

## MINUTES

Missoula Conservation District

November 5, 2018

### Missoula Conservation District

November 5, 2018 at 7:00 pm  
3550 Mullan Rd, Ste 106, Missoula, MT 59808

Missoula Conservation District Attendees: Libby Maclay, Vice Chair; Travis Greenwalt, Treasurer & Supervisor; Paul Parson, Supervisor; Bob Schroeder, Supervisor; Sidney Wills, Supervisor; Jen McBride, Staff; Lindsay Dick, Staff; Brandi Bergreen, BSWC Member 2018

Additional Attendees: Ladd Knotek, MT FWP; John Bowe, NRCS; Martina Scott; Sami Rohrich; Madeline Broom, The University of Montana (UM); Samantha Tappenbeck, SWCDM (Middle Clark Fork Watershed Restoration Plan); Vicky Watson, UM/Clark Fork Kootenai Basin Advisory Council (CFKBC) (Middle Clark Fork Watershed Restoration Plan); Deb Fassnacht, Watershed Education Network (WEN); Heather Wills; Olivia Holmes; Maggie Magee

Absent: Tim Hall, Chair; Art Pencek, Supervisor; Bart Morris, Associate Supervisor; John Hart, Deputy County Attorney

**Call Meeting to Order** – 7:02 pm by Libby Maclay

**Minutes** – Bob Schroeder moved to approve the October 9, 2018, minutes as drafted. Libby Maclay seconded the motion, motion passed – unanimous.

**Treasurer's Report** – Lindsay Dick reported \$40,998.79 in the District checking account.

**Public Comment** – No public comment.

**NRCS Report** – John Bowe presented a verbal report. He reported that 20 practices were certified in October 2018 and are in the implementation stage, including a high-tunnel project and a nutrient management project. The 20 practices included those in wrap-up from fall 2018, and upcoming projects being prepped for the spring 2019 growing season. Bowe stated that he is working on applications for FY2019, which include 30 applications for Missoula County.

#### **Middle Clark Fork Watershed Restoration Plan (WRP)- Briefing & Survey – Vicki Watson (Clark Fork Kootenai River Basin Council) (CFKBC)**

Vicki Watson and Sam Tappenbeck were present at the meeting. Watson distributed the WRP map to the Board and discussed the status of impaired streams and the Department of Water Quality's Total Maximum Daily Load (TMDL) evaluation for analyzing stream quality. Watson explained that all the streams in the Clark Fork Basin have TMDL-approved sediment loads, but that TMDL does not address all the problems that a stream can present, such as habitat alteration and flow alteration. Watson stated that the WRP addresses what TMDL neglects, and that the Middle Clark Fork is the only area of the Clark Fork Basin that does not have an approved WRP. Watson explained that CFKBC desires community buy-in on the WRP structuring process.

Watson reviewed Tappenbeck's handout, provided to the Board, which included a list of streams and a map of the Middle Clark Fork. Watson stated that several graduate students from UM, some of whom were present at the meeting, were assisting in summarizing thousands of report pages to present to interested stakeholders at a future date. Watson explained that an initial stakeholder meeting for technical professionals would be held at the end of November 2018, with a broader stakeholder meeting in spring 2019. Watson invited the Board to participate in the November 2018 stakeholder meeting.

Ladd Knotek and Watson discussed other WRPs already in place in the region.

Tappenbeck explained that SWCDM is a partner on developing the WRP and helping to bring conservation districts to the table as stakeholders because of their collective knowledge of the Clark Fork Kootenai watershed. Tappenbeck stated that she will forward a Doodle poll for scheduling an exact date for the November 2018 stakeholder meeting to Jen McBride.

#### **Big Sky Watershed Corps (BSWC) Final Report – Brandi Bergreen**

Brandi Bergreen presented a PowerPoint summarizing projects completed with the District and Missoula County Weed District in 2018. Bergreen stated that her work with BSWC had indirect but important ties to watershed health issues.

