

MINUTES

Missoula Conservation District
September 10, 2018

Missoula Conservation District
September 10, 2018 at 7:00 pm
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees: Tim Hall, Chair; Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer & Supervisor; Paul Parson, Supervisor; Art Pencek, Supervisor; Bob Schroeder, Supervisor; Sidney Wills, Supervisor; Bart Morris, Associate Supervisor; Jen McBride, Staff; Lindsay Dick, Staff; Brandi Bergreen, Staff

Additional Attendees: Ladd Knotek, MT FWP; John Hart, Deputy County Attorney; Roger Ziesak, MT DNRC (RE: CM-11-18); Brad French, MT DNRC (RE: CM-11-18); Ron Pierce, Valley of the Moon Ranch (RE: MS-29-18); Fred Stout (RE: MS-30-18); Martin Oakland, FSR Consultants (RE: MS-30-18); Beau Craig (RE: CM-07-18); Susan Craig (RE: CM-07-18); Bill Craig (RE: CM-07-18); Travis Ross, Missoula Valley Water Quality District; Dave Pontrelli, Streamside Services, LLC (RE: MS-31-18, MS-32-18)

Absent: John Bowe, NRCS

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

Minutes –Travis Greenwalt moved to approve the August 13, 2018, minutes as drafted. Libby Maclay seconded the motion, motion passed – unanimous.

Treasurer’s Report – Travis Greenwalt reported \$43,246.67 in the District checking account.

Public Comment – No public comment.

NRCS Report – John Bowe was absent. Lindsay Dick read a brief written report provided by Bowe. She reported that Bowe has completed contracting for two new cost-share program (CSP) projects in Missoula County, that there are 14 new CSP contracts in Missoula County this year, and that Bowe continues implementation work for existing contracts along with planning for fiscal year 2019.

New 310 Permit Applications

MS-29-18 – Ron Pierce (Fish Tale Restoration) obo Scott Tucker – Gilbert Creek, South Fork of Gilbert Creek – Post-Flooding Infrastructure Repairs & Channel Alteration – Geocode: 04-1978-27-1-01-01-0000

Ron Pierce was present at the meeting. Jen McBride presented photos from the site inspection conducted on September 5, 2018. Art Pencek presented his Team Member Report and summarized his recommendations for each phase of the project. Pierce presented his Team Member Report and addressed legacy issues in the project area, including past projects conducted by Montana Fish Wildlife & Parks; the original spillway design; and the landowner’s desire to maintain year-round access across Gilbert Creek. McBride read Brad Liermann’s (MT FWP) Team Member Report to the Board. The Board discussed the need for designs to be submitted for the proposed replacement bridge.

Art Pencek moved to accept Application No. MS-29-18 as a project for review and to approve it with modifications. Paul Parson seconded the motion, motion passed—unanimous.

The project regarding post-flooding infrastructure repairs and channel alteration on Gilbert Creek and the South Fork of Gilbert Creek has been approved with the following modifications:

- Emergency spillway repairs must contain rock only, with no soil overlay
- Plant woody vegetation in riparian areas, especially on reach of Gilbert Creek nearest the pond
- Revegetate reconstructed reaches of Gilbert Creek with maximum spacing as proposed, though a denser revegetation plan is highly encouraged

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- Maintain District standards for vegetation survival rate (75% survival rate one year from project completion date; 50% survival rate two years from project completion date). Reseed and replant vegetation within riparian buffer as necessary to meet these mandated survival rates
- Final design plans for the proposed replacement bridge on Gilbert Creek must be submitted for Board approval before construction

MS-30-18 (RE: CM-06-18) – Fred Stout – Clark Fork River – Bank Stabilization/Alteration

Geocode: 04-2199-05-1-02-10-0000

Fred Stout and Martin Oakland were present at the meeting. Oakland had another meeting to attend and was obliged to leave before the Board addressed Application No. MS-30-18. Stout discussed his proposed alternative to removal of the waste concrete from the Clark Fork River, as initially presented in correspondence dated August 15, 2018. The Board discussed the hand drawn plans submitted for the proposed alternative. McBride read to the Board email correspondence exchanged on August 23, 2018, between representatives from the District and the US Army Corps of Engineers (USACE). She also passed around August 23, 2018 e-mail correspondence between the District and Missoula County Floodplain. The emails summarized each agency's policies on using concrete in streams.

