

**Missoula Conservation District – November 8, 2021 at 7:00 p.m.**

**Alternative Meeting Location – Virtual/Phone**

**Missoula Conservation District Attendees:** Libby Maclay (Vice-Chair); Travis Greenwalt (Treasurer); Art Pencek (Supervisor); Bob Schroeder (Supervisor); Sid Wills (Supervisor); Bart Morris (Associate Supervisor); Josh Schroeder (Associate Supervisor); Radley Watkins (Staff); Bryan Vogt (Staff)

**Additional Attendees:** John Hart (Senior Deputy County Attorney); Ladd Knotek (MT FWP); Travis Lemke (NRCS Supervisory District Conservationist); Bryce Christiaens (Missoula County Weed District); Heather Brighton (Lolo Watershed Group); Elena Evans (Missoula Valley Water Quality District); Andy Drobeck (MS-42-21); Mike Birnbaum (MS-42-21); Robert Shaffer (MS-43-21)

**Absent:** Tim Hall (Chair); Paul Parson (Supervisor)

**Call Meeting to Order** – 7:03 pm by Libby Maclay

**COVID-19 Meeting Procedures** – Maclay provided reminders of modified meeting procedures due to ongoing COVID-19 precautions noting that the virtual meeting was held to comply with local guidance and limitations on use of the normal meeting location. Maclay provided guidance to the Board on how to vote during the virtual meeting and further requested that participants please mute/unmute themselves as needed, introduce themselves before speaking, and note if they are participating for a specific agenda item. Form 273, 310 Permit – Conservation District's Decision and all other decision forms would need to be signed electronically on behalf of the Board per advisement from John Hart, Senior Deputy County Attorney.

Libby Maclay moved to authorize the modification of normal procedures to allow for electronic signatures on all decision forms for the November 8, 2021 District meeting. Travis Greenwalt seconded the motion. Vote was unanimous in favor – motion passed.

**Minutes** – Libby Maclay moved to approve the October 12, 2021 meeting minutes as presented. Travis Greenwalt seconded the motion. Vote was unanimous in favor – motion passed.

**Treasurer's Report** – Travis Greenwalt reported \$19,421.89 in the District's checking account.

**Public Comment** – None

**NRCS Report** – Travis Lemke, NRCS Supervisory District Conservationist, reported that October 29, 2021 was the FY 2022 application deadline for all NRCS-MT programs. It was the first time he's witnessed the same application deadline for all NRCS programs, which seemed to work very efficiently. The Missoula NRCS office has received a lot of applications for FY22 programs. On November 17<sup>th</sup>, NRCS staff and partners, including Missoula CD, will participate in a field tour of 5 irrigation diversion sites along the Clark Fork River arranged by Rob Roberts with Trout Unlimited. This will expand on the September 21<sup>st</sup> tour of the Grass Valley French Ditch Irrigation District's diversion site. The possibility of using the PL566 funding process and NEPA requirements are being discussed in relation to these irrigation diversions. NRCS will host a Targeted Implementation Plan (TIP) development meeting for lower Miller Creek on November 22<sup>nd</sup> at the Oxbow Cattle Company's property. Lemke will meet with Missoula CD staff in the coming days to plan a December date to host the Local Working Group meeting.

### **310 Permit Applications**

**MS-30-20 – (Tabled 11/09/20) – Marie Ann Zens Kimerly – Lolo Creek – Bank Stabilization**  
**Geocode:** 04-2091-33-3-01-04-0000

Watkins reported he corresponded with Zens Kimerly and that she indicated there was no new information to provide on this application. She also indicated she is willing to reapply when this information becomes available and she is ready to proceed with the project.

Art Pencek moved to deny Application No. MS-30-20 as no additional details had been provided since the application was initially submitted. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion passed.

