

MINUTES
Missoula Conservation District
July 9, 2018

Missoula Conservation District
July 9, 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
Sidney Wills, Supervisor
Bob Schroeder, Supervisor
Paul Parson, Supervisor
Jen McBride, Staff
Lindsay Dick, Staff

Additional Attendees:

John Bowe, NRCS
Ladd Knotek, MT FW&P
John Hart, Deputy County Attorney
Mike Day, WGM Engineering (Re: MS-26-18)
Jackie Thorpe (Re: EM-07-18)
Kathy Meyers (Re: EM-07-18)
Kirby Christian, Attorney (Re: CM-05-18)
Sherman Smith (Re: MS-25-18)
Nancy Smith (Re: MS-25-18)

Absent:

Bart Morris, Associate Supervisor
Art Pencek, Supervisor

Call Meeting to Order – 7:03 pm by Tim Hall.

Minutes – Bob Schroeder moved to approve the June 11, 2018, minutes as drafted. Travis Greenwalt seconded the motion, motion passed – unanimous.

Treasurer's Report – Greenwalt reported \$14,793.45 in the District checking account.

Public Comment – No public comment.

NRCS Report – John Bowe, District Conservationist, provided a verbal report. Bowe stated he is working on implementation of Environmental Quality Incentives Program (EQIP) contracts and provided brief technical descriptions of several open contracts. Bowe explained that field visits are being scheduled for new applications for FY 2019, and Quality Area Reviews (QARs) with NRCS staff are also in progress. Bowe explained that he is working on implementation of a Public Affairs project with Bart Morris. Bowe further stated that Wetland Reserve Program (WRP) status reviews are currently in progress to help landowners develop treatment plans; that the contracting deadline for the Conservation Stewardship Program (CPS) is in mid-August; and that new State Conservationist Tom Watson will step into his position on July 22, 2018.

New 310 Permit Applications

MS-08-18 – Clinton Irrigation District – Clark Fork River – Irrigation Wasteway Rehabilitation –
Geocode: 04-1978-11-1-01-01-0000

Jen McBride reviewed photos from the July 3, 2018, site inspection, and Ladd Knotek and Tim Hall presented their team member reports. John Hart reported that he had researched similar irrigation ditch projects in Montana where conservation districts had taken jurisdiction in the past due to connectivity. Hart discussed the irrigation channel feeding pond project on Ninemile Creek as addressed by the Board last month, and a 2013 case in Park County concerning a channel of the Yellowstone River used by irrigators.

The Board determined that the specified location is within the irrigation ditch and the proposed work was prepared by an engineer and will be conducted in dry conditions and not impact the bed or banks of the Clark Fork River. Thus, a 310 Permit is not required for this project.

Bob Schroeder moved to declare Application No. MS-08-18 not a project under the 310 Law. Tim Hall seconded the motion, motion passed-unanimous.

MS-22-18 – Crete Harvey – Placid Creek – Stream Crossing Replacement – Geocode: 04-2539-14-1-01-03-0000
McBride reviewed photos and Hall and Knotek presented their team member reports. McBride stated that the culvert discussed in the project is located on United States Forest Service (USFS) property, and was one of three relief culverts, and the only one to have blown out in high water conditions this spring. McBride explained that the replacement culvert that the applicant applied for is smaller than the one that blew out. Hall added that coordination with the USFS would help to ensure that the replacement culvert installed is adequate for the conditions.

The project regarding a stream crossing replacement on Placid Creek has been tabled until reception of further amendments from the applicant regarding the dimensions of the proposed replacement culvert at the project site, as discussed at the site inspection on July 3, 2018. The proposed culvert does not sufficiently increase capacity for the one that failed this spring.

The project site is located on United States Forest Service (USFS) property, and as such the Board recommends continued coordination with the USFS to determine appropriate stream crossing sizing given the size of the channel and potential flow in high water conditions.

Paul Parson moved to table Application No. MS-22-18. Travis Greenwalt seconded the motion, motion passed-unanimous.

MS-23-18 – Kimberly Maynard & Alan Charters – Deer Creek – Culvert Construction –
Geocode: 04-2094-08-2-01-05-0000

McBride stated that the applicants requested an August 2018 site inspection, as they weren't available for the July 3, 2018, site inspections.

MS-24-18 – Bob Clark obo Trail West Bank – Mill Creek – Bank Stabilization –
Geocode: 04-2428-35-1-03-06-0000

McBride, Hall, and Knotek reviewed photos from the July 3, 2018, site inspection. Hall and Knotek read their team member reports.