Paul Parson moved to table Application No. MS-30-18. Tim Hall seconded the motion, motion passed—unanimous.

The Board determined that designs submitted with Application No. MS-30-18 are not complete for the scope and location of this project. The Board requires that a modified 310 Application be submitted with complete design plans. Applicable landowner approval should be included, and requirements of other permitting authorities considered. The Board requires the applicant submit a modified 310 Application no later than October 1, 2018, so that the project may be further discussed at the October 9, 2018, District meeting.

MS-31-18 – Streamside Services, LLC, Dave Pontrelli obo Fire Creek Ranch – Ninemile Creek – Bank Stabilization/Alteration

Geocode: 04-2528-28-1-01-01-0000

Dave Pontrelli was present at the meeting. McBride presented photos from the site inspection conducted on September 5, 2018. Art Pencek and Ladd Knotek read their Team Member Reports and recommendations. Pontrelli pointed out the photos in the PowerPoint showing work from a similar restoration project on Ninemile Creek completed by Streamside Services, LLC.

Art Pencek moved to accept Application No. MS-31-18 as a project for review and to approve it with modifications. Tim Hall seconded the motion, Paul Parson abstained—motion passed.

The project concerning bank stabilization and alteration on Ninemile Creek has been approved with the following modifications:

- All instream work that generates turbidity must be completed by October 15, 2018, to avoid spawning periods; work may occur after October 15, 2018, only if the work does not result in increased turbidity
- Gravel bars on upstream and downstream ends of project site may be shaved; redistribute the gravel in the channel to form point bars
- Retain large trees immediately upstream and downstream of project site for habitat integrity; if trees are in imminent danger of tipping into the stream and must be cut, retain entire root ball in place and do not fill base of root ball
- Encourage activation of side channel by removing rotten log
- Open the point bar at the lower end of the project site
- Maintain a riparian buffer of 30-feet as measured horizontally from the ordinary highwater mark; fence along upper bank shall be relocated to allow a riparian buffer and revegetation efforts
- Revegetation should be comparable to that completed by Streamside Services LLC under Permit No. MS-23-15
- Maintain District standards for vegetation survival rate (75% survival rate one year from project completion date; 50% survival rate two years from project completion date); reseed and replant vegetation within riparian buffer as necessary to meet these mandated survival rates

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MS-32-18 – Streamside Services, LLC, Dave Pontrelli obo Morris Eisert – Ninemile Creek – Bank Stabilization/Alteration
Geocode: 04-2528-16-1-01-07-0000

McBride presented photos from the site inspection conducted on September 5, 2018. Pontrelli detailed short- and long-term ecological objectives of the project. Pencek and Knotek read their Team Member Reports and recommendations.

Tim Hall moved to accept Application No. MS-32-18 as a project for review and to approve it with modifications. Art Pencek seconded the motion, Paul Parson abstained—motion passed.

The project concerning bank stabilization and alteration on Ninemile Creek has been approved with the following modifications:

- All instream work that generates turbidity must be completed by October 15, 2018, to avoid spawning periods; work may occur after October 15, 2018, only if the work does not result in increased turbidity
- Landowner is required to discontinue dumping grass clippings on bank
- Retain large trees on bank within project reach for habitat integrity
- Maintain a riparian buffer of 30-feet as measured horizontally from the ordinary highwater mark; fence along upper bank shall be relocated to allow a riparian buffer and revegetation efforts
- Revegetation should be comparable to that completed by Streamside Services LLC under Permit No. MS-23-15
- Maintain District standards for vegetation survival rate (75% survival rate one year from project completion date; 50% survival rate two years from project completion date). Reseed and replant vegetation within riparian buffer as necessary to meet these mandated survival rates

MS-33-18 – Dennis Iverson – Union Creek – Irrigation Pipe Repair

Geocode: 04-2203-15-3-02-15-0000

McBride presented photos from the site inspection conducted on September 5, 2018. McBride explained that the applicant's plan was to create a temporary trench to the stream so that he could avoid working in the mud while repairing an irrigation pipe that runs over Union Creek. Knotek and Pencek read their Team Member Reports and summarized their recommendations.

Paul Parson moved to accept Application No. MS-33-18 as a project for review and to approve it with modifications. Art Pencek seconded the motion, motion passed—unanimous.

