

Minutes
Missoula Conservation District
January 8, 2024

Missoula Conservation District
January 08, 2024, at 7:00 p.m.
3550 Mullan Rd, Ste 106, Missoula, MT 59808 – with virtual option

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

Additional Attendees: Travis Lemke* (NRCS), John Hart* (Senior Deputy County Attorney), Catey Bauer (MT DNRC), Ladd Knotek* (MT FWP), Scott Dressen* (MS-46-23), Nels Larson* (Public)

*Denotes virtual participation via Zoom

Call Meeting to Order – 7:01 pm by Tim Hall

Minutes – The Board discussed minor grammatical edits to a sentence in MS-46-23, and further discussed the adding of information to CM-07-23 to clarify that the complaint was initially submitted with the concern of vegetation removal and that after an initial site visit a retaining wall structure on the streambank was noted.

Libby Maclay moved to approve the December 11, 2023, Board Meeting minutes as amended. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion carried.

Treasurer’s Report – Travis Greenwalt presented the following account balances from the District’s QuickBooks Balance Sheet dated January 5, 2024, included in the Supervisors’ meeting packets. Also included was the year-to-date Profit and Loss report dated January 5, 2024.

First Security Bank – Checking	\$35,405.10
First Security Bank – Petty Checking	\$1,117.11
First Security Bank – Savings	\$58,491.92
DADCO Savings	\$192,466.01
Tax Mill Levy Account at County	\$339,332.02
Total Bank Accounts	\$626,812.16

The Board asked for clarification regarding negative net operating income figures on the Profit and Loss Report. Staff explained the variable nature and timing of mill levy inputs.

Public Comment – None offered.

NRCS Report – Travis Lemke, Supervisory District Conservationist, reported that he normally reviews the Civil Rights and Responsibilities Agreement with the District at the onset of a new year, and will do so February. He reported that his staff has been contracting and obligating funds earlier than most years. Completing this work early allows clients to prepare earlier so they can commence

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work on projects in the spring. Lemke plans to set up a Local Working Group meeting in February or March with Watkins. He acknowledged the efforts of CD staff in organizing and co-hosting the Western Montana Grazing and Ag Conference, and he has