Tim Hall moved to accept Application No. MS-24-18 as a project for review and to approve it with modifications. Bob Schroeder seconded the motion, motion passed-unanimous.

The project regarding bank stabilization on Mill Creek has been approved with the following modifications:

- Refrain from mowing on the stream bank and increase the riparian buffer to 25-feet (as measured horizontally from the ordinary high-water mark)
- Reseed and revegetate any areas impacted by work or machinery
- Instream work must be completed by **November 1, 2018**
- Irrigate and water vegetation generously, until established; browse protection is recommended to improve survival rates

MS-25-18 – Sherman & Nancy Smith – Unnamed Tributary of Bertha Creek – Bank Rehabilitation (RE: CM-04-18) – Geocode: 04-2873-35-1-01-09-0000

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Sherman Smith and Nancy Smith were present at the meeting. McBride reviewed photos from the May 31, 2018, site inspection, along with design plans submitted under Application No. MS-25-18. Sherman Smith explained the intent of the original action was to divert water away from the telephone pole on his property and to limit the spread of the primary channel (unnamed tributary of Bertha Creek) in high flow conditions. The Board addressed possible implications for the health of the stream and discussed and compared work conducted under Complaint No. CM-04-18 with the proposed work described in Application No. MS-25-18.

Bob Schroeder moved to accept Application No. MS-25-18 as a project for review and to approve it with modifications as discussed during the meeting. Libby Maclay seconded, motion passed—unanimous.

The Board discussed potential environmental ramifications of the project as proposed in the application. Given that the project area is a sensitive one, with minimal topsoil and traversed by multiple stream channels, the Board agreed that further attempts to modify the bed or banks of the unnamed tributary of Bertha Creek would be damaging to Bertha Creek.

The project described in Application No MS-25-18 regarding bank rehabilitation on the unnamed tributary of Bertha Creek is approved with the following modifications:

- Regrade the stream banks to previous level and smooth out the portions of bank disturbed by previous work; do not dig out or modify the primary channel in any way
- Reseed and revegetate the bank as necessary
- Do not place riprap or rock in channel, hand-placed or otherwise, except as permitted at the desired stream crossing
- Refrain from using mowers or weed-eaters on the stream bank; leave a sufficient buffer of naturally growing grass to slow flow speed and mitigate future erosion
- A simple light-use ford crossing is permitted using best management practices for installing stream crossings (enclosures with correspondence)
 - Materials used in the crossing must be limited to 6-inch minus washed rock (i.e. materials must be able to pass through 6-inch sieve)
 - Ensure washed rock is installed on grade to maintain stream gradient throughout the crossing site
 - Do not place additional materials in the project area (e.g. concrete)
 - Do not disturb streambanks or vegetation above or below the crossing site (except as permitted to restore the banks to previous condition)
 - The ford crossing must not exceed a width of 12-feet and a length of 15-feet
 - The depth of washed rock must not exceed 18-inches

MS-26-18 – Hugh Sheehy – Blixit Creek – Dam Improvements – Geocode: 04-2203-28-1-01-03-0000

Contractor Mike Day of WGM Engineering was present at the meeting. Day summarized the project proposed under Application No. MS-26-18, including infrastructure improvements and remediation plans for surrounding vegetation. Day explained that the dam in question is classified as a high hazard dam, and that the new dam will be licensed under the DNRC. McBride presented photos from the site inspection, detailed the present functioning of the dam, which lacks working headgates, and explained the topography of Blixit Creek at and around the dam. Hall stated that methods of obtaining and measuring water will improve with the construction of the new dam.

Sidney Wills stated that he is a neighboring landowner and inquired as to whether any plans were submitted for the diversion of perennial flows on Blixit Creek. Day explained the functioning of the control structure and stated that

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all flows through the dam that exceed Sheehy's water right will pass through. Wills and Day discussed senior and junior water rights as related to the new dam's functioning. Day addressed additional questions from the Board regarding DNRC licensing of the dam, the trash rack, and cubic feet per second capacity for the primary and emergency spillways.

Travis Greenwalt moved to accept Application No. MS-26-18 as a project for review and to approve it as proposed. Tim Hall seconded the motion, Sidney Wills abstained—motion passed.

As discussed at the July 3, 2018, site inspection, the work must be completed after drawdown and in dry conditions. The Board further requires that an additional site visit occur upon project completion.