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Bergreen summarized work completed for the equipment rental program (including making two instructional videos and taking reservations), the Pollinator Initiative (including outreach at the Clark Fork Farmers Market and compiling resources for continuing the Pollinator Initiative in the future), the Leave No Weeds education program, and the Montana Biocontrol Project. McBride explained that Bergreen's last day with the District will be November 9, 2018. Dick presented Bergreen with a thank you card from the Board and a \$50.00 gift certificate to REI.

### New 310 Permit Applications

#### **MS-40-18** – Bryan Rocheleau – O'Keefe Creek – Culvert Replacement

Geocode: 04-2325-19-1-01-07-0000

McBride summarized the project and presented photos from the November 1, 2018, site inspection. She stated that the project proposal is to install a 6-foot x 60-foot new culvert to replace the existing culvert that is inadequately sized for high flow. Knotek stated that the project site is below where O'Keefe Creek subs out, and that it has no fisheries impact on the local cutthroat population. Knotek and Parson reviewed their Team Member Reports. Parson explained that Western Farms Road provides access for about 60 homeowners; the subdivision owns the road and the county doesn't maintain the road. Knotek stated that a healthy riparian buffer is present at the project site and that a 310 Exemption would be required. He explained that the biggest logistical concern was continued homeowner access for the duration of the project and suggested alternative access for homeowners be arranged so that the project can be completed efficiently.

Paul Parson moved to accept Application No. MS-40-18 as a project for review and to approve it with modifications. Bob Schroeder seconded the motion, motion passed—unanimous.

The project regarding a culvert replacement on O'Keefe Creek is approved with the following modifications:

- Adhere to stream crossing Best Management Practices (see enclosure)
- If existing culvert is salvageable upon removal, re-install existing culvert at an elevation that equals bankfull height and a horizontal distance that is approximately 8-feet from the new culvert – this is suggested to provide additional high flow capacity

The Board further recommends that alternative access for landowners be arranged for the duration of the project, as discussed at the site inspection on November 1, 2018.

#### **MS-42-18** – Montana Rail Link – Donovan Creek – Culvert Replacement

Geocode: ROW south of 04-2095-17-2-01-08-0000

McBride summarized the project proposal and presented photos of the degrading culvert that were submitted with the application. Knotek discussed the geography of the stream. McBride stated that the applicant proposed to install a smooth steel pipe in place of the existing culvert. She explained that she had contacted the applicant for elevations on the weir, as they were not provided on the application, and stated that the applicant had informed her there was a 4-foot vertical drop. McBride explained that a site inspection was not scheduled as a site inspection for the same site had occurred in 2017 for Permit No. MS-17-17.

Travis Greenwalt moved to accept Application No. MS-42-18 as a project for review and to approve it with modifications. Paul Parson seconded the motion, motion passed—unanimous.

The project regarding a culvert replacement on Donovan Creek is approved with the following modification:

- Project must be completed at base flow to minimize fisheries impact from turbidity

#### **MS-43-18** – NorthWestern Energy – Clark Fork River – Utilities Pole Relocation

Geocode: 04-2095-21-2-02-04-0000

McBride summarized the project proposal and her discussion with Sadie Babcock of NorthWestern Energy on November 5, 2018, regarding the timing of the project. She reported that Babcock had stated the entire project should take no more than two hours to complete and would be finished before December 31, 2018. McBride presented photos provided with the application and explained that due to late channel migration, utility poles were now standing in the Clark Fork.

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Greenwalt asked if there were additional photos available; McBride stated that the only photos available were those submitted with the application. The Board discussed how the applicant would access the project site.

Paul Parson moved to accept Application No. MS-43-18 as a project for review and to approve it with modifications. Travis Greenwalt seconded the motion, motion passed—unanimous.

The project regarding the utilities pole relocation on the Clark Fork River is approved with the following modifications:

- This permit applies to pole removal work occurring within the bed and banks of the river or within 50' of the ordinary highwater mark of the river
- Take precautions to minimize bank disturbance
- Disturbed or destroyed riparian shrubs should be restored to preexisting condition
- All disturbed areas must also be reseeded immediately following completion of the project
- Applicant must contact the Conservation District Office if project changes; if there is need to take equipment into the river; or if replacement structures will be placed within 50' of the ordinary highwater mark of the river
- 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
- Inform the District Office when the project begins, and again when the project is completed

### **MS-44-18** – Vose Babcock – Clark Fork River – Cable Car Replacement

Geocode: 04-2324-03-1-01-07-0000

McBride summarized the project proposal and stated that this application will be added to December 2018 site inspections. The Board agreed with this decision.