**MS-08-21 – Ron Pierce, Fish Tale Restoration, LLC obo Scott Tucker – Gilbert Creek - Bridge Construction/Channel Alteration/Irrigation Structure**  
**Geocode:** 04-1978-27-1-01-01-0000

Watkins reported on a request from Ron Pierce to amend conditions of Permit No. MS-08-21 to allow relocation of two irrigation pump sites next to the newly constructed channel and use of a more robust bridge design than what was initially approved. The original application stated that use of the existing irrigation system would be discontinued. They now wish to relocate two of the four existing pump sites from the original channel to the constructed channel in order to irrigate newly planted riparian vegetation, provide long-term fire protection, and irrigate hay ground. Watkins read from an October 8, 2021 email from Pierce stating that the upper pump had already been relocated 9-feet from the edge of the new stream channel at an elevation where it is protected from high flows. Watkins presented a photo of this recently constructed pumphouse that he observed during an October 7, 2021 site visit. The Board discussed whether moving irrigation points of diversion would require approval from DNRC Water Division. Watkins stated that he had not checked with DNRC regarding this matter but that all the District could take jurisdiction over in terms of the 310 Law is whether or not to approve relocation of the pump houses to the new channel when they were initially going to be abandoned.

Additionally, Pierce requested that a more robust design be approved for the bridge to be located in Reach 3 of the new channel. The original plans were for a 24-foot long bridge with two 20-foot x 16-inch squash culverts on both sides to accommodate high flows. The new bridge plans call for installation of a 44-foot long steel railcar bridge set at terrace elevations that will provide the same freeboard as the original bridge design along with significantly more floodplain capacity. Watkins stated that Brad Liermann with FWP expressed he had no concerns with the any of the permit modifications being requested.

Art Pencek moved to approve the modifications to Permit No. MS-08-21 allowing pumphouse placement/construction at pump sites 1 and 3 from the old location along the abandoned Gilbert Creek channel to locations on the newly created Gilbert Creek channel and construction of the bridge to the new specifications. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion passed.

**MS-33-21 (Tabled 09/13/21, Re: CM-02-21) – Todd & Lisa Bender – Cooney Creek – Channel/Bank Restoration**

**Geocode:** 04-2992-06-2-01-15-0000

Watkins reported that the applicants have indicated they may be back in state during the coming month and will contact him with specific dates in order to schedule a site visit with FWP. Otherwise, there have been no new developments on this application.

**MS-39-21 – Scott Tucker – Gilbert Creek – Bridge/Culvert/Ford**

**Geocode:** 04-1978-27-1-01-01-0000

Watkins reported on a new application to build a second bridge across the new channel of Gilbert Creek being constructed under Permit No. MS-08-21. Permit No. MS-08-21 included a bridge in Reach 3, and Application No. MS-39-21 would see to the construction of a bridge with the same design in Reach 1. The bridge would be constructed of a 35-foot long x 9-foot wide steel railroad car deck placed on boulder abutments providing 2.5-feet of freeboard over a 21-foot wide bankfull. Watkins presented cross-section and plan views of the proposed designs. Due to the valley being 2.5-miles in length, the second bridge is proposed to provide additional fire suppression and access for ranch management activities. Watkins stated that Brad Liermann with FWP expressed he had no concerns with any of the permit modifications being requested. No official site visit was conducted.

Bob Schroeder moved to make Application No. MS-39-21 a project for review under the 310 Law and to approve the project as proposed. Travis Greenwalt seconded the motion. Vote was unanimous in favor – motion passed.

**MS-40-21 – Jordan Johnson c/o Blackfoot Communication obo MDT – O’Keefe Creek – Utility/Boring**

**Geocode:** 04-2325-16-3-03-05-0000

Watkins reported on a new application to perform utility boring under a site on O’Keefe Creek located in between I-90 and US Highway 10W. Watkins presented site location slides, photos of the site, and plans included in the application showing the bore pits being located 213-feet and 100-feet from the banks of O’Keefe Creek and the bore depth at 5-feet below the existing streambed. No official site visit was conducted.

Travis Greenwalt moved to declare Application No. MS-40-21 Not a Project so long as the project plans are followed as proposed in the permit application. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion passed.

**MS-41-21 - Jordan Johnson c/o Blackfoot Communication obo MDT – O’Keefe Creek – Utility/Boring**

**Geocode:** 04-2325-20-2-01-03-0000

Watkins reported on a new application to perform utility boring under a site on O’Keefe Creek located north of Waldo Road (S-574) and west of Tooke Trek. Watkins presented site location slides, photos of the site, and plans included in the application showing the bore pits being located 114-feet and 134-feet from

the banks of O'Keefe Creek and the bore depth at 5-feet below the existing streambed. No official site visit was conducted.

