



**Missoula Conservation District
September 9, 2024, at 5:30 p.m.
1075 South Avenue West, Missoula, MT 59801 – with virtual option**

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

Additional Attendees: Travis Lemke* (NRCS Supervisory District Conservationist), Ladd Knotek (MT FWP Fisheries Biologist), Michael Wegener (EM-03-24, MS-24-24, MS-25-24), Gloria Wegener (EM-03-24, MS-24-24, MS-25-24), Stephen Lorentz (MS-26-24), Alice McCloud (MS-26-24), Kim Grenager (MS-26-24)

Absent: Art Pencek (Supervisor) - excused, Sidney Wills (Supervisor) – excused, Robert Schroeder (Supervisor) – excused, Josh Schroeder (Associate Supervisor)

*Denotes virtual participation via Zoom

Call Meeting to Order – Tim Hall started the meeting at 5:33 pm.

Minutes – Skovlin reported that DNRC has informed CDs of a new method for submitting Board meeting minutes, effective September 1. They have also advised that minutes be signed once approved.

Libby Maclay moved to approve the August 12, 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 September 6, 2024, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated September 6, 2024.

First Security Bank – Checking	\$29,775.41
First Security Bank – Petty Checking	\$1,499.43
First Security Bank – Savings	\$58,523.38
DADCO Savings	\$202,553.28
Tax Mill Levy Account at County	\$403,407.69
Total Bank Accounts	\$695,759.19

Public Comment – None offered.

Reports

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported that he, in conjunction with the CD, sent to residents within the four-mile Miller Creek TIP boundary a mailer that elaborated on opportunities to apply for EQIP funds for projects that meet the TIP qualifications; the mailer also explained the 310 Law, and how and when to apply. He stated that



several residents responded to NRCS after receiving the mailer. The TIPS in Miller Creek, Potomac, and the Upper Ninemile are entering their last of three years. Lemke articulated the October 25th deadline for applying for EQIP funding. He stated that he is still detailing in Deer Lodge and will continue to do so when their new employee starts; Forester Ben Crystal has been assisting him at that office.

Watkins reported meeting with Lemke to look at a historical structure on Miller Creek that diverts a significant amount of water from the creek. Lemke explained that the structure near Lehmann Road, is outside the NRCS TIP boundary. The Board discussed how the CD could be involved, or other entities such as the CFC to restore the site so that more water would remain in Miller Creek.

County Attorney Report – John Hart reported on the relevance of the CD submitting comments to county commissioners regarding the channel migration zones that are within the boundary of the proposed Creighton Subdivision. Hart regaled meeting attendees with his experience of completing the Leadville 100 Mile Run in August.

Montana FWP – Knotek reported on low water levels throughout the region and how that is impacting recreational use. H stated that he is focused on issues and concerns in Mineral County, particularly potential clearing of vegetation by USACE on a levee near St. Regis.

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.

MACD – Watkins reported that there are two open seats for Area 5 representation on the MACD Board. Elections for Supervisors to serve in these seats occur this fall at each Area meeting.

Bitter Root RC&D – Libby Maclay stated that the RC&D had not met this past month, so she had no report to offer.

Dept. of Ecology and Extension/Weed District/GWMEC Building – Watkins reminded board members that the grand opening of the Rocky Mountain Gardens is scheduled for Saturday, September 14th.

Watershed Groups

Grant Creek Update: Watkins reported that River Design Group (RDG) submitted plans to the Clark Fork Coalition, as part of fulfilling the terms of the DNRC Lower Grant Creek Conceptual Design Grant. Watkins displayed a slide showing the section of the creek that runs through Dale Frey’s property, and slides depicting the design plans. The proposed plan, once implemented, will result in increased sinuosity of that section, and the now incised, sediment-laden banks will be revegetated with native riparian plants. RDG estimates that implementing the project on Reach 4 will cost just over \$500,000.