310 Emergency Applications

EM-05-18 – David Tooke obo M2Green Redevelopment LLC – Clark Fork River – Berm Reinforcement – Geocode: 04-2324-14-1-01-01-0000

McBride and Hall reviewed photos from the July 3, 2018, site inspection. Hall presented his team member report and stated that the inspection team had determined the work did not meet the definition of a project under the 310 Law.

Bob Schroeder moved to deem Emergency Notification No. EM-05-18 not a project under the 310 Law. Paul Parson seconded the motion, motion passed—unanimous.

The Board determined that the nature of the work that occurred at this location did not impact the bed or banks of the Clark Fork River, as all fill was placed on the inside of the berm (in the mill pond) and there is a control structure in place to manage connectivity to the river. Thus, a 310 Permit is not required for this project. The Board expressed its appreciation of the submission of a Notification of Emergency, and the opportunity to participate in the interagency discussion regarding the work that occurred. The Board requires the applicant to continue to notify the District office if emergency action is taken that may impact the river and to apply for a permit for any work that may impact the river.

EM-06-18 – Ralph Sievers – Clark Fork River – Tree Removal – Geocode: 04-2323-07-1-02-02-0000

McBride reviewed photos from the July 3, 2018, site inspection, and Hall presented his team member report.

Tim Hall moved to approve Emergency Notification No. EM-06-18 as a project under the 310 Law and an appropriate use of the emergency provision of the 310 Law. Bob Schroeder seconded the motion, motion passed—unanimous.

At the site inspection on July 3, 2018, District representatives stressed the importance of maintaining a sufficient riparian buffer on the riverbank. Riparian vegetation helps to mitigate the effects of erosion, provides habitat for wildlife, and offers several benefits to avoid degradation of the Clark Fork River.

The Board appreciates the applicant's past work to install riparian vegetation on the property. To maintain a riparian buffer, the Board requires that the applicant refrain from mowing grass or native vegetation on the streambanks within 50' of the ordinary high-water mark.

As discussed on-site, the Board encourages weed treatment within the riparian buffer and re-planting native shrubs such as willows. Browse protection such as fencing is highly encouraged on not-yet-established riparian plantings. Repellent such as Plantskydd may assist in deterring browse, but must be reapplied, especially following rain.

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EM-07-18 – Jackie & Tom Thorpe – Clark Fork River – Work on Bank – Geocode: 04-2199-23-2-01-07-0000
McBride reviewed photos viewing the Thorpes' property including those taken from an upstream property between 2015 and June 2018, along with aerial imagery from 1955, 1964, 1972, and 2016 for comparison of the Clark Fork River's channel migration over time. Jackie Thorpe described erosion and scouring that occurred on her property this spring. The Board discussed flood history in this area of the Clark Fork. Thorpe and the Board discussed existing engineered 310 projects in the area permitted by the District in previous years. Thorpe, Kathy Meyers, and the Board discussed the logistics of fostering neighborhood dialogue about long-term planning for high flow conditions in the area surrounding the project area. McBride described a process for researching potential funding through other agencies for projects, including NRCS.

Tim Hall moved to approve Emergency Notification No. EM-07-18 as a project under the 310 Law and an appropriate use of the emergency provision of the 310 Law. Paul Parson seconded the motion, motion passed—unanimous.

After some discussion regarding the date that the work occurred and the date that the work was reported, the Board agreed to accept Emergency Notification No. EM-07-18, recognizing that the work took place over multiple days. The Board approved the work described in the amendment (received July 09, 2018) to Emergency Notification No. EM-07-18 as an appropriate use of the emergency provision of the 310 Law.

The Board encourages the applicant to work with an experienced contractor for all future projects that may impact the Clark Fork River.

EM-08-18 – Pat Gordon (and neighbors) – Miller Creek – Sandbag Placement –
Geocode: 04-2093-21-3-02-11-0000

McBride presented project photos and discussed the topography of Miller Creek and surrounding area at the project location. McBride discussed both District policy and Missoula County Floodplain policy regarding sandbag placement, and recommendations from Missoula County Floodplain Administrator Todd Klietz for addressing the overflow of Miller Creek onto Singletree Lane, which a county road that is not maintained.