Bob Schroeder moved to declare Application No. MS-41-21 Not a Project so long as the project plans are followed as proposed in the permit application. Art Pencek seconded the motion. Vote was unanimous in favor – motion passed.

Watkins asked the Board if they still wish to have applications such as these come before them for review if staff can fairly certainly determine that they will be deemed Not a Project based on the proposed plans. The Board was in agreement that they would like to continue reviewing these applications.

**MS-42-21** – Andy Drobeck obo University of Montana – Pattee Creek – Bridge  
**Geocode:** 04-2200-34-3-09-01-7000

Watkins reported on a new application to construct a bridge on Pattee Creek just upstream of S. Higgins Avenue. Watkins presented site location slides, photos of existing conditions, and design plans included with the application. There is an existing crossing located at the site, likely unpermitted, which consists of a section of wooden panel fencing placed across the creek. Andy Drobeck and Mike Birnbaum explained that this project is part of an effort by local firefighters, known as Jack's Army, to support a 14-year old cancer patient who lives close to the site and uses the crossing frequently. The bridge would be built in his honor but would also be a long-term contribution to the community. Watkins reported that Tracy Campbell with City Storm Water Utility informed him that this location is actually on a levee and will require a USACE Section 408 permit. Therefore, he did not suggest that a revegetation plan be required on this site. Birnbaum stated they had spoken with Campbell and were aware of the additional permitting requirements. He also stated that the bridge would be build off-site by experienced welders and then placed on concrete footers at the project site. The Board reviewed the design plans drafted by MMW Architects. No official site inspection was conducted, but Ladd Knotek stated he did recommend approving the project as proposed.

Art Pencek moved to make Application No. MS-42-21 a project for review under the 310 Law and to approve the project as proposed. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion passed.

**MS-43-21 (Re: CM-05-21)** – Robert Shaffer obo Double Arrow Ranch – Drew Creek – Restoration  
**Geocode:** 04-2541-07-2-02-07-0000

Watkins reported on a new application for grading back road materials previously placed within the riparian buffer of Drew Creek, along with planting native vegetation, as required to resolve Violation No. CM-05-21. Watkins reviewed site location slides and photos from the complaint site visit conducted on September 3, 2021. Application No. MS-43-21 was received after the November 2021 site inspection deadline. Rob Shaffer, current Double Arrow Ranch Landowners Association (DARLOA) President, stated that he feels like a workable solution can developed to everyone's liking.

Art Pencek moved to make Application No. MS-43-21 a project for review under the 310 Law and to table any further action until a site visit is conducted. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion passed.

### 310 Complaints

**CM-06-20 (Re: MS-31-20, AWM 11/09/20)** – Mark and Cassandra Rideg and William Rideg – Spring Creek – Dam Building/Maintenance  
Geocode: 04-2427-07-1-01-01-0000 and 04-2427-07-1-02-08-0000

Watkins reported that an extension to Permit No. MS-31-20 was approved last month and that Complaint No. CM-06-20 will remain on the agenda until work to resolve the complaint is completed.

### Existing Violations

**CM-09-20 (Re: MS-04-21, AWM 02/08/21)** – Carl Graumann – Clark Fork River – Vegetation Removal  
Geocode: 04-2200-17-2-01-12-0000

Watkins provided a brief review of Violation No. CM-09-20 and presented photos of work completed by Carl Graumann under Permit No. MS-04-21 to resolve the violation. Watkins stated that Jeff Gicklhorn, Conservation Lands Program Manager with Missoula Parks & Recreation had indicated they are satisfied with the project. Watkins reported that he and Knotek recently visited the site and were satisfied with the implementation of the project.

Bob Schroeder moved to consider Violation No. CM-09-20 resolved due to work completed under Permit No. MS-04-21. Travis Greenwalt seconded the motion. Vote was unanimous in favor – motion passed.