Planning Board Update: Due to a technical difficulty, Josh Schroeder could not virtually attend the meeting; he had earlier submitted a report that was included in meeting packets. The Board discussed the Creighton Subdivision proposal.



Water Quality District – Chair Hall reported that the EPA requested the MT DEQ and MT DNRC to consult with the Environmental Quality Council regarding whether outfall points associated with Smurfit Stone are trespassing onto public property adjacent to the Clark Fork River. Hall stated that the DNRC concluded that outfall points are not trespassing. Further discussion will take place regarding this decision.

District Committees – Watkins reported that the Finance Committee met on September 4th to review and discuss the FY25 proposed budget. Vogt stated that he will be coordinating a Grants Committee meeting in late October to review grant applications.

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

Other Reports – None were offered.

New Business

October and November meeting dates: Due to Indigenous People’s/Columbus Day and Veterans Day – federal holidays that MCD recognizes - falling on the second Monday of the month, the Board decided to change the meeting dates to October 21st and November 12th, respectively.

Area 5 Meeting: The Area 5 meeting takes place on September 26th in Trout Creek. Supervisor Libby Maclay plans to attend this meeting with Watkins and Vogt. Chair Hall, Associate Supervisor Josh Schroeder, and employee Bryan Vogt will be recognized for 30 years, 5 years, and 5 years of service, respectively.

Correspondence and Upcoming Events: An Upcoming Events sheet was included in the monthly meeting packets. Vogt highlighted the Blackfoot Challenge Soil Health workshop on September 25th; Supervisors who wish to attend could ride in the MCD vehicle. Vogt informed the Board that the North American Invasive Species Management Association (NAISMA) will cover the cost of registration of the first 70 Montana Weed District, Conservation District, or MSU Extension employees for their nationwide conference in Missoula on September 30-October 3.

Site Inspections Scheduling – Site inspections are scheduled for October 10st with Ladd Knotek. Site inspection dates with other FWP biologists will be determined as needed.

Programs

Grants Program

MCD Grants: Vogt reported that the first grant application cycle for FY25 opened on September 1 and extends through October 18th. He stated that the information is posted on the CD’s website, and that Skovlin sent out a press release on September 6th. He will contact partners, volunteers and prior applicants, sharing the same information. The Board discussed the possibility of putting funding towards completing work in association with MS-26-24. Watkins suggested that the Board could add this as a component of the FY25 budget as an earmarked fund.



Outside Grants: Vogt reported that the CFC is working with River Design Group to fulfill the terms of the DNRC grant. Vogt stated that he will be applying for DNRC grants to support the Western Montana Grazing and Agriculture Conference.

Soil Health/Equipment Program: Vogt reported that one individual has rented the no-till drill in the past month. He anticipates a few inquiries throughout the remainder of September and into October. Vogt reported that he will be teaching a soil health class for the Master Gardeners program, at Sarah Holden's invitation. He reported that Ryan Stutzman of Five Valleys Land Trust contacted him regarding opportunities to collaborate with soil health programs.

Pollinator Program/MTNSN

Franklin Street Pollinator Pathway Program: Vogt reported that Bee City will meet this month to discuss the next steps of this project.

He reported that, over several days in August, many volunteers came forward to help plant plugs at the DNRC MTNSN nursery. Volunteers and DNRC staff planted over 10,000 plugs this growing season. Vogt and Watkins reported they are also involved in a collaborative partner effort to implement plans to get more locally sourced eco-type native plants available and used in replanting/restoration landscaping efforts. There will be a partners meeting to further this effort on September 13th. Some partners include MCDEE, DEQ, DNRC, Western Montana Conservation Coalition (WMCC), Flathead Bio Station, and the Great Bear Nursery.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Rattlesnake Watershed Group will host a cider-making and bear awareness day in September, and that Nancy Heil of this group stopped by the office to get a stack of Bear Smart rack cards to distribute at this event.

