for light meal.
- Prepared discussion items and participated in weekly staff meetings.
- Created weekly detailed list of Work Priorities/Meetings/To-dos; discussed with and submitted to Watkins

310 Processing:

- Processed 2 310 Permit Applications and 1 310 Complaint, and updated 310 Excel spreadsheet
- 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/Insurance

- 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.

Outreach

- With Watkins, wrote paragraph to be included in Western MT Fair booklet regarding MCD outreach efforts
- Two Instagram posts/week, largely focused on MT Soil Health Week

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- Participated in MACD Education Outreach virtual mtg that focused on MT Soil Health Week (3/6)
- Created new poster advertising No-Till Drill and showing of “Kiss the Ground” documentary
- Designed and put up content on tack board outside office
- Newsletter content planning with Watkins and Vogt

Special Assignments:

- Participated in MACD Scholarship meeting on 3/5 (Note to Board: this commitment ends in early April, after finalists have been selected)
- Reviewed and rated 49 MACD Scholarship applications
- Assisted with showing of “Kiss the Ground” documentary; purchased popcorn/butter/sparkling water

0 hours Sick Leave, 13 hours Vacation, 0 hours Holiday Pay

Bryan Vogt – Conservation Program Specialist

Office Administration:

- Assisted in taking notes at the March 11th Board meeting
- Assisted Skovlin, as requested, with QuickBooks and financial charts in meeting minutes

Program Assistance:

- 310 Program: Assisted with 1 inquiry call
- Grants Program:
 - Received new MCD Grant applications for processing:
 - ICG-04-24 High Tunnel Rainwater Catchment
 - ICG-05-24 Whole-Farm Wastewater Capture System
 - ECS-01-24 Montana Osprey Project
 - ECS-02-24 Farm to School
 - ECS-03-24 Clark Fork Watershed Student Citizen Science Program
 - ECS-04-24 Backyard Citizen Science Program
 - RPG-01-24 Homewood Suites Grant Creek
 - EdMG-01-24 Urbanizing Regenerative Agriculture
 - OpMG-02-24 Garden City Harvest
 - OpMG-03-24 Lolo Watershed Group
 - OpMG-04-24 Montana Plants
 - Coordinated and hosted Grants Committee meeting to review new applications
 - 23G-22-3734 Local TIP Support & Area 5 Training:
 - Participated in virtual meeting with DNRC staff regarding MEPA assessment checklist
 - CDG-24-3781 Lower Grant Creek Conceptual Designs:
 - Finalized grant amendment for revised SOW and timeframe
 - FY 2024 CDA Grant
 - Received and obtained signatures to enact agreement for \$3,500 MACD dues opt-in funds

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- Envirothon:
 - Sent in payment for 4 local team registration costs
 - Sent lodging support payment check to MCPS Envirothon teams
- Montana Native Seed Network (MTNSN):
 - Participated in principal partners meeting M. Butts, A. Mattson, and K. Brown
- Pollinator Program:
 - Created 2024 Pollinator Initiative page on MCD website
 - Sent MBHI outreach materials for Western Montana Wildflower Pollinator Habitat seed mix
 - Site visit to landowner near Beavertail SP to provide technical assistance and seed for large plot
 - Work with Area 5 EO on Pollinator Seed mix rates for packages
 - Responded to multiple email and phone requests for pollinator seed mix
- Soil Health Program:
 - Began initial planning for Western Montana Fair week activities
 - Created Soil Health webpage on MCD website
 - Advertised Soil Health Week activities through multiple platforms
 - Hosted Missoula Soil Health Committee on Montana Soil Health Day
 - Guest taught soils course to Master Gardener Class on Montana Soil Health Day
 - Hosted free movie showing of *Kiss the Ground* on 4/5

Technical Assignments:

- Managed No-Till Drill equipment rental program:
 - Multiple drill rental inquiry calls and reservations
- Assisted Skovlin in creating flyer for equipment rental program
- Updated drill rental lease documents
- Met with James Keys and Gillian Thornton of CFAC to discuss equipment rental program
- Site visit to Butler Creek landowner to provide technical assistance on site rehabilitation around new house