### **APO-02-18** – Jim Stone obo OW Potter Jr. Exemption Trust – Clearwater River – Diversion Dam Maintenance

Geocode: 04-2331-04-2-01-03-0000

McBride summarized the project proposal and presented photos from the November 1, 2018, site inspection. Knotek and Parson read their Team Member Reports and suggested that the application be tabled pending reception from the applicant of modified plans for the rock weir fish ladder in place at the project site. Knotek explained that given the exchange between the Blackfoot and Clearwater Rivers, the existing dam acts as a partial fish barrier. Greenwalt inquired about a timeline for receiving the designs, and Parson stated that the District should expect to receive plans by January or February 2019, with the hopes that the new fish passage can be installed before high flow in spring 2019.

Paul Parson moved to table Application No. APO-02-18 pending reception of revised plans for the fish passage at the project site. Bob Schroeder seconded the motion, motion passed—unanimous.

### **APO-03-18** – Jim Stone obo OW Potter Jr. Exemption Trust – Clearwater River – Ford Crossing

Geocode: 04-2331-16-1-01-03-0000

McBride summarized the project proposal and presented photos of the ford crossing and approach points from the November 1, 2018, site inspection. McBride stated that this appeared to be a very lightly used ford. Parson and Knotek presented their Team Member Reports and stated that if more intensive projects like timber management were planned in future on the west side of the Clearwater River at the project site, then a 310 Application should be submitted.

Bob Schroeder moved to accept Application No. APO-03-18 as a project for review and to approve it as proposed. Paul Parson seconded the motion, motion passed—unanimous.

The project regarding an annual maintenance plan for a light-use ford crossing on the Clearwater River is approved as proposed.

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Should the landowner plan a future project on the west side of the Clearwater River at this location and the intended use of the ford changes as a result, a new 310 Application will be required.

### 310 Complaints

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

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

McBride read John Hart's letter to Kirby Christian dated October 30, 2018. She stated that the District office has not heard from Venture West, and that John Hart is out of the office this week.

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

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

McBride explained that Fred Stout had stopped into the District office last week to explain that the project work approved under Permit No. MS-30-18 was stalled due to endangered species permitting review processes with Montana Fish, Wildlife and Parks and the USACE. McBride stated that she will follow up with Stout after returning from the MACD Convention November 13-15, 2018.

**CM-14-18** – Vernon & Diane Feedback – Clark Fork River – Landscaping & Fill

Geocode: 04-2323-07-1-02-01-0000

McBride explained that the Feedbacks had not responded to correspondence dated September 14, 2018. She explained that she had called and left a voicemail for Vernon on October 25, 2018 but has not heard back.

Travis Greenwalt moved that additional correspondence be sent via certified mail, clearly outlining consequences for continued inaction and requesting a response to schedule a site visit before the December 10, 2018, District meeting, and that McBride be directed to notify Missoula County Floodplain through a formal complaint if necessary. Paul Parson seconded the motion. Bob Schroeder opposed, Sidney Wills abstained. Motion carried.

Continued inaction to address Complaint No. CM-14-18 may result in fines under Mont. Code Ann. § 75-7-123 (1) if the work that occurred is found to be violation of the 310 Law. The Board requires that a site visit be scheduled in early December, so that the District may examine the work completed and discuss next steps to be taken.

**CM-15-18** – Philip Brekke – Clark Fork River – Woody Debris Removal

Geocode: 04-2200-21-2-11-06-0000

McBride stated that the District office has received no response to correspondence dated October 4, 2018. She explained that she had been unable to find a phone number for Philip Brekke, that a private investigator with Missoula County had provided her with the work phone number for Brekke's wife, but that she has received no response to a voicemail left at this number.