FY Budget Approval – Watkins reviewed aspects of the proposed FY25 Budget, the permissive mill levy, and follow-up conversations with the Missoula County CFO. The Finance Committee may meet again to allocate earmarked funds.

Travis Greenwalt moved to approve the FY25 Budget as recommended and presented by the Finance Committee and requested that the Finance Committee meet to allocate earmarked funds, including up to \$2,000 for use of large equipment as an option for completing project work under 310 permit No. MS-26-24. Chair Hall seconded the motion. The vote was unanimous in favor, and the motion carried.

Old Business

Board Member Transition: Chair Hall stated that Supervisor Sidney Wills emailed a copy of his letter of resignation and that a hard copy will be sent to the office. John Hart confirmed that the District can appoint a Missoula County resident to fill the Supervisor position for the remainder of Wills' term.

Chair Hall moved to appoint Associate Supervisor Bart Morris to serve in the position of Supervisor vacated by Sidney Wills' resignation. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.



The Board had previously created an Emeritus Supervisor position, which Wills will now hold. They also discussed the need for seeking an associate supervisor who lives in the Potomac to Swan Valley corridor.

Horse Keeping Partnership - Watkins reported that he presented to the Big Sky Horse Park Board a Memorandum of Agreement (MOA) regarding a partnership between MCD, the Backcountry Horsemen, and them. He displayed the MOA for the Board to review; the Board expressed support for this agreement.

Montana Native Plant Initiative (MNPI): Watkins stated that he and Vogt have regularly met with Heidi Fleury and Tiffany Lyden. The focus of this meeting is to discuss how this larger group can serve as an umbrella organization to collaborate on MNPI efforts across Western Montana. Watkins reported that Lyden, outreach specialist for DEQ, will present an MOA to the partnership at this upcoming meeting. He reported that MCD, DEQ, and the WMCC are developing a pilot project for Area 5 CDs with \$10,000 seed money from DEQ to MCD via an Letter of Agreement, that the Board had agreed to enter into in August and that will be reviewed and signed by Chairman Hall.

Other Old Business – No other old business was presented.

310 Emergency Notices

EM-03-24 – Gloria Wegener/Miller Creek Meadows – Miller Creek – Debris Removal

Geocode: 04-1976-01-4-01-01-0000

Watkins displayed site location slide and pictures of flooding that occurred in field where over 780 firefighters and equipment were stationed during the Miller Peak Fire this past July. Gloria Wegener explained that a large flood event that followed deposited an immense amount of sediment across their fields and dislodged several boards from their bridge. The Wegeners filed an emergency notice to remove a few bridge decking timbers to prevent them from washing down the creek in the next flooding event.

Travis Greenwalt moved to consider the actions taken under 310 Emergency Notice No. EM-03-24 an appropriate use of the emergency provisions of the 310 Law; no additional actions are required as the full removal of the bridge is being permitted under application MS-24-24. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

Existing 310 Permits – No existing 310 permits were presented.

APO Applications – None to discuss this month.

310 Permit Applications

For Permit Applications MS-11-23, and MS-05-24 through MS-11-24, Watkins stated that there was no new information to report. The Board took no action on any of these applications.

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



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

MS-05-24 – Nels Larson – Lolo Creek – Agricultural/Irrigation Projects

Geocode: 04-1975-05-3-01-01-0000

MS-09-24 – Todd Randall obo Matthew Cole – Rattlesnake Creek – Channel/Bank Projects

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

MS-11-24 – Annick Smith and Lilly Tuholske – Bear Creek – Irrigation Projects

Geocode: 04-2202-24-1-01-03-0000

MS-24-24 – Michael and Gloria Wegener – Miller Creek – Bridge Removal

Geocode: 04-1976-01-4-01-01-0000

Refer to EM-04-24 discussion. Gloria Wegener explained the circumstances leading up to needing to remove the bridge. Travis Greenwalt, reviewing his TMR, recommended that work be done using a front bucket of a tractor, avoid working in the stream, and leaving large abutment timbers in place to prevent further bank disturbance. Ladd Knotek's report echoed Greenwalt's. Greenwalt moved to make application MS-24-24 a project for consideration under the 310 Law, to approve the project with modifications incorporating recommendations from the team member reports, and to waive the 30-day waiting period following the Board's decision. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