**CM-02-21 (Re: MS-33-21, Tabled 9/13/21)** – Deborah & Andrew Carstensen– Cooney Creek – Channel/Bank Restoration  
Geocode: 04-2992-06-2-01-15-0000

Watkins reminded the Board of the relation between this violation and Application No. MS-33-21 to resolve the violation. See MS-33-21 above for additional details.

**CM-05-21** – Double Arrow Ranch Landowners Association c/o Greg Neudecker – Drew Creek – Fill Stream  
Geocode: 04-2541-07-2-02-07-0000

See MS-43-21 above for additional details.

**CM-06-21 (Re: MS-38-21)** – Robert & Ann Miller – Swan River – Tree Removal/Equipment in Stream  
**Geocode:** 04-2992-18-2-01-13-0000

Watkins reported that Permit No. MS-38-21 was approved last month and that Violation No. CM-06-21 will remain on the agenda until work to resolve the violation is completed.

### 310 Inquiries & Issues

Rattlesnake Creek – Watkins reported receiving several calls pertaining to a home for sale at 4045 Fox Farm Road. In researching prior 310 Permit No. MS-07-18, it appears the house at this location was built without

a 310 Permit due to the City of Missoula permitting authorities, the architect, and contractor being unaware such a permit was needed at the time. Permit MS-07-18 was issued with a variance for the existing addition to the home and the planned deck. Watkins displayed an excerpt from the September 10, 2018 Meeting minutes in reference to MS-07-18 that stated, “McBride stated she took measurements...and that the deck appears to be outside the conditions of the permit.” Given that the house is soon to be under new ownership, Watkins asked the Board what should be done regarding this matter. Watkins also presented photos he took during a site visit on November 4, 2021, adding that there were a lot of plantings of smaller shrubs still on site although not very evident in the photos. The Board discussed the need to conduct a site visit to better assess current conditions and to inform any real estate agent and/or new owner that there is to be no further encroachment on the riparian area and that vegetation must be allowed to establish in the riparian buffer. There is also need to assess whether the adjacent upstream landowner is following the conditions of a permit issued to them that specified they were to stop mowing down to the edge of the creek. Watkins stated he would add these sites to next month’s site inspections.

Bitterroot River – Watkins reported being contacted by a landowner wishing to build a deck that would be 50-feet back from the main channel but close to a side channel. Knotek indicated that the side channel is active and the project would require a 310 Permit. It is also located in County Floodplain jurisdiction.

## Reports

County Attorney Report – John Hart stated he had nothing new to report but was pleased to see the Board take the opportunity to comment on the Smurfit-Stone issues (see Water Quality District report below).

Montana FWP – Ladd Knotek reported on three items. First, the fish screen installed on the Lolo Maclay Ditch appears to be working well. Second, the City of Missoula did complete the acquisition of the Flynn Lowney Ditch, which negated the need for a fish screen at the diversion off of the Clark Fork River. Knotek also stated that while conditions along the Clearwater River near Seeley Lake were better when he and Watkins walked it this summer, he will likely turn in several of the sites as violations where mowing and vegetation clearing has continued down to the river’s edge.

Bitter Root RC&D – Libby Maclay provided the following report: Ravalli County Tourism Business Improvement District (RCTBID) failed to receive enough lodge owner support for the County District to be renewed. RC&D is now helping the nonprofit RCTBID corporation dissolve and wind up its operations. This is a long-term process and involves cooperating with the Montana AG’s office as well as with the RCTBID officers and attorneys. Hazardous Fuels projects in Ravalli, Missoula, and Mineral Counties continued normally, and RC&D received several additional grants to expand that work. They added a new forester, Tim Hancock, to help with the ever-increasing number of projects in all three counties. Cultivating Connections (CC) has received funding to hire an adult mentor for interns from the high schools. Many farm visits are occurring for elementary students, and CC cooperates with Bitterroot Arts for Autism to host special needs visitors. The farm also hosts outreach to the community on topics such as soil and water health. Bitterroot Arts for Autism (BAA) and their HEARTism Community Center received monies from the Ravalli Electric Coop and also the Rapp Family Foundation’s Community Focus grant to provide approximately 500 sensory kits for emergency crews (fire, police, EMTs, sheriff) and now also probably to expand into schools, since several schools have requested them. The kits are designed to help people of all ages on the autism spectrum handle the stresses of overstimulation in emergency (lights, sirens, and noise) or everyday situations. BAA serves both Ravalli and Missoula counties. Valley Oak Education Resource has helped hundreds of high schoolers and their families in several counties obtain funding for college. NeighborWorks homeownership classes and counseling still occur, but almost