Communication and Outreach:

- With Watkins, met with Rachel Mallison of FLBS regarding partnering opportunities through their new Montana Pesticide Stewardship Partnership Program (MT PSPP)
- With Watkins and Skovlin, met with Western Montana Conservation Commission (WMCC) staff to discuss partnering opportunities thru their new EPA grant

Training:

- Participated in mandatory online cybersecurity training
- 14 hrs Vacation Leave; 7 hrs Sick Leave

Radley Watkins, Executive Director

Office Administration:

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

- Approved and submitted staff timesheets to County Payroll and entered payroll in Quick Books.
- Worked with budget to review misallocations and improvements in accounting.
- Conducted staff meetings, reviewed weekly detailed list of work priorities/calendar, and updated Chairman Hall periodically.
- Worked with County Payroll to get Watkins backpay.
- With staff and Chairman Hall, drafted and approved agenda for April District meeting.
- Created Zoom Link for the April Supervisor meeting and passed it to Skovlin.
- Wrote Chairman update for the April meeting.
- Reviewed Vogt's and Skovlin's work, including Employee Reports, invitee list, upcoming events, & claims.
- Worked with Skovlin and Vogt on balancing accounts.
- Received and reviewed County Elections Office stating no elections are needed.
- With Skovlin, wrote paragraph to be included in Western MT Fair booklet regarding MCD outreach efforts.
- Virtually attended Area 5 meeting
- Met with Skovlin and Kay Webb from Bitterroot CD to work on social media.
- Attended part of the National Association of Conservation Districts social media best practices meeting.

310 Law Administration:

- Followed up on 310 actions taken at the March District meeting by writing emails and letters with Skovlin.
- With Skovlin processed four (4) new 310 applications (one came in after the agenda deadline), one (1) complaint, and had an extension request on one more.
- Continued discussions with WQD regarding Smurfit outfall pipes.
- Attended TEAMS meeting with City and County staff regarding County 310 in Cherry Gulch.
- Communicated with Commissioner Vero regarding MCD involvement in Cherry Gulch project.
- Communicated with Chairman Hall and Supervisor Schroeder regarding policy on fords.
- Reached out to Gilly to get it installed on MCD website.
- Conducted two (2) 310 site inspections with Supervisor Hall and Knotek.
- Had one site visit on the Bitterroot for potential 310 project.
- Fielded phone calls and emails regarding potential 310 projects.

Program Management:

- Met with the Good Neighbor Handbook rewrite team.
- Attended Missoula Valley Growers meeting.
- Had phone meeting with staff from Montana Youth Camp and with Personnel Committee Approval, committed to teaching stream component.

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Missoula Conservation District
April 8, 2024

- Attended Grants Committee Meeting with Vogt.
- Worked on NPSP Horse Workshop scheduling and reached out to DNRC to confirm it could be moved to late summer/fall.
- Attended Western Montana Grazing and Agriculture Planning Committee Meeting.
- Attended Missoula Soil Health Committee kick-off meeting.
- With Vogt met with MEPA training meeting.
- Attended one session at the Western Montana Spring Training of the Montana Weed Control Association.

- Met with James Keys and Gillian Thornton of CFAC to discuss the Equipment Rental Program.
- Reviewed Vogts changes to equipment rental policies, authorized him to post online and Communicated with the Equipment Committee.
- With Vogt, met with Rachel Mallison of Flathead Lake Biological Station (FLBS) regarding partnering opportunities through their new Montana Pesticide Stewardship Partnership Program (MT PSPP) funded through EPA grant.
- Met with Western Montana Conservation Commission (WMCC) staff and MACD staff to discuss partnering through their new EPA grant.
- Met with Heidi Fleury, now Program Specialist with WMCC, and Tiffany Lyden, Education & Outreach Specialist, Nonpoint Source and Wetlands Section/Water Quality Planning Bureau, MT DEQ regarding launching a Native Landscaping Initiative, with DEQ (sub-awardee of FLBS EPA grant) and WMCC.

**34.5 hrs. Vacation Pay, 4.5 hrs. Sick Leave, 1 hr. Remote Work*