The project regarding irrigation pipe repair on Union Creek is approved with the following modifications:

- Remove the sod mat at the project site and replace at the same location when work is complete
- Place straw bale(s) at the water interface for filtration purposes and to limit turbidity

MS-34-18 – Joseph Miller obo Double Arrow Ranch Landowners Association – Trail Creek – Culvert Replacement

Geocode: 04-2540-11-2-02-23-0000

McBride presented photos taken at the site inspection conducted on September 5, 2018. McBride also reviewed images of a channel split above this crossing. She explained that the stream is head cutting and the channel is partly split at this time, but eventually more flow will go toward Rainbow Court. As seen in the photos, the area above the head cut is too wide for the proposed replacement on Rainbow Court to be effective. McBride also noted that an unknown individual has been conducting work in Trail Creek upstream of the golf course near the head cut. McBride reported that the applicant requested that the Board table Application No. MS-34-18. The Board determined that further assessment and discussion was needed.

MS-35-18 – Big Flat Irrigation District – Clark Fork River – Road Construction/Maintenance

Geocode: 04-2199-21-1-01-11-0000 (ROW east of this geocode)

McBride presented photos of the project site provided by the applicant. She explained that a breach on the irrigation ditch has washed out a portion of the access road that is within the riparian buffer of the Clark Fork River. The applicant has installed sandbags and other materials as a temporary remediation to the ditch and they plan to leave them in place and monitor them. Tim Hall noted that the sandbags will degrade over the course of two seasons, and that they should be treated as a short-term

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measure only. The applicant is proposing to repair the road and fill slope, adding clay and vertical fabric layers underneath to stabilize the road for a more long-term solution and to prevent future fractures in the road.

Paul Parson moved to accept Application No. MS-35-18 as a project for review and to approve it as proposed. Bob Schroeder seconded the motion, motion passed—unanimous.

APO-01-18 – Big Flat Irrigation District – Bitterroot River – Debris Removal

Geocode: 04-2092-02-4-01-06-0000

McBride stated that Application No. APO-01-18 was submitted in response to the District's office notification to the applicant that their standing Annual Plan of Operation (APO) has an upcoming expiration date in January 2019. Knotek and Hall noted that a site visit should be made, as this is a proposal for a 10-year permit.

Existing 310 Emergency Notifications

EM-08-18 – Pat Gordon (and neighbors) – Miller Creek – Sandbag Placement

Geocode: 04-2093-21-3-02-11-0000

Pencek reported that he and McBride attended the meeting at Missoula County today, September 10, 2018, related to this Emergency Notification. The Board discussed the homeowners' proposal to resurface Singletree Lane as a short-term access solution and potential consequences of this proposal if additional flooding occurs in future.

Paul Parson moved that the existing sandbags be permitted to stay in place no later than November 21, 2018, and that a 310 Application be submitted for any further work that may impact the stream. Bob Schroeder seconded the motion, motion passed—unanimous.

The Board noted that sandbags were not moved to the edge of the road as directed in earlier correspondence. The Board recognized the homeowners' desire to leave the sandbags in place while a solution is worked toward and noted the need for removal prior to deterioration as abandoned sandbags become fill in the riparian area and alter the natural function of the stream. **The new deadline requires that sandbags are removed no later than November 21, 2018.**

Based on the September 10, 2018, meeting with homeowners and Missoula County agencies, it is the District's understanding that the homeowners needing access through Singletree Lane are working to apply for permits and obtain appropriate landowner signatures. **A 310 Application is required for any work conducted by a private person or entity that may impact the stream (this includes work on the road). The District requests a 310 Application be submitted no later than September 24, 2018, for consideration at the October 9, 2018, District meeting.**

Existing 310 Permits

MS-07-18 – Matthew Cole & Tiffany Perkins, Threshold Contracting – Rattlesnake Creek – Vegetation & Tree Removal, Building in Riparian Zone

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

McBride presented photos taken at a visit to the project site on September 7, 2018, to evaluate work completed. McBride reported that the updated riparian vegetation plan submitted by Winston Davenport of Threshold Contracting adds seed and drops two plants from the original plan. McBride stated that she observed seed already on the ground, as well as an irrigation line on top of the bank and a silt fence. McBride stated she took measurements at this site visit, and that the deck appears to be outside of the conditions of the permit. She read to the Board email correspondence exchanged with Davenport. The Board directed McBride to contact the landowner, the landowner's representatives, Davenport, and the City of Missoula regarding the spacing of the deck posts, and to arrange for a site inspection with all the above-named parties present, if possible.