completely online. The Program Manager works throughout the state. Hamilton Eagles Boxing Club does community service projects to help raise funds for young boxers and events. Empty Bowls in the Bitterroot's fundraiser is this weekend at St. Francis Church in Hamilton. It is a collaboration between Clay Works and Empty Bowls, wherein local potters provide hand-crafted bowls, and soups and bread are served, in order to raise funds for several organizations who provide food directly to the community. Savenac Visitors Center, unable to have employees last year due to Covid, was able to once again have paid employees this season. We serve as the employer for that facility and have for many years. RC&D offer, on an approved application, transitional costs for students graduating from the Natural Resource Program at Trapper Creek Job Corps. Students who can get on camp or fire crews generally have money saved up, but those who have not had that opportunity especially need the extra help. Trapper graduates can be posted anywhere in the US and must have a job offer or position in order to graduate. Pam Gouse continues to serve on the National Conservation Planning Partnership (NCP) representing the National Association of RC&D Councils as its Second VP. The five partners in NCP are NARC&DC, NASCA, NACD, NCDEA, and NRCS. A specific focus for the NCP is to promote voluntary, local conservation planning, and they are in hopes that Local Working Groups can be reinvigorated throughout the nation. To that end, Pam would be very interested to know how the Missoula Conservation District handles its Missoula Local Working Group.

Weed District/Extensions – Bryce Christiaens provided an update on the progress of the fairgrounds building construction stating the foundation and footings have been poured. Construction daily logs, including photos and site plans, from 10/15, 10/22, and 10/29/2021 were reviewed and also included in the Supervisors' packets. The estimated completion date for the building is late spring 2023. Christiaens also presented the Financing and Construction Management Agreement (see below under New Business).

Watershed Groups – Watkins reported that Lolo Watershed Group (LWG) had contacted him regarding the possibility of co-hosting an employee. However, in his last conversation with Heather Brighton, it was decided not to pursue this idea. Watkins stated that Brighton has dropped to working 10 hours per week and obtained outside employment due to long-term funding and financial concerns at LWG. Brighton had been present earlier in the meeting but was no longer in attendance to offer additional input. No other Watershed Groups were present or had provided reports.

Planning Board Update – Josh Schroeder reported he had been unable to attend the last two Planning Board meetings. He asked Watkins about coordinating a time for Planning Board staff to present the Riparian Resource Protection rules within the draft Zoning Codes. Watkins stated he is working with Andrew Haggemier to set a time to present these to the Board.

Water Quality District – Elena Evans reported on the current status of planning efforts for cleanup of the Smurfit-Stone paper mill site. She stated that the site is going through an EPA evaluation process similar to a Superfund site even though it is not yet on the Superfund list. A baseline ecological risk assessment has been finalized, but they are still waiting for the human health risk assessment to be completed. Thus far, EPA has reported that there isn't that much of an elevated risk, but Missoula County and other stakeholders have stated there hasn't been sufficient characterization of the site and that further evaluations are needed. Due her extensive involvement and knowledge of the matter, Watkins contacted Evans following the October 2021 Board meeting after the Supervisors had directed him to write a letter as a commenting agency regarding the proposed cleanup of the Smurfit-Stone site. Watkins expressed appreciation to Evans for agreeing to assist with this letter. He also recommended that the District utilize Evans and the Water Quality District as a technical advisor rather than him trying to spend time becoming familiar with the history and current status of the cleanup efforts. The Board expressed their support of having Evans assist

Watkins in drafting a letter to the Montana Natural Resource Damage Program as an interested party and to further have Evans provide updates to the Board on the Smurfit-Stone cleanup efforts.

District Committees – Maclay reported that due to Jackie Vitas' resignation, the Personnel Committee met on October 22, 2021 and decided to leave the Administrative Assistant position open for 3 months for current staff to determine what specific roles are needed from this position before it is advertised again. Vitas' last day with the District was November 5, 2021.