Paul Parson moved that a certified letter be sent. Travis Greenwalt seconded the motion, motion passed—unanimous.

Any work conducted without a 310 Permit may result in a 310 Violation and associated fines under Mont. Code Ann. § 75-7-123 (1). The applicant is directed to acknowledge receipt of this letter and notification of the Natural Streambed and Land Preservation Act of 1975 (310 Law). If the District office receives the applicant's response prior to December 10, 2018, McBride will recommend that the Board of Supervisors take no further action and dismiss complaint number CM-15-18 – Woody Debris Removal.

### 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 read correspondence dated October 16, 2018, sent to Koch and consult Lee Yelin, and read a letter from Yelin dated October 22, 2018, in which he objected to the requirement to continue site visits to monitor revegetation survival. McBride also read email correspondence with Lee Yelin dated April 9, 2018, regarding ongoing planting work.

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McBride and the Board discussed wording consistency for all correspondence regarding the District standard for vegetation survival requirements.

Travis Greenwalt moved that correspondence be sent acknowledging revegetation work completed to date, and that the planting work completed in April 2018 would need to be monitored in April 2019 per District standards. Paul Parson seconded the motion, motion passed—unanimous.

### **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 Berube did not respond to correspondence dated October 16, 2018 and explained that Berube has now failed twice to respond to correspondence sent after Application No. MS-11-18 was denied at the District meeting on May 15, 2018. Said correspondence directed Berube to submit a new 310 Application to address non-permitted work conducted before and after Application No. MS-11-18 was denied.

Paul Parson moved that Application No. MS-11-18 be henceforth addressed as a 310 Complaint, and that the applicant be sent correspondence requiring submission of a 310 Application no later than December 3, 2018. Travis Greenwalt seconded the motion, motion passed—unanimous.

In correspondence dated October 16, 2018, the Board required that the applicant submit a 310 Application no later October 29, 2018, for all activities conducted that may impact the bed or banks of Butler Creek. Given that a 310 Application was not submitted by the required date, the Board has directed staff to manage the project as a 310 Complaint (Complaint No. CM-16-18).

The Board requires that the applicant submit a 310 Application no later than December 3, 2018, for all activities conducted that may impact the bed or banks of Butler Creek. Applicant must ensure that detailed plans are provided, as outlined on the 310 Permit Application, for each portion of the project, including:

- detailed plans to remove the rock dam
- detailed plans for the proposed structure
- detailed plans for any stream crossings
- any other proposed activities that may impact the bed or banks.

Failure to submit a 310 Application and/or continued non-permitted work on the bed and banks of Butler Creek may result in a 310 Violation and associated fines under Mont. Code Ann. § 75-7-123 (1).

### **310 Inquiries/Issues**

#### **Darrel & Carol Steinberg – Rock Creek – Channel Change**

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

McBride explained that an additional site visit occurred on November 1, 2018, with representatives from United States Forest Service (USFS), Montana Fish, Wildlife & Parks (MTFWP), United States Army Corps of Engineers (USACE), Missoula County Floodplain, and the District. Parson and McBride reviewed the discussion that occurred at the site visit, including the ongoing volatility of the channel and advising the Steinbergs to examine less costly alternatives to moving the entire channel, as well as alternatives that would require less oversight from the permitting authorities concerned. McBride stated that Carol Steinberg contacted her to request an additional site visit after the site visit of November 1, 2018. McBride stated that she replied to Steinberg's request, but has not received follow-up or confirmation from Carol Steinberg.

**Other** – McBride reported that she received a request to go look at old car bodies placed as riprap on the Clark Fork River near Kelly Island that had been exposed after high flow in spring 2018, but that she has not yet been able to access the site.

### **Reports**

**County Attorney** – John Hart absent. Nothing to report.

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**Montana FWP** – Knotek reported that DNRC lease properties are being sold as private properties on the Clearwater River, and that MTFWP is working with DNRC on the rock dam on the same stream. Knotek discussed several ongoing projects that MTFWP is monitoring across Missoula County, including: plans by City of Missoula to expand trailhead parking on Pattee Creek Drive, which would likely entail leveling the stream corridor of Pattee Creek; and potential Federal Emergency Management Agency (FEMA) funds to the City of Missoula for flooding management on Tower Street, plans for which MTFWP will review.