MS-22-18 – Crete Harvey – Placid Creek – Stream Crossing Replacement

Geocode: 04-2539-14-1-01-03-0000

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McBride reported that the USFS, the landowner of the property on which the project is occurring, mandated that engineers review the design plans after Permit No. MS-22-18 was issued on July 14, 2018. McBride stated that she requested that any design modifications be submitted to the District office.

MS-23-18 – Kimberly Maynard & Alan Charters – Deer Creek – Culvert Construction

Geocode: 04-2094-08-2-01-05-0000

McBride explained that at the site inspection on August 9, 2018, the applicant had requested that the 310 Permit window be established from November 2018 to November 2019 for purposes of completing project work. The applicant contacted the District office and requested an extension to the standing expiration date of July 14, 2019.

Tim Hall moved to change the start date for Permit No. MS-23-18 to November 1, 2018, and to extend the permit period to November 1, 2019. Art Pencsek seconded the motion, motion passed—unanimous.

APO-01-17 – Missoula Irrigation District – Clark Fork River – Ditch Maintenance

Geocode: 04-2200-22-4-05-03-0000

McBride stated that Missoula Irrigation District contacted the District office to notify the District of work they were conducting under their APO at the site. McBride presented photos of the project site at the head of Jacob's Island on the Clark Fork River.

310 Complaints

CM-04-18 – Sherman & Nancy Smith – Unnamed Creek – Earthwork

Geocode: 04-2873-35-1-01-09-0000

McBride stated that she exchanged emails with Sherman Smith, who stated he will be conducting work under Permit No. MS-25-18 in mid-September.

CM-05-18 – Venture West, LLC, Frank Thomas – Clark Fork River – Dike Construction

Geocode: 04-2200-17-3-02-05-0000

John Hart reported that he communicated with Kirby Christian, attorney to Frank Thomas, regarding payment of the \$1,000.00 fine issued on June 1, 2018, as well as filing an APO. Hart stated that he informed Christian he would encourage the Board to withdraw the fine if Thomas were to file an APO as recommended in correspondence dated June 1, 2018, and July 16, 2018. McBride and Dick stated that the office had not received payment for the fine as of September 10, 2018. The Board mandated that one more month be granted for payment of the fine.

CM-06-18 – Fred Stout – Clark Fork River – Riprap & Excavation Work

Geocode: 04-2199-05-1-02-10-0000

See Application No. MS-30-18, above

CM-07-18 – Susan Craig – Clark Fork River – Structure on Bank

Geocode: 04-2427-28-3-01-11-0000

Beau, Susan and Bill Craig were present at the meeting. Beau Craig stated that he had not submitted a 310 Application for consideration at the September 10, 2018, meeting, as he had wanted to review the design plans for the project with his parents. Beau Craig presented the Board with copies of the design plan and photos of the existing structure and summarized the building challenges presented by the slope of the bank and type of soil. The Board discussed water dynamics and the building challenges raised by Craig. Susan Craig requested that the District send her a list of acceptable plant species that could be placed to further stabilize the bank.

The riparian buffer on the Clark Fork River is generally 50-feet as measured horizontally from the ordinary high-water mark. As discussed on site and at the District meeting, a 310 Application is required for any work that may impact the bed or banks of the of the Clark Fork River (including any work within the 50-foot riparian buffer).

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The applicant must ensure that the application outlines all plans for work that will occur in the river or on the bank within the riparian buffer. At a minimum this should include plans for removal. If the applicant plans to move the structure up the bank but hopes to locate it within the riparian buffer, then the application must also include details on that plan.

To have the project considered during the October 9, 2018, District Meeting, the application must be submitted no later than September 24, 2018.

CM-11-18 – Cynthia Mottern c/o Brett Haines – Deer Creek – Vegetation Removal

Geocode: 04-2649-20-4-01-07-0000

Roger Ziesak, DNRC Forest Steward Specialist, and Brad French, DNRC Service Forester, were present at the meeting. Ziesak discussed application of Streamside Management Zone (SMZ) Law at the project location, and the Board and Ziesak discussed jurisdictional responsibilities of both the DNRC and the District.