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

***Jackie Vitas - Administrative Assistant***

Office Operations: Received and sorted agency mail daily and followed up on District business correspondence. Attended October 12<sup>th</sup> District meeting and took notes. Drafted October meeting minutes. Drafted agenda for November 8, 2021 meeting and posted September 2021 meeting minutes to District website. Added deadline dates to website calendar and posted Agenda. Finished scanning and archiving 310 Permit files from 1996, started on 1997.

Stream Permit Processing: Completed and sent out decision letters and Form 273 permits to applicants from the October 12, 2021 meeting. Added November 8, 2021 agenda to website. Updated 310 Spreadsheet with 4 new 310 applications and 1 new complaint. Created physical files for 5 new 310 applications. Updated Box and Salesforce with 310 applications information. Emailed virtual meeting information to all potential attendees. Created, emailed, and mailed meeting packet for supervisors and partners. Updated agenda and site inspection deadlines on CD website calendar. Forwarded new 310 applications to MTFWP (Knotek, Uthke, and Rosenthal), as well as Todd Kleitz. Updated the "Current 310 Permits" list on MCD Website.

Bookkeeping, Accounting, Reporting, and Recordkeeping: Emailed October claims form to Jacque Harris. Prepared Profit/Loss and Balance reports for November 8, 2021 meeting. Entered October claims into QuickBooks. Reconciled October bank statements. Reconciled DA Davidson October statement. Completed bill claims form for November 8, 2021 meeting. Entered deposits and checks into QuickBooks.

*\*Sick Time – 8 hours*

***Bryan Vogt - Program Specialist***

Program Assistance: Attended and took notes at the October 12<sup>th</sup> Board meeting held via Zoom. Edited draft of the October 12, 2021 meeting minutes prepared by Vitas. As requested, assisted Watkins and Vitas with office fiscal management and 310 permitting. Assist Watkins with shuttling the Toyota 4-Runner for regular maintenance. Conducted staff review of an Education Cost Share Grant pre-application received from WEN and forwarded pre-application to Grants Committee. With Watkins, participated in Grants Committee meeting to review Education Cost Share Grant pre-application and to discuss funding for new/potential Public Partnering Cost Share requests. With Watkins, participated in a meeting with DNRC staff to discuss the pending 223 grant contract for the CRC High Priority Water Quality Monitoring in the Clearwater Valley project. Participated in a virtual NACD Video Editing training. Attended the MACD Employee Organization Statewide Employee Training (SET) in Red Lodge.

Technical Assignments: Continued management of the no-till drill rental program, including 6 inquiry calls, 5 reservations, and 2 rentals. Continued to monitor the status of the no-till drill tire with a slow leak; filled tire when needed prior to outgoing rentals. Provided additional technical assistance to Frenchtown area landowner on where to obtain bulk bareroot stock for conservation plantings. Participated in October



NRCS Soil Health virtual meeting. Replied to landowner email regarding assistance on weed treatments. Reviewed new technical document on Lolo Seed mix received from Jen McBride with the USFS.  
Communication and Outreach: Participated in virtual meeting with staff from Weed District, County Open Space, and MPG Ranch to consider possible county park locations for a pollinator garden and education project. Informational email sent to Bitter Root RC&D regarding current open period for District Operations Mini Grant program. Updated the District's webpage specifically regarding information on the newly released Education Cost Share Grant, Education Mini Grant, Operations Mini Grant, and Continuing Education Cost Share Grant open period.

*\*31 hours Sick Leave*

### ***Radley Watkins - Resource Conservationist***

Office Administration: Coordinated the October 11<sup>th</sup> District Board meeting. Followed up on actions taken at the meeting and reviewed/edited/approved draft meeting minutes. Reviewed and submitted staff timesheets to County payroll. Conducted weekly staff meetings. Attended NACD training on Record Videos Webinar - Part Two. Met with Personnel Committee to discuss plans regarding resignation of Administrative Assistant, Jackie Vitas.