MS-25-24 – Michael and Gloria Wegener – Miller Creek – Crossings/Roads

Geocode: 04-1976-02-1-01-01-0000

Watkins showed slides of site and of the proposed project: redecking a bridge at the lower reach of Miller Creek on the Wegner property. Travis Greenwalt stated that the project is straightforward. Travis Greenwalt moved to make application MS-25-24 a project for consideration under the 310 Law, to approve the project as proposed and to waive the 30-day waiting period following the Board's decision. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

MS-26-24 – Stephen Lorentz – Lolo Creek – Debris Removal

Geocode: 04-1974-01-2-04-03-0000

Chair Hall introduced the project. Watkins presented a site location slide, identified the project as being in mapped floodplain and showed pictures of the project area, including several pictures of fallen trees over the creek following the July 24 storm. Watkins also showed a picture of a bridge downstream of the Lorentz property that neighbor Kim Grenager uses. Ladd Knotek reported that he called the Missoula County floodplain administrator about dealing with a downed cottonwood tree, and learned that tree can be moved up against either side of the bank. Lorentz and McCloud stated that they would like to pull the cottonwood up onto their levee, cut it up and remove it from the site. Grenager would like it moved to her side of the bank, placing it along the side channel. Lorentz and McCloud stated that they want to avoid having an excavator tear up property. Discussion followed regarding MCD grants or other funds to assist the landowners with the proposed work.



Travis Greenwalt moved to make application MS-26-24 a project for consideration under the 310 Law, to approve the project with modifications incorporating recommendations from TMRs to include the options of either using a full size excavator to come in and push the tree up against one of the banks or to remove the downed cottonwood tree by hand as proposed; all other downed trees within the floodplain are to remain in place, and all mowing and vegetation removal will cease within 10-ft of the edge of the stream on top of the rip rap yard area where mowing is being conducted; a 30-day waiting period will be waived following the Board's decision. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

310 Complaints

CM-06-24 – Ronnie and Bonnie Moore – Clearwater River – Vegetation Removal

Geocode: 04-2759-31-2-04-03-0000

Watkins displayed a site location slide, and photos from an informal site visit showing a new dock, a new pumphouse, and a cut tree that had fallen in the Clearwater River. He stated that no site inspection had been conducted.

Chair Hall moved to designate CM-06-24 a violation of the 310 Law due to work conducted adjacent to a perennial stream without a valid permit; a site inspection will be conducted before determining the need for further action. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

CM-07-24 – Janice Dersham – Ninemile Creek – Vegetation Removal

Geocode: 04-2528-17-4-01-01-0000

Watkins presented a site location slide and a photo of a downed tree which had span the creek now cut, pulled to the banks, and with the butt covered with debris.

Travis Greenwalt move to designate CM-06-24 a violation of the 310 Law due to work conducted adjacent to a stream without a valid permit and to require landowner to leave all cut vegetation in place to resolve the violation. Libby Maclay seconded the motion. The vote was unanimous in favor and the motion carried.

Existing Violations Needing Action

CM-01-24 – Glen and Rhonda Brownlee – Donovan Creek – Crossings/Roads

Geocode: 04-2095-08-3-01-05-0000

Existing Violations Pending Follow-up Inspection

Watkins will inspect sites associated with CM-03-23 through CM-14-23 later this summer.

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

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

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

Watkins reported that he had inspected this site from across the stream and that he did not witness any further unpermitted work.