Tim Hall moved that a 310 Application be submitted for consideration at the October 9, 2018, District meeting. Art Pencek seconded the motion, motion passed—unanimous.

In addition to the requirements under the SMZ Law, the removal of the felled trees from the bed and banks of Deer Creek will require a 310 Permit. The Board requires that a 310 Application be submitted by October 1, 2018, for consideration at the October 9, 2018, District meeting.

CM-12-18 - Fuqua Hunter – Lolo Creek – Vegetation Removal

Geocode: 04-2091-35-3-01-06-0000

McBride stated that Hunter received correspondence dated August 20, 2018, related to Complaint No. CM-12-18, and Hunter called the District office to state that he would adhere to the conditions stated therein. McBride reported that Hunter inquired for details on the riparian buffer and what kind of work was allowed and not allowed. McBride explained permit requirements and encouraged him to contact the District office if he was uncertain.

Tim Hall moved to find Complaint No. CM-12-18 satisfied by the applicant's agreement to adhere to the conditions set forth by the Board. Paul Parson seconded the motion, motion passed—unanimous.

CM-13-18 – Carl Saunders – LaValle Creek – Widen Channel

Geocode: 04-2325-30-3-03-01-0000

McBride presented photos taken on August 30, 2018, of work done on Lavalley Creek. McBride and the Board discussed the District's historical jurisdiction in this area. The Board directed that points of diversion on site with DNRC should be considered and an additional site visit to inspect the work should be completed. In the interim, the applicant is required to refrain from conducting further work on LaValle Creek.

310 Follow-Ups

MS-30-16 – Randy Koch – Clark Fork River – Regrade, Revegetation (RE: CM-06-16 - Rock and Equipment Next to River) – Revegetation Survival

Geocode: 04-2323-07-1-01-15-0000

McBride stated that she corresponded with the applicant and the contractor Lee Yelin, and that McBride and Pencek have scheduled a site visit to this project on September 12, 2018.

MS-11-18 – Remi Berube – Butler Creek – Tree Fort & Bridge (Denied May 15, 2018)

Geocode: 04-2326-18-4-02-17-0000

McBride stated that the applicant had contacted the District office to explain that he had misunderstood the letter and had completed the recommended actions outlined in correspondence dated May 18, 2018, without submitting a new 310 Application. McBride stated that she will follow up with the applicant.

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MS-15-18 – Michael Kane obo Joe & Kristy Petrino – Rattlesnake Creek – Deck Construction

Geocode: 04-2200-11-2-05-07-0000

McBride reported that Michael Kane had contacted the District office regarding his plans for further landscaping work at the site. McBride stated that she had asked Kane to submit a modified revegetation plan for Permit No. MS-15-18, and that Kane had completed the landscaping work without submitting a modified plan. McBride explained that she contacted the landowners to obtain permission for a site visit to observe work completed on September 7, 2018. The Board directed that correspondence be sent to the applicant and landowners.

The landscaping around the patio as documented during a September 07, 2018, follow up site visit can remain as is, but the applicant is asked to note the following:

- Additional work that may impact the creek or occur within 30-feet of the ordinary high-water mark requires a 310 Application
- If the applicant chooses to move the rock adjacent to the patio, it must not be moved any closer to the stream

As a reminder, the Board approved the submitted revegetation plan on June 11, 2018, with the stipulation that 12 of the native plants survive. These plants should be viable after two years.

To ensure viability of native species the Board recommends browse protection, irrigation, and spot treatment of weeds or pulling.

310 Inquiries/Issues –

Darrel & Carol Steinberg – Rock Creek – Channel Change

Geocode: 04-1978-13-2-01-01-0000

McBride presented an overview of the inquiry and photos from a site visit made on September 5, 2018. She stated that Darrel Steinberg had submitted an incomplete 310 Application regarding work he wanted to do to relocate the channel of Rock Creek near his property. McBride stated that she explained to Steinberg that since the work proposed would be occurring on USFS property, it needed USFS approval and that several permitting agencies have authority over the projects conducted on Rock Creek. McBride stated that she and Liermann have scheduled a tentative return visit to the site next week.

Other – None.

Reports

County Attorney – Nothing to report.

Montana FWP – Nothing to report.

Bitter Root RC&D – Nothing to report.