310 Law Administration: Wrote all 310-decision letters from October 11<sup>th</sup> District meeting. Processed four incoming 310 applications. Discussed permit amendments for Gilbert Creek and Scott Tucker's 310 with Ron Pierce. Conducted staff-only site visit for Pattee Creek bridge. Visited with landowner regarding deck near the Bitterroot. Met with potential buyer and real estate agent regarding home on Fox Farm Lane that did not comply with the requirements of the issued 310 permit.

Program Management: Had the wheels rotated on the Toyota Four Runner. Completed MACD Board survey. Attended NRCS soil training at Lubrecht Experimental Forest. Attended Blackfoot Challenge Soil Health Field Tour. Attended MACD Employee Organization Statewide Employee Training (SET) in Red Lodge. Along with Vogt, met with DNRC staff, CD Bureau Chief Stephanie Criswell and CD Specialist Mary Hendrix, to discuss DNRC requested modifications to the RCAC 223 grant awarded to MCD for work done by the Clearwater Resource Council for the High Priority Water Quality Monitoring in the Clearwater Valley project. Communicated with Heather Brighton of the Lolo Watershed Group (LWG) regarding restructuring of the organization. With Vogt, participated in virtual meeting with staff from Weed District, County Open Space, and MPG Ranch to consider possible county park locations for a pollinator garden and education project. Conducted Big Sky Watershed Corps interviews with staff from Missoula City Storm Water Utility (City Storm Water). With Vogt, relaunched four MCD grant programs. Reviewed grant applications with Vogt and Grants Committee. Followed up with Watershed Education Network (WEN) on their Education Cost Share Grant pre-application not being advanced to the next level of review. With permission of the Grants Committee, wrote letters of support for City Storm Water. Attended meeting of the Three Rivers Collaborative.

*NOTE: Staff had setbacks due to COVID exposure and mandated quarantining from the office.*

Other Reports – None

### **New Business**

Financing Agreement – Watkins and Christiaens reviewed the Financing and Construction Management Agreement for the new fairgrounds building between Missoula Conservation District, the Missoula Butterfly

House and Insectarium, the Healthy Acres Healthy Communities Foundation, the Missoula County Weed District and Missoula County MSU Extension Office, and Missoula County. The agreement was previously emailed to Supervisors and included in the Supervisors' meeting packets. This agreement would formalize Missoula Conservation District's pledged amount of \$250,000.00 towards construction of the new building. While the amounts to be contributed by the Butterfly House and Healthy Acres are still be finalized, the amount for the Missoula CD will not change. Christiaens further clarified that cost overruns from current construction estimates would not affect the amount of the CD's total square footage within the new building. Additionally, Vogt and Christiaens provided explanation that the \$20,000 awarded to Missoula CD through a HB223 grant for the construction of the educational greenhouse was not included in the \$250,000 and would be considered separately, not as part of this agreement.

Bob Schroeder moved for Missoula Conservation District to sign the Financing and Construction Management Agreement presented at the November 8, 2021 Board meeting. Travis Greenwalt seconded the motion. Vote was unanimous in favor – motion passed.

MACD Resolutions – The Board discussed whether to review and take a formal stance on the resolutions to be considered at the 2021 MACD Convention being held next week in Great Falls. Bob Schroeder will be attending and representing Missoula Conservation District. Supervisor Pencek offered his preference regarding the resolutions but the Board did not vote to formally support or oppose any of the resolutions.

MACD EO Conference – This agenda item was not discussed.

Correspondence – Watkins stated that Correspondence items included the Supervisors' meeting packets pertained to MACD Resolutions, the new building construction updates, and the financing agreement.

## **Programs**

### **Grants Program:**

MCD Grants – Vogt reported that the Grants Committee met on October 22, 2021 to review the one pre-application for the Education Cost Share Program received from Watershed Education Network (WEN). The Committee decided not to request a full application from WEN at this time, but encouraged WEN to reapply if the program is re-advertised in February 2022. No applications were received for the Education Mini Grant, Operations Mini Grant, or Continuing Education Cost Share Grant programs.

Sponsored Grants – Vogt reported that he and Watkins met with Stephanie Criswell and Mary Hendrix of the DNRC Conservation District Bureau during the Statewide Employee Training last month in Red Lodge to discuss the HB223 grant for the CRC Priority Water Quality Monitoring in the Clearwater Valley project. DRNC is requiring that the District have a grant contract in place with CRC before it will finalize the HB 223 Grant contract with Missoula CD.