Chair Hall moved to consider Violation No. CM-09-23 resolved as no additional vegetation removal has been observed at the site. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

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

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

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

CM-03-24 – Nathan Woronik – Clearwater River – Vegetation Removal and Heavy Equipment Operation

Geocode: 04-2540-10-3-01-13-0000

CM-05-24 – Gary and April Yetter – Lolo Creek – Vegetation Removal and Unpermitted Dock

Geocode: 04-1974-02-1-02-01-0000

310 Inquiries & Issues – Watkins reported on an application that NW Energy submitted for vegetation removal and conversations with them about needing more than a single 310 Permit application for every site across Missoula County. Vogt brought up that DNRC legal counsel just released an opinion that stated that conservation districts could require applicants for utility boring projects to only submit one permit for multiple locations. The Board had previously discussed a "programmatic exemption" or "programmatic review" to streamline permitting process for trimming vegetation under utility lines to allow for quicker approvals without detailed individual reviews. Watkins asked for clarification as to whether the Board expected to see one permit covering multiple sites or individual permits per site. The Board instructed that separate applications should be filed for planned work, and that emergency notices should be filed for work that has to be done for emergency situations.

Watkins reported on an email from Steve Kloetzel containing a 310 Complaint against NW Energy for damage to streams on TNC property that occurred during recent work to replace power poles. The Board discussed that Kloetzel should contact NW Energy directly to request remediation of site damage. Watkins will proceed with filing the complaint received from Kloetzel.



Watkins reported on a site along the Blackfoot River where a house near the river is being demolished. Watkins stated that he earlier conversed with the new property owner, instructing him not to do any work on the bank. Watkins relayed witnessing recent work with an excavator and that he discussed with the operator to stop work in order to not do more damage on the streambank. The Board directed Watkins to send a follow-up letter to the landowner regarding the matter and reminding them of the requirements under the 310 Law.

Payment of Bills and Claims

Chair Hall moved to pay the September bills and claims and to adjourn the meeting at 8:57 pm. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion passed.

The next Missoula Conservation District meeting is scheduled for **Monday, October 21st, 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.

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

Timothy Hall 10/21/2024

 Minutes approved by Date

Sonja Skovlin 10/21/2024

 Minutes prepared by Date



Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from August meeting			\$19,170.31
8/13/2024	K. Anderson: 1-day drill rental		\$150.00	\$19,320.31
8/13/2024	Transfer to Petty Cash 0928	(\$700.00)		\$18,620.31
8/19/2024	A. Scheible: 2-day drill rental		\$279.10	\$18,899.41
8/19/2024	Transfer from Mill Levy to cover multiple grants		\$20,000.00	\$38,899.41
8/29/2024	DNRC: 23G-21-3694 RMG and Expl. Ctr reimbursemt		\$3,516.00	\$42,415.41
	Totals	(\$700.00)	\$23,945.10	

Petty Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from August meeting			\$1,548.27
8/13/2024	Les Schwab Tires: bearing pack on trailer	(\$449.94)		\$1,098.33
8/13/2024	Tagliare Deli: meal before Board meeting	(\$180.78)		\$917.55
8/13/2024	Pattee Creek Market: napkins and cream for Board mtgs	(\$6.48)		\$911.07
8/13/2024	Transfer from Checking 0959		\$700.00	\$1,611.07
8/19/2024	onX Maps: annual subscription fee	(\$34.99)		\$1,576.08
8/19/2024	Costco: sodas/sparkling water for meetings	(\$26.48)		\$1,549.60
8/23/2024	Missoulian: monthly online subscription	(\$16.99)		\$1,532.61
9/5/2024	Zoom: monthly subscription for Watkins and Vogt	(\$33.18)		\$1,499.43
	Totals	(\$748.84)	\$700.00	
	NET TOTAL	(\$48.84)		



Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from August meeting			\$58,519.16
8/31/2024	Interest		\$3.96	\$58,523.12
	Totals	\$0.00	\$3.96	
	NET TOTAL	\$3.96		

DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from August meeting			\$199,895.28
8/31/2024	Change in account value		\$2,658.00	\$202,553.28
	Totals	\$0.00	\$2,658.00	
	NET TOTAL	\$2,658.00		

Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge	Deposit	Balance
	Balance from August meeting			\$323,431.20
8/9/2024	PP 16	(\$8,743.77)		\$314,687.43
8/12/2024	Msla Co. Telephone Service: landline	(\$50.00)		\$314,637.43
8/12/2024	Msla Co. Telephone Service: two cell phones	(\$83.16)		\$314,554.27
8/12/2024	MACD: annual website registration and hosting fee	(\$37.24)		\$314,517.03
8/12/2024	FIB Gas card	(\$56.82)		\$314,460.21
8/12/2024	MCDEE: April-June Utilities 2024	(\$1,228.00)		\$313,232.21
8/12/2024	Big Bear Sign Co: MCD logo and PI stickers	(\$362.50)		\$312,869.71
8/12/2024	Minuteman Press: 310 and BearSmart materials	(\$1,017.56)		\$311,852.15
8/19/2024	Transfer to Checking 0959 to cover multiple grants	(\$20,000.00)		\$291,852.15
8/23/2024	PP 17	(\$8,743.70)		\$283,108.45
9/6/2024	PP 18	(\$8,743.68)		\$274,364.77
6/30/2024	Deposit to mill levy		\$27,018.11	\$301,382.88
	Totals	(\$49,066.43)	\$27,018.11	
	NET TOTAL	(\$22,048.32)		



Missoula CD Employee Reports: August 13, 2024 – September 9, 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 meeting packets to Supervisors; sent agenda, July approved minutes, and August 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 **3** 310 Permit Applications, **2** 310 Complaints, **1** Notice of Emergency form, 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 and emailed relevant documents to FWP
- Communicated via email with Supervisors/Watkins regarding site inspection opportunities
- Prepared 310 site inspection clip boards 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.
- With Watkins:
 - Re-categorized various expenses in QuickBooks for FY24
 - Helped determine budgets for Business Meals, Special Events, Other Operating Supplies, Office Supplies

Outreach

- Intermittent Instagram and Facebook posts
- Updated items on tack board outside office

Special Assignments/Meetings and Trainings attended:

- Participated in WMGAC planning meeting (8/29)



- Coordinated delivery of MCD commemoration rock between Mutual Materials, Garden City Memorial Services, Watkins, Anton
- Completed periodic computer security training (Missoula County) – 9/6
- Planted plugs on 8/20 and 8/22 as part of DNRC/MCD-led volunteer planting days at DNRC
- Toured DNRC Seed Nursery operation with Duke University School of Forestry students on Watkins-led/coordinated tour
Holiday 6; Personal leave; 1.5 Personal leave; 3.5 Sick leave

Bryan Vogt – Conservation Program Specialist

Office Administration:

- Assisted in taking notes at the August 12th Board meeting
- Assisted staff in financial/bookkeeping matters, as requested
- Assisted with grant related figures for FY 25 Budget development, as requested

Program Assistance:

- 310 Program:
 - Assisted with 1 call from the public related to 310 permitting
- Grants Program:
 - DNRC Grants:
 - CDG-24-3781 Lower Grant Creek Conceptual Designs
 - Correspondence with CFC project manager and C. Bauer
 - FY 2025 CDA Missoula Conservation District Administration Grant
 - Download grant contract amendment for signature and processing
 - MCD Grants:
 - Launched first FY25 application cycle:
 - Updated grant application forms
 - Created FY25 MCD Grants webpage and published to website
 - Contracting
 - RPG-01-24 Homewood Suites Grant Creek
 - ICG-04-24 High Tunnel Rainwater Catchment
 - ICG-05-24 Whole-Farm Wastewater Capture System
- Montana Native Seed Network:
 - Advertised, coordinated, co-hosted, and assisted with three foundation field planting events at DNRC Nursery in August
 - With Watkins, participated in meeting with NRCS DC from Hamilton office to explain MTNSN
- Pollinator Program:
 - Continued Franklin Street Pollinator Pathway project development discussion with partners
 - Participated in Missoula Co. Bee City USA meeting
- Native Plant Partnership Initiative:



- Participated in multiple project development discussions
- Western Montana Grazing and Ag. Conference:
 - Participated in planning meeting and researched funding opportunities

Technical Assignments:

- Managed No-Till Drill equipment rental program:
 - 1 rental; 1 drill rental inquiry
 - Picked up trailer from Les Schwab Tires after having wheel bearings repacked
 - Utilized CFAC's tractor to load MCD's drill on the trailer following the Western Montana Fair
- Assisted with email response to Rattlesnake area landowner interested in developing a conservation easement

Communication and Outreach:

- Developed MCD Grants press release to advertise current application period
Labor Day Holiday; Sick Leave (9 hours); Vacation Leave (4 hours)

Radley Watkins, Executive Director

Office Administration:

- Coordinated the August District Board meeting.
- Reviewed/edited/approved draft August meeting minutes.
- Approved and submitted staff timesheets to County Payroll and entered payroll in Quick Books.
- Entered new/corrected County Reports into QuickBooks for FY24 and reconciled through May.
- Reviewed FY24 financial charges and recognized to appropriate areas.
- Created the FY25 Budget, and help Budget Committee meeting with Supervisor Penchek and Greenwalt
- Conducted staff meetings, reviewed weekly detailed list of work priorities/calendar, and updated Chairman Hall periodically.
- With staff and Chairman Hall, drafted and approved agenda for the September District meeting.
- Created Zoom Link for the September Supervisor meeting and passed it to Skovlin.
- Wrote Chairman update for the August meeting and mailed hard copy to Vice Chair.
- Reviewed Vogt's and Skovlin's work, including Employee Reports, invitee list, upcoming events, & claims.
- Approved staff request for leave and medical leave.
- Met again with MCDEE staff and Skovlin to discuss the MCD rock placement in the Pollinator Garden.
- Communicated with the Board via email.
- Double checked rules of Supervisor retirement with MACD Executive Director and shared the information with appropriate Board member and Chairman Hall.

310 Law Administration:



- Followed up on 310 actions taken at the August District meeting by writing emails and letters with Skovlin.
- With Skovlin reviewed and processed 1 new Emergency 310 Notices.
- With Skovlin processed 3 new 310 applications and 2 complaints.
- Conducted 4, 310 site inspections with Supervisor Greenwalt and Knotek.
- Fielded phone calls and emails about potential 310 projects.
- Responded to landowners' request for documentation on their 310 Violation by emailing them associated Team Member Reports and a scientific article on riparian buffers.
- Talked with landowner about hosting a landowner stream permitting class.

Program Management:

- Met with Western Montana Grazing and Agriculture Planning Committee.
- Had email discussions with Montana Native Plant Initiative team and set up in person meeting.
- Hosted tour of Duke University Forestry graduate students from Nicholas School of the Environment
- Presented to the Big Sky Horse Park /Missoula Horse Council Board regarding a partnership program to advocate land stewardship in regard to horse management.
- Researched forage types for MACD and DEQ grant funded MCD September nonpoint source pollution horse workshop.
- Met with Lemke, and NRCS Engineer to discuss diversion removal on Miller Creek.
- Conducted stream assessment for a reach of Miller Creek with NRCS and landowner.
- Provided DNRC with article focused on MCD's partnership with the Rocky Mountain Garden for CARD newsletter.
- Had meeting with Vogt, NRCS and Bitterroot RC&D staff to discuss MCD partnership with DNRC's Native Seed Nursery.
- Attended (virtually) a NACD 1-hour HR training.

5 hr. Sick, 1 Holiday