District Committees – Hall reported that the personnel committee is continuing staff evaluations and will collaborate with the budget committee on their findings. Hall explained that the budget committee retains its standing resolution regarding the proposed budget for FY19. Schroeder gave a report of his attendance at the Supervisor Summit in Helena, August 29-30, 2018. He stated that he had obtained useful information from the panels regarding communication with state legislators. Schroeder suggested that the District send correspondence to area legislators introducing the District and its work and mission, as well as organize a meet and greet event with elected area legislators before the 2019 session opens. Hall directed that Dick begin preliminary steps for organizing a meet and greet event and obtaining legislators' contact information to add to the newsletter subscription list. Schroeder stated that he had also attended the RCAC conference in Helena on August 28, 2018.

McBride reported that she and Hall met on behalf of the long-term planning committee with Program Director Ann McCauley of Soil and Water Conservation Districts of Montana (SWCDM) and private contractor John Kammen to discuss

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implementation of Salesforce as a database solution for streamlining District processes and digitizing 310 archives. If successful, the District's use of Salesforce could prove to be a pilot program for other conservation districts across the state. The Board and McBride discussed Salesforce's compatibility with the NRCS and DNRC databases, as well as service fees associated with the licenses.

Tim Hall moved to authorize partnership with SWCDM on the Salesforce Database. Art Pencek seconded the motion, motion passed—unanimous.

Missoula CD Employees –

Jen McBride – August 14, 2018 – September 10, 2018

310 Administration: Reviewed and edited 310 and correspondence letters following the August District meeting. Reviewed 310 Applications and directed inquiries as they arose. Corresponded regarding relevant 310 projects, complaints, and inquiries including projects on Butler Creek, Trail Creek, Placid Creek, Deer Creeks, Mill Creeks, Tevis Creek, Gilbert Creek, Petty Creek, Rattlesnake Creek, O'Brien Creek, Union Creek, Rock Creek, the Bitterroot River, the Blackfoot River, and the Clark Fork River. Scheduled site visits and met with several walk-ins regarding 310 project inquiries. Went out to several sites to review permitting needs or issues. Followed up on projects that occurred on Trail Creek and in Petty Creek. Communicated with Lindsay Dick regarding coordination of 310 site inspections. Attended 310 site inspections with Art Pencek, Ladd Knotek, and Brad Liermann. Prepared 310 reports and photos for the September meeting. Corresponded with Missoula County Attorney, Fish Wildlife & Parks, Floodplain Administrators, and other representatives regarding 310 projects, inquiries, issues, and complaints as needed. Corresponded and coordinated with Missoula County Floodplain, Army Corps of Engineers, and Missoula County employees about inquires and issues.

Conservation Planning: Corresponded with Lindsay Dick and grant recipients regarding Cost-Share project follow-ups. Met with Brandi Bergreen upon return to discuss working priorities and reviewed the video that she put together for the equipment program. Worked with Dick on researching DNRC sponsored grants and updated Grants Committee as appropriate. Met with Weed District regarding partnership grant program and potential changes to the contract.

Office Administration: Met with Dick following the August meeting. Reviewed newsletter that she completed. Coordinated meeting on potential database creation for Missoula CD and discussed software and cost options. Coordinated with Dick regarding district meeting preparations and met as needed regarding accomplishments, priorities, and plans for the workday or workweek. Submitted timesheets and time summary to the county. Entered payroll reports into QuickBooks.

Lindsay Dick – Administrative Coordinator – August 14, 2018 – September 10, 2018

Communications and Outreach: Drafted, revised per McBride's comments, and mailed 310 decision letters, complaint letters, follow-up letters, and other correspondence. Final revisions to newsletter. Researched best practices for emails, wrote email copy, and sent out newsletter to subscriber list. Updated subscriber list in Mailchimp. Distributed Pollinator Initiative (PI) posters via email and around town. Website updates: published newsletter to website. Listed 310 decision summaries on minutes pages.

Financial Management: Reconciled bank statements in QBO. Filed receipts for petty checking. Reviewed and updated QBO transactions for petty checking, checking, and savings. Updated memo notes in QBO for petty checking and checking transactions. Prepared claims and checks to be signed at meeting. Entered checks in QBO. Copied and scanned checks for records, mailed checks, and wrote correspondence when applicable.