Revised MCD Grant Program – Vogt reported that staff will continue to work on the development of new grant programs, as time allows, in addition to those offered during the October 15, 2021 cycle.

**Equipment Program** – Vogt reported two no-till drill rentals since last month with another one scheduled later this week. That will bring the total number of rentals to 18 for 2021 compared with only 7 in all of 2020. Staff will check with the Weed District as to whether the no-till drill can be stored over the winter at

the new maintenance shop located at the fairgrounds. Watkins reported that the Toyota 4-Runner tires still have a little wobble that will hopefully wear out with regular rotations.

**Pollinator Program** – Vogt reported receiving an update from Lake Co. CD that the acres' worth of pollinator wildlife habitat seed mix for 2022 will cost \$124.50 rather than \$360. Watkins reported that Missoula City Parks & Rec has also used and distributed some of the 2021 pollinator seed mix.

**Other New Business:**

Maclay stated that Tim Hall is up for reappointment to the Board. There was general consensus from the Board to write a letter of support for Hall's reappointment.

Vogt presented an updated Upcoming Events sheet since the one in the Supervisors' packets had not included either the Veterans Day or Thanksgiving Holiday. He also reported that Associate Supervisor Bart Morris will be presenting at the Montana Soil Health Symposium in February that will be held in Billings. The Board requested additional information be forward regarding the Montana Soil Health Symposium.

**Old Business**

Other Old Business:

A question was raised as to how soon in-person Board meetings might resume. Staff clarified that the USDA sets the rules for use of the office conference room and current rules limit the feasibility of conducting in-person meetings. Travis Lemke was no longer in attendance to provide additional clarification, but staff stated they would provide updates as they become available.

**Payment of Bills and Claims**

Art Pencek moved to pay the bills and claims. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion carried.

**Petty Checking Account**

Date	Description	Charge	Deposit
10/13/2021	Midas – 4-Runner oil change and tire assessment	(\$89.93)	
10/15/2021	Refund: EventBrite – SET Registration for Vitas		\$50.00
10/25/2021	Higgins Ave Car Wash – 4-Runner	(\$9.00)	
10/27/2021	MACD – B. Schroeder convention registration	(\$260.00)	
10/27/2021	MACD – L. Maclay convention registration	(\$260.00)	
11/01/2021	Zoom – Monthly fee for Watkins & Vogt	(\$31.10)	
11/02/2021	Refund: MACD – L. Maclay convention registration		\$260.00
11/02/2021	Target – office supplies	(\$31.98)	
11/05/2021	Refund: Target – office supplies returned		\$24.99
11/05/2021	USPS – Postage and stamps	(\$62.72)	
	<b>Totals</b>	<b>(\$744.73)</b>	<b>\$334.99</b>
	<b>NET TOTAL</b>	<b>(\$409.74)</b>	

### Checking Account

Date	Description	Charge/(Deposit)	Deposit
10/18/2021	No-Till Drill Rental fee		\$150.00
10/26/2021	Montana State Fund – Policy Year 2019 dividend		\$209.19
11/05/2021	Square Payment – No-till drill rental fee		\$146.00
	<b>Totals</b>		<b>\$505.19</b>
	<b>NET TOTAL</b>	<b>\$505.19</b>	

### Tax Mill Levy Account (Warrants/Claims)

Date	Description	Charge
10/19/2021	Verizon Wireless – District cell phones	(\$104.90)
10/19/2021	Charter Spectrum – office internet	(\$109.99)
10/19/2021	First Interstate Bank MasterCard – gas card	(\$219.07)
10/19/2021	Supervisor Claims – quarterly 7/15 – 10/12/2021	(\$2,291.32)
	<b>TOTAL</b>	<b>(\$2,725.28)</b>

### Adjournment

Art Pencek moved to adjourn the meeting at 9:19 pm. Bob Schroeder seconded the motion. Vote was unanimous in favor – motion carried.

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

The next Missoula Conservation District meeting is scheduled for **Monday, December 13, 2021, at 7:00 pm via Zoom.**