John Hart discussed the plat history of the subdivision. McBride stated that the culverts at the stream crossing are undersized for current flow conditions, but that increasing their capacity would only solve flooding at the stream crossing, as the topographical slope of the area increases the likelihood of future flooding. The Board discussed possible long-term solutions for flood management of Miller Creek in the project area.

Travis Greenwalt moved to accept Emergency Notification No. EM-08-18 as a project under the 310 Law and to approve it with modifications. Bob Schroeder seconded the motion, motion passed—unanimous.

The emergency action concerning sandbag placement on Miller Creek has been approved as an appropriate use of the emergency provision of the 310 Law with the following modifications:

- The sandbags as currently placed on Miller Creek are not permissible. Generally, Missoula Conservation District policy requires that all sandbags be removed before July 15, 2018, to avoid violation of the 310 Law
 - **Due to the ongoing flooding of the road, sandbags after July 15, 2018, are permissible as a temporary measure only**
 - **The sandbags must be relocated to the edge of the road**

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- In tandem with all concerned parties, submit a 310 Application to our office with a project proposal for a long-term infrastructural solution to the migration of Miller Creek onto Singletree Lane **no later than September 1, 2018**

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 reviewed photos taken at a site visit by herself and Hall on June 20, 2018. McBride read to the Board the email sent to contractor Winston Davenport on June 27, 2018, in which she requested amendments to the revegetation plan be submitted by July 9, 2018. As of the meeting on July 13, 2018, Davenport had not contacted the office. The Board determined that additional correspondence be sent to Davenport requiring amendments to the vegetation plan be submitted by August 6, 2018, for inclusion on the next District meeting agenda.

Complaints

CM-10-17 – Scott King – Petty Creek – Non-Permitted Bridge (RE: MS-04-18) –

Geocode: 04-2196-13-4-01-04-0000

Complaint No. CM-10-17 will remain on the District meeting agenda until the Board determines the project as satisfactorily completed per the modifications under Permit No. MS-04-18.

CM-11-17 – Joyce Robbins – Petty Creek – Non-Permitted Bridge (RE: MS-06-18) –

Geocode: 04-2196-24-1-01-04-0000

Complaint No. CM-11-17 will remain on the District meeting agenda until the Board determines the project as satisfactorily completed per the modifications under Permit No. MS-06-18.

CM-04-18 – Sherman & Nancy Smith – Unnamed Creek – Earthwork – Geocode: 04-2873-35-1-01-09-0000

Complaint No. CM-04-18 will remain on the District agenda until the Board deems it satisfied by remediation work.

See Application No. MS-25-18, above

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

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

McBride presented photos of the project site taken in May 2018 (same photos presented at May 2018 and June 2018 meetings). Attorney Christian Kirby was present at the meeting. Kirby provided details on the history of project work on Venture West, LLC's property at the project site, specifically as related to dredging work conducted in and around the pond. Kirby also described plans for future reclamation work on the project site to preserve the integrity of both the pond and the piers of the Reserve Street bridge.

Tim Hall moved to require that Venture West, LLC pay the \$1,000 fine assessed previously for the 310 Violation addressed under Complaint No. CM-05-18. Travis Greenwalt seconded the motion, motion passed-unanimous.

Complaint No. CM-05-18 will remain on the District agenda until deemed satisfied by the Board.

Given potential plans to pursue additional work that will require equipment on the bank of the Clark Fork River, and the potential impacts to the bed or bank of the river, the Board requires a 310 Permit for such work. It was discussed that Venture West, LLC could file a 310 Application and check the box for an Annual Plan of Operation (APO) with the Missoula Conservation District. An APO 310 Permit would allow Venture West, LLC to use equipment on top of the bank when work must be conducted on the south side of the berm. APO permits are

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generally in place for 10-years. Any work conducted on the top of the berm or banks of the Clark Fork River not addressed under the APO would require a separate 310 Application.

CM-06-18 – Fred Stout – Clark Fork River – Riprap & Excavation Work – Geocode: 04-2199-05-1-02-10-0000
McBride reviewed photos from the July 3, 2018, site inspection. Hall reviewed work observed onsite, including riprap placement, materials used, and location. The Board discussed past projects installed on the bend of the Clark Fork River on and near Fred Stout's property.

Travis Greenwalt moved to require removal of the waste concrete used as riprap by September 1, 2018, and to additionally require a 310 Application be submitted with plans and designs for long-term management of the ongoing erosion on the section of Clark Fork River traversing Stout's property. Paul Parson seconded the motion, motion passed-unanimous.