**Bitter Root RC&D** – Dick stated that the District office received an invoice from Bitter Root RC&D for a \$300 sponsorship for FY19. Libby Maclay moved to sponsor Bitter Root RC&D in the amount of \$300 for FY19; Bob Schroeder seconded the motion, motion passed—unanimous.

**District Committees** –McBride reported that the budget, personnel, and long-range planning committees have all been active. She stated that the budget committee had met on October 31, 2018, to discuss the proposed budget for FY19, and pointed out that copies of the FY19 proposed budget, including personnel committee rate increase recommendations, were included in the Supervisors' meeting folders. Maclay read notes from a personnel committee e-mail discussion regarding staff rates. Schroeder stated that the budget committee had discussed budgeting a third staff member in the FY19 budget; the budget will anticipate a full-time position, although hours and status for this position have not yet been determined. McBride discussed several line items in the budget. McBride stated that the District was operating on an interim budget and the proposed FY19 budget needed action.

Travis Greenwalt moved to adopt the FY19 proposed budget. Bob Schroeder seconded the motion, motion passed—unanimous.

### Missoula CD Employees –

#### **Jen McBride – Resource Conservationist – October 10, 2018 – November 5, 2018**

310 Administration: Reviewed and edited 310 and correspondence letters following the October District meeting. Reviewed 310 Applications and directed inquiries as they arose. Corresponded regarding relevant 310 projects, complaints, inquiries and follow ups including locations on Trail Creek, O'Keefe Creek, Donovan Creek, LaValle Creek, Rock Creek, Butler Creek, the Bitterroot River, the Clearwater River, and the Clark Fork River. Scheduled site visits as appropriate and met with people regarding 310 project inquiries. Communicated with Lindsay Dick regarding coordination of 310 site inspections. Attended 310 site inspections with Paul Parson and Ladd Knotek. Prepared 310 reports and photos for the November 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 grants committee regarding District Sponsorships, Cost-Share Follow-Ups, and DNRC Sponsorship Grants. Reviewed Grant applications and draft contracts. Reviewed and commented on No-Till-Drill loading and unloading video completed by Brandi Bergreen. Conducted a site visit regarding a lapsed Riparian Mini Grant Application and site appeared stable.

Office Administration: Entered end of FY18 mill levy report after it was received from the county. Corresponded with Grants Committee, Personnel Committee, and met with Budget Committee. Reviewed contracts and communicated with partners regarding office updates. Reviewed potential of hiring third staff member and associated costs to the district. Met with Dick and Bergreen weekly following the October meeting. Completed Dick's 6-month review. Coordinated with Dick regarding district meeting preparations and met as needed regarding accomplishments, priorities, and plans for the workday or workweek. Corresponded with the County and Department of Revenue regarding financial reports and submitted timesheets and time summary to the county. Entered payroll reports into QuickBooks.

#### **Lindsay Dick – Administrative Coordinator – October 10, 2018 – November 5, 2018**

Communications and Outreach: Revised letter to legislators for meet and greet on November 27, 2018; revised Annual Report FY18 for enclosure; designed invitation in MS Publisher; compiled packets to be mailed after November 6, 2018. Scheduled meet and greet venue and requested quotes from caterers for meet and greet and Board Christmas dinner on December 10, 2018. Coordinated hotel booking and registration for MACD convention, November 13-15, 2018. Drafted, revised per Jen

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McBride's comments, and mailed 310 decision letters, complaint letters, follow-up letters, and other correspondence. Website updates: Updated opportunities page.

Financial Management: Completed FY18 Annual Financial Report, sent to Travis Greenwalt for review. Reconciled bank statements in QBO. Filed receipts for petty checking. Reviewed and updated QBO transactions for petty checking, checking, and savings. Prepared claims and checks to be signed at meeting. Submitted claims to Missoula County. Entered checks, expenses, and claims in QBO. Copied and scanned checks for records, mailed checks, and wrote correspondence when applicable. Prepared proposed FY19 budget with McBride and attended budget committee meeting, October 31, 2018.