Administrative Duties: Corresponded with grant applicants and DNRC, submitted invoices for completed grants to DNRC, and prepared checks for fund disbursement (The Flagship Program 2018, DNRC Education Mini-Grant). Drafted notice letters for expiring Annual Plans of Operations. Drafted and revised August 13, 2018, meeting minutes. Drafted, finalized and posted September 10, 2018, agenda. Posted approved July 9, 2018, minutes and emailed to NRCS representatives. Scheduled site inspections, prepared site inspection packets. Mailed and e-mailed meeting materials to board and agency representatives. Administered intake process for new 310 Applications. Updated supervisor claims sheet. Drafted PowerPoint for September 10, 2018, District meeting. Compiled meeting packets, prepared Form 273s, files, and conference room for meeting. First contact point calls/walk-ins for 310 inquiries, application requests, complaints, no-till drill reservations, PI inquiries, other agency referrals, etc. Forwarded emails of interest to board. Staff meetings with Jen McBride to discuss tasks completed, ongoing projects, and processes review. Met with McBride and Lindsey Bona at Weed District to discuss partnership grant contract terms, August 28, 2018. Mail distribution and errands.

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Professional Development: Attended Communications Roundtable at Ecology Project International, August 17, 2018. Attended webinar hosted by Sustaining Family Forests Initiative, “Think like a facilitator: Designing programs that engage women woodland owners,” August 23, 2018. Started Google Analytics course.

Brandi Bergreen - Big Sky Watershed Corps Member – August 27, 2018 – September 10, 2018

Watershed Education and Outreach: Transitioned back to the Conservation District after assisting with Missoula County Weed District for the field season. No-Till Drill Instructional Video has been completed and has been reviewed by McBride and Dick. Pollinator Initiative seed packets have been assembled, complete with labels. Packets are now available for pick-up in the office and will be made available at the Clark Fork Market throughout September. Continuing to schedule Clark Fork Market topics and guests and tabling the event each Saturday.

District Business Assistance: Accompanied McBride, Pencek, and Knotek to site inspection visits on September 5, 2018.

Professional Development: Created and submitted a presentation on BSWC service experience for the upcoming MWCC conference in October 2018.

Other – Nothing to report.

New Business

Correspondence – Dick presented new correspondence, which included the registration page for the Area V meeting in Helmville on September 25, 2018. McBride, Dick, and Maclay plan to attend. A check was signed for the registration fee. Dick presented a sponsorship request from County Rail Farm, which was initially sent to NRCS, and then forwarded by Travis Lemke at NRCS to the District. County Rail Farm requested sponsorship for a \$250.00 scholarship through the Community Food & Agriculture Coalition (CFAC) to send participants to the Young Farmers Conference December 5-7, 2018, in Pocantico Hills, New York.

Travis Greenwalt moved to sponsor County Rail Farm for a \$250.00 scholarship through CFAC, with the condition that a participant report to the Board at a future District meeting on what they learned at the conference. Tim Hall seconded the motion, motion passed—unanimous.

Dick presented additional correspondence from MACD regarding a general sponsorship request for the annual convention in Billings November 13-15, 2018, as well as a thank you card from The Flagship Program for the District’s sponsorship of their summer program in 2018.

Other – Pencek stated that he received a postcard from a local financial institution regarding available certificates of deposit and explained that it could be an alternative to the Board’s current mutual funds. Pencek stated that he would research the possibility and requested that Dick send him the most recent statements from the DA Davidson account for his reference.

Old Business

Grant Programs

District Programs

Legacy Grant Program – Hall explained that Supervisors had the opportunity to visit the project site and observe the outdated infrastructure that would be replaced with Trout Unlimited’s Rattlesnake Dam Removal project. Greenwalt and Hall attended this visit. Hall stated that the entire project budget will likely exceed \$800,000.00, and that it would be to the District’s benefit to be a partner in a conservation project of this magnitude. Parson stated that he is helping Rob Roberts to co-manage the project and summarized other funding sources that Trout Unlimited has obtained to date. He explained that the project has been scaled back considerably since initial estimates.

Bob Schroeder moved to grant \$50,000.00 in Legacy Grant Funds for Trout Unlimited’s Rattlesnake Dam Removal project. Tim Hall seconded the motion, Paul Parson abstained—motion passed.