The Board requires removal of the waste concrete used as riprap in the Clark Fork River, as placement of this material was not permitted and constitutes a violation of the 310 Law. **Mandatory removal of the waste concrete must be completed no later than September 1, 2018. A 310 Application addressing plans for removal of waste concrete must be submitted no later than August 6, 2018.**

In addition, the Board requires submission of a 310 Application with a plan and designs for long-term management of the ongoing erosion on the section of Clark Fork River that traverses Stout's property. **A 310 Application should be submitted as soon as possible, and no later than July 30, 2018, for Board review at the August 13, 2018, District meeting.**

CM-07-18 – Susan Craig – Clark Fork River – Structure on Bank – Geocode: 04-2427-28-3-01-11-0000
McBride reported that she has received no response to initial correspondence dated May 24, 2018. She stated that she will follow up with Craig.

CM-08-18 – John & Nancy Pickering – O'Brien Creek – Structure Encroachment & Vegetation Removal –
Geocode: 04-2199-30-1-01-02-0000
McBride reported that she spoke with the Pickering's who will be away, but agreed to a site inspection in August.

CM-09-18 – Travis White – O'Brien Creek – Structure Encroachment & Vegetation Removal –
Geocode: 04-2199-30-1-01-05-0000
McBride reported that she spoke with Mr. White who will be away, but agreed to a site inspection in August.

CM-10-18 – Double Arrow Enterprises c/o Mike Combs – Trail Creek – Sandbags & Board Fencing on Creek
Geocode: 04-2540-12-01-02-23-0000 (Meyer property)
McBride presented photos from both the May 8, 2018, and May 26, 2018, site visits. McBride stated that she stressed to Mike Combs, golf course manager, the importance of establishing plans for riparian management and future emergency actions in response to flooding and high flow conditions on Trail Creek. Knotek discussed the history of the channel and potential for future migration, along with possible options for addressing said migration.

The Board directed that correspondence be sent requiring complete removal of sandbags and fence posts along the stretch of Trail Creek concerned by the complaint, as discussed onsite. As policy, the Board requires that all sandbags be moved by July 15 on the year that they were placed. If older sandbags are in place, these must be removed as well.

The Board stressed the importance of establishing a plan for riparian management and future emergency actions on Double Arrow Golf Course, as discussed during the site visit.

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310 Follow-Ups – Nothing to report.

310 Inquiries/Issues – Designer J.C. Raser contacted the office regarding a house planned for construction on the Clark Fork River downstream of the Reserve Street bridge at 2536 River Road. No 310 Application or design plans have been submitted. McBride presented photos of the planned build site with location of low and high water marks. The Board stated that McBride did not need to require a 310 Application. Since all work, including machinery, and landscaping will occur outside of the riparian buffer (50–feet from the high water mark as measured horizontally), the District will not take jurisdiction on this project. If project plans change and work must occur within the riparian buffer then an application is required.

McBride stated that Bart Morris is working with the Bitterroot Water Forum on a cyclone fencing project on lower Miller Creek. She explained that the Board has historically not taken jurisdiction in this area. Parson stated that fencing for agricultural projects generally falls outside the bounds of District jurisdiction. McBride described a style of fencing commonly used on agricultural properties. The Board stated that an application is not required. Knotek stated that Morris had reported the project had run into November of last year, longer than projected. Schroeder stated that this project may justify a possible revisit by the Board.

McBride reviewed a phone inquiry regarding road washout on Western Farm Roads from O’Keefe Creek. The caller stated that he was a landowner in the area concerned. The Board stated that they were familiar with the area, and that a culvert planned for installation by a group of landowners in previous years had never been placed. The Board recommended that the caller organize with his neighbors for a long–term solution.

McBride reported that the office has been receiving multiple building inquiries for Rattlesnake Creek and stated that any work done within the riparian buffer area (as measured 30–feet of the ordinary highwater mark as measured horizontally) on Rattlesnake Creek requires a 310 Application.

McBride reported that Jim Cusker who owns property on the northern braid of Kelly Island inquired about erosion solutions to his agricultural land.

Joe Miller is working with Double Arrow to plan a replacement crossing for trail creek on Rainbow Court.

Jen inquired if the board had any recollection about 310 Permits issued to Rick Bowler in Clinton. Hart reported that Bowler is under court order prior to this meeting to restore the floodplain to elevation on his property within 60 days. Hart explained that the area in question was subdivided in 2004.

McBride stated that she plans to contact Joann Wallenburn on Trail Creek and Opportunity Ranch in Frenchtown regarding two separate issues that occurred during flooding this year.

Reports

County Attorney – Nothing to report.

Montana FWP – Knotek reported that funding has been obtained from the EPA to conduct fish toxicity testing related to the former Smurffit–Stone Mill site.

Bitter Root RC&D – Maclay reported that the Bitter Root Resource Conservation & Development Area meeting was held last week. Maclay stated that additional funding has come in from several private sources, and that further details are being requested from several projects to ensure more judicious dispersal of funds. Maclay stated that DNRC funding for 2017 fire projects is starting to come in as well.

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District Committees – Hall stated that both budget committee and personnel committee meetings need to be scheduled for the near future. Hall and McBride reported that a long-range plan committee meeting was held in June 2018.

Missoula CD Employees –

Jen McBride – Resource Conservationist – June 12, 2018 – July 09, 2018

310 Administration: Reviewed and edited 310 and correspondence letters following the May District meeting. Reviewed 310 applications and directed inquiries as they arose. Corresponded regarding relevant 310 projects, complaints, and inquiries including projects on Miller Creek, Trail Creek, O’Keefe Creek, Placid Creek, Deer Creek, Mill Creek, Petty Creek, Rattlesnake Creek, O’Brien Creek, John Creek, Blixit Creek, Ninemile Creek, Smith Creek, Bertha Creek Tributary, the Clark Fork River, and the Blackfoot River. Scheduled site visits regarding 310 project inquiries. Went out to several sites to review permitting needs or issues. Met with BBCTU, MT FW&P, & golf course representatives in Seeley Lake to discuss long term plans to avoid emergencies and improve riparian buffers. Communicated with Lindsay Dick regarding coordination of 310 site inspections. Attended 310 site inspections with Tim Hall and Ladd Knotek. Prepared 310 reports and photos for the July 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 inquiries and issues.

Conservation Planning: Worked with Brandi Bergreen regarding Brix testing for cover crops and discussed plans moving forward with farmers’ market booth schedule and outreach. Completed review of forest thinning project on Thisted property and pulled flags that were placed to mark remaining acreage. Followed up on algae inquiry and dewatering inquiry. Attended visit to Rattlesnake Dam site with Hall and Travis Greenwalt and discussed goals as pertains to the Trout Unlimited Legacy Grant Application.

Office Administration: Met with Lindsay Dick following the June meeting, discussed working priorities, and addressed questions as needed. Discussed office operations and long-range planning with Hall and Greenwalt. Met with Hall and Libby Maclay for employee performance review. Worked to coordinate Budget Committee meeting. 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. Worked with Dick on NRCS network and computer access. Entered Monthly reports into QuickBooks.

Lindsay Dick – Administrative Coordinator – June 12, 2018 – July 09, 2018

General Coordination: Staff meetings with Jen McBride to discuss tasks completed, ongoing projects, and processes review. Worked on obtaining NRCS network and computer access. Attended Confluence Grand Opening at Milltown State Park on June 23, 2018, for article material for next newsletter.

Communications and Outreach: Posted approved May 14, 2018, minutes and emailed to NRCS representatives. Drafted and revised June 11, 2018, meeting minutes. Drafted, finalized and posted July 9, 2018, agenda. Drafted, revised per McBride’s comments, and mailed 310 decision letters, complaint letters, follow-up letters, and other correspondence. Reformatted Pollinator Initiative labels. Drafted two newsletter articles on Milltown State Park and Pollinator Initiative. Website updates: Cost-Share Program page redirect. Communicated with MACD to address website error messages/server issues on July 2–3, 2018.

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 where applicable. Completed administrative paperwork for petty checking debit card with Tim Hall. Prepared claims and checks to be signed at meeting and in office. Entered checks in QBO. Copied and scanned checks for records, mailed checks, and wrote correspondence when applicable. Prepared check for CS-23-17. Reviewed open cost-shares and pending District contributions.

Administrative Duties: Scheduled and coordinated site inspections, prepared site inspection packets. Mailed and e-mailed pre-meeting materials to Board and agency representatives. Administered intake process for new 310

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Applications, complaints, and 310 Emergency Applications (scanned, made copies, sent to MT FW&P, uploaded to Shared Drive, updated digital and paper master lists). Transferred documents from Google Drive to Shared Drive. Created PowerPoint for July 9, 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, other agency referrals, etc. Corresponded with grant applicants regarding application processes. Updated correspondence log for 310 inquiries, created correspondence logs for select applications. Forwarded emails of interest to Board. Mail distribution, errands to PO and Staples.

Professional Development: Attended “Budget Process & Fiscal Year–End Closing” training through Local Government Services Bureau at Missoula County Administration Building on June 12, 2018.

Other – Parson stated that he has paid the bill for aerial flood imaging discussed at the May 14, 2018, District meeting. He stated that he will bring the invoice and a hard drive of the images to the next District meeting.

New Business

Correspondence – Lindsay Dick presented thank you cards from student participants in Missoula County Weed District’s Leave No Weeds program and student participants in the 2018 Montana Envirothon; notice of the Montana Watershed Coordination Council’s 2018 Watershed Symposium at Whitefish Lake Lodge, October 10–12, 2018; registration materials for the Supervisor Summit 2018 in Helena, August 29–30, 2018; schedule and registration information for the Roosevelt and Richland CDs’ Montana Range Tour in Sidney, September 5–6, 2018; and notification of the 2018 Employee and Supervisor of the Year nominations from Petroleum County CD with a deadline of September 5, 2018. McBride suggested Heidi Fleury of the Lake County CD as a nominee for District employee of the year. Schroeder filled out the registration form for the Supervisor Summit in Helena.

CMZ Mapping – McBride stated that Channel Migration Zone (CMZ) mapping would be a useful tool for talking with landowners about potential 310 projects. McBride explained that Missoula County has already completed a portion of CMZ mapping and inquired as to whether the Board had interest in participating in CMZ mapping if there were a multi-agency effort. Hall stated that interagency partnership would be a more cost-effective way of conducting the mapping project and suggested that McBride meet with appropriate entities, gather additional information and for the Board as appropriate.

Other – Nothing to report.

Old Business

Grant Programs

District Programs

Education Mini-Grant – Nothing to report.

Legacy Grant – Hall and Greenwalt reported that Trout Unlimited’s Rattlesnake Dam Legacy Grant application is under review. Hall stated that he and Greenwalt took a tour of the project area last month (June 2018) with McBride. Parson is actively involved in this project through Trout Unlimited. Hall stated that Trout Unlimited applied for \$50,000 through the District, which constitutes a portion of the total \$850,000 projected costs. Hall stated that there is no time sensitivity on this project, and discussion of this grant could occur at a grants committee meeting.

Other – Nothing to report.

DNRC Sponsored – Dick stated that she is keeping in touch with Deb Fassnacht of WEN regarding the latter’s plans for future grant applications.

Equipment Program – McBride reported that reevaluation of the equipment program’s storage procedures would be timely after the fall rental season.

Other – Nothing to report.

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

Warrants:

Ck #2459	Verizon – District cell phone	\$69.25
Ck #2460	First Interstate Bank – Fleet card vehicle 4–022428	\$91.33
Ck #2461	Pitney Bowes – Postal machine leasing charges	\$139.65
Ck #2462	Charter Communications – Internet	\$84.99
Ck #2463	Tim Hall – Supervisor reimbursement mileage + CD business	\$985.97
Ck #2464	Elizabeth Maclay – Supervisor reimbursement mileage + CD business	\$1091.70
Ck #2465	Travis Greenwalt – Supervisor reimbursement mileage + CD business	\$220.78
Ck #2466	Paul Parson – Supervisor reimbursement mileage + CD business	\$594.08
Ck #2467	Art Pencek – Supervisor reimbursement mileage + CD business	\$364.24
Ck #2468	Robert Schroeder – Supervisor reimbursement mileage + CD business	\$436.25
Ck #2469	Sidney Wills – Supervisor reimbursement mileage	\$85.02
Ck #2470	Bart Morris – Supervisor reimbursement mileage	\$23.98

Total: \$4187.24

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	14		
Libby Maclay	14		
Travis Greenwalt	14		
Paul Parson	14		
Art Pencek	Absent		
Bob Schroeder	14		
Sidney Wills	13		1

Adjournment –Tim Hall moved to adjourn the meeting. Travis Greenwalt seconded the motion, motion passed—unanimous. The meeting adjourned at 10:45 pm.

The next Missoula Conservation District meeting is scheduled for August 13, 2018, at 7:00 p.m. in the District conference room at 3550 Mullan Road, Suite 106, Missoula, MT 59808.