Administrative Duties: Drafted and revised contract for LGP-02-18 and MOU for SWCDM/Salesforce grant. Revised contract for John Kamman/Salesforce implementation. Administered intake process for new 310 Applications. Corresponded with grant applicants, partner agencies, and contractors regarding grant applications, contracts, and MOUs. Solicited feedback from Board for MACD's "Back to Basics" questionnaire and sent to Dan McGowan; compiled and sent 310 administration hours to McGowan. Drafted and revised October 9, 2018, meeting minutes. Drafted, revised and posted November 5, 2018, agenda. Posted approved September 10, 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. Updated supervisor claims sheet. Created PowerPoint for November 5, 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 McBride and Bergreen. Completed 6-month review with McBride. Initial proposed revisions of Administrative Coordinator job description. Errands: post office, Staples, Target, Cabela's, Missoula County, Costco.

### **Brandi Bergreen - BSWC Member - October 10, 2018 – November 5, 2018**

Watershed Education and Outreach: Completed editing of a Loading and Unloading NTD tutorial video to be a supplemental resource along with the No-Till Drill instructional video previously published to the Missoula Conservation District website. Wrote a report on the Brix testing conducted on Bart Morris' pasture this last summer. Began work on creating an in-house protocol for the Equipment Rental Program and a renter survey for continued program improvement. Continued with tabling at the Clark Fork Market table.

District Business Assistance: Attended staff meetings and met one-on-one with McBride. Attended four site inspections with McBride, Parson and Knotek.

Professional Development: Assisted fellow Big Sky Watershed Corps member with a leading field trip with Clark Fork Watershed Education Program (CFWEP). Attended the MWCC Symposium October 10<sup>th</sup>-12<sup>th</sup>. Registered to attend the Soils Moisture Workshop next week to attend with McBride in Lubrecht Experimental Forest.

**Other** – Greenwalt presented MACD longevity awards to Paul Parson (5 years of service) and Libby Maclay (25 years of service). Awards included a certificate and pin from MACD, along with a plaque from the District. Maclay also received a \$25.00 gift certificate to Black Cat Bakery and a \$75.00 gift certificate to Mountain West Co-Op.

McBride stated that Maclay directed her to draft a letter of support to Missoula City Council and Mayor John Engen for Tim Hall's reappointment for 2019. The Board agreed, Maclay signed the letter.

### **New Business**

**Correspondence** – Dick presented correspondence including a request from Lake County Conservation District for a letter of support for a grant application to implement statewide training and outreach support for Pollinator Initiatives.

Paul Parson moved that a letter of support be provided. Bob Schroeder seconded the motion, motion passed, unanimous.

Other correspondence included an invitation from DA Davidson & Company to schedule an annual investment review; and an email from Laurie Zeller dated November 2, 2018, regarding potential conservation district involvement in forest management practices with the DNRC. McBride and the Board discussed constraints on staff resources and time regarding potential involvement in this project.

**Other** – None.

### **Old Business**

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### **Grant Programs**

#### **District Programs**

**Watershed Education Network (WEN) Program Sponsorship** – WEN Executive Director Deb Fassnacht was present at the meeting. She distributed copies of an article on St Joseph's Middle School Aquatic Invasive Species (AIS) program to the Board, to illustrate WEN's essential role in bringing AIS education to rural schools. Fassnacht reiterated WEN's annual sponsorship request and discussed takeaways from an AIS educator's roundtable she attended on November 2, 2018. Schroeder mentioned that the budget committee had discussed the sponsorship request at the budget committee meeting on October 31, 2018.

Bob Schroeder moved to sponsor WEN's annual education programming in the amount of \$5,000. Paul Parson seconded the motion, motion passed—unanimous.