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Weed District Matching Grant – McBride discussed a recent meeting she and Dick had with Lindsey Bona at the Weed District regarding updates to the Memorandum of Understanding (MOU) between the two agencies for this grant. Brandi Bergreen explained that the Weed District is working on implementation of a new system to improve evaluation processes for grant eligibility. McBride summarized the proposed changes to the MOU, which would entail disbursing a lump sum in the amount of \$5,000.00 to the Weed District for the matching funds; the Weed District mailing a single reimbursement check to the grantee accompanied by correspondence with both agencies’ logos; and the Weed District submitting a final report to the District detailing actual funds disbursed.

Tim Hall moved to amend the MOU with the proposed changes for the payment structure. Bob Schroeder seconded the motion, motion passed—unanimous.

Other – Tim Hall reported that Travis Ross, with the Water Quality District has inquired about potential funds for Channel Migration Zone mapping. Hall stated that the total cost for the project would be \$30,000.00, which includes \$15,000.00 for the flights and \$15,000.00 for data compilation. He summarized other funding sources as provided by Ross. Hall explained that Ross had expressed a preference to complete aerial flights for the mapping project in fall 2018.

Bergreen described work completed on the Pollinator Initiative, including creating labels for the seed packets, creating a sign-up sheet for the Farmer’s Market, and using the Pollinator Initiative as an email acquisition tool for future outreach efforts. Bergreen reported that she had distributed seed packets to seven people at the last Farmer’s Market in Missoula on September 8, 2018. Bergreen explained that she planned to develop recommendations for future project management of the Pollinator Initiative. She also distributed seed packets to members of the Board.

DNRC Sponsored

Grass Valley French Ditch Clark Fork Rehabilitation Planning Grant (RRPPG) – Hall signed the vendor invoice to submit to DNRC to initiate the funds disbursement process.

Grass Valley French Ditch Clark Fork Diversion Rehabilitation (RRGL) – Dick stated that this application was submitted to DNRC in May 2018, and that the District is awaiting word from DNRC on the funding decision.

Other – Dick reported that Deb Fassnacht of Watershed Education Network submitted an initial draft application to the District for the DNRC Aquatic Invasive Species (AIS) Grant cycle closing on December 3, 2018. She stated that herself and McBride are in the process of reviewing this draft application. Dick also informed the Board that Fassnacht requested to attend the October 9, 2018, meeting to request annual funding in the amount of \$5,000.00. The Board directed Dick to send correspondence to Fassnacht requiring that a one-page written request for annual funding be submitted by the end of September for consideration at the October 9, 2018, District meeting.

Equipment Program – Bergreen stated that with the cooperation of Bart Morris, she has created an instructional video for calibration and cleaning of the no-till drill. She explained that the video will go live this week, and that she’ll request feedback from the Board at that point. Bergreen also stated that she is drafting protocol for management of the equipment program in 2019. Bergreen said that two people have the drill reserved for the fall.

Other – None to report.

Payment of Bills – Tim Hall moved to pay the bills. Art Pencek seconded, motion passed—unanimous.

Warrants:

Ck # 2485	Verizon – District cell phone	\$ 69.15
Ck # 2486	First Interstate Bank – Fleet card vehicle 4-022428	\$ 135.60
Ck # 2487	Charter Communications – Internet	\$ 84.99
	Total:	\$ 289.74

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Checks:

Ck # 1451	Kim Grenager – CS-17-18	\$ 2,883.31
Ck # 1452	The Flagship Program - DNRC Mini-Education Grant 23G-18-3591	\$ 498.50
Ck # 1453	Bob Schroeder – Hotel, Helena, Supervisor Summit, 8/29/18	\$ 117.93
Ck # 1454	North Powell Conservation District - \$20/person x 3 - Area V Meeting, 9/25/18	\$ 60.00
Ck # 1455	Community Food & Agriculture Coalition - County Rail Farm, CFAC Scholarship for Young Farmers' Conference 2018	\$250.00
	Total:	\$ 3,809.74

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	17		
Libby Maclay	17		
Travis Greenwalt	17		
Paul Parson	14		3
Art Pencek	17		
Bob Schroeder	17		
Sidney Wills	17		

Adjournment –Tim Hall moved to adjourn the meeting. Art Pencek seconded the motion, motion passed—unanimous. The meeting adjourned at 11:18 p.m.

The next Missoula Conservation District meeting is scheduled for October 9, 2018, at 7:00 p.m. in the District conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808.