#### **Bitter Root RC&D Annual Sponsorship**

See Reports: Bitter Root RC&D, above

**Other** – None.

#### **DNRC Sponsored**

**Aquatic Invasive Species (AIS) Grant Program – WEN** – Fassnacht was present at the meeting. She emphasized that WEN is the only group working with high school students on AIS education in Missoula County. Fassnacht also distributed outreach materials she obtained at the educator's roundtable, including bumper stickers and pamphlets. Dick had a copy of the grant application at the meeting; she and McBride stated that correspondence to WEN dated June 18, 2018, had confirmed the District's continued sponsorship of the grant application through the DNRC AIS grant program. Maclay signed the grant application

**Other** – None.

**Equipment Program** – Bergreen stated that she has drafted in-house protocol for future management of the equipment program, along with an inspection checklist. She explained that she plans to take photos to include on the checklist for reference.

**Legislator Meet & Greet** – Dick explained that she will be sending out invitations and informational packets to legislators after November 6, 2018. She requested that Treasurer Travis Greenwalt be available to sign the letters, as both Chair Tim Hall and Vice Chair Libby Maclay will be unavailable. Dick said that she obtained a quote from the caterer Market on Front and needs to get a final headcount before November 21, 2018.

### **2018 MACD Convention**

**Resolutions** – McBride stated that copies of the resolutions discussed at the Area V meeting were in the Supervisors' meeting folders. She explained that these resolutions were approved by Area V for voting at the statewide convention in Billings, November 13-15, 2018. The Board discussed the resolutions. Tappenbeck referred the Board to the resolutions library on the MACD website, where archived resolutions from past conventions could be reference.

McBride stated that an acting representative must be appointed to vote on behalf of the District at convention. Travis Greenwalt moved to designate Paul Parson as the acting representative. Bob Schroeder seconded the motion, motion passed—unanimous.

McBride suggested that Supervisors who had questions and comments on the resolutions send them to Paul or Bob to be presented at convention.

**Registration** - Dick stated that Schroeder, Parson, Maclay, and staff will be attending convention. Pencek stated that he would be in the Billings area that week and that he may register for one day attendance only. He requested that Dick send him a copy of the convention agenda.

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**Other** – Dick stated that the Back to Basics questionnaire presented by MACD Executive Director Dan McGowan was in the Supervisors’ meeting folders. She asked that Supervisors who wished to complete the questionnaire do so and return so she could compile the responses and send on to McGowan.

**Other** – McBride explained that it was discussed at the Area V meeting that each area be responsible for statewide convention going forward to relieve individual conservation districts. She explained that Area V representative Jim Simpson County suggested the 2019 convention be held in Area V and asked for input from all Area V district staff and boards. The Board stated they were in accordance with hosting the 2019 statewide convention in Area V.

**Payment of Bills** – Travis Greenwalt moved to pay the bills. Paul Parson seconded the motion, motion passed—unanimous.

**Warrants:**

Ck # 2512	Verizon – District cell phone	\$ 69.39
Ck # 2513	First Interstate Bank – Fleet card vehicle 4-022428	\$ 80.33
Ck # 2514	Charter Communications – Internet	\$ 84.99
Transfer	Transfer to Checking Account – LGP-03-18	\$ 15,000.00
	<b>Total:</b>	<b>\$15,234.71</b>

**Checks:**

Ck # 1460	CTE Awards – Plaques (Paul 5 years, Libby 25 years)	\$ 90.00
Ck # 1461	MACD – 2018 Convention Registration (5 attendees x \$250/each)	\$ 1,300.00
Ck # 1462	Missoula Conservation District – Funds transfer to petty checking	\$ 1,500.00
Ck # 1463	Bitter Root RC&D – FY19 Sponsorship	\$ 300.00
	<b>Total:</b>	<b>\$ 3,190.00</b>

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall		Absent	
Libby Maclay	17		
Travis Greenwalt	17		
Paul Parson	17		
Art Pencek		Absent	
Bob Schroeder	16	1	
Sidney Wills	16		1

**Adjournment** – Travis Greenwalt moved to adjourn the meeting. Bob Schroeder seconded the motion, motion passed—unanimous. Meeting adjourned at 9:49 p.m.

The next Missoula Conservation District meeting is scheduled for **December 10, 2018**, at 7:00 p.m. in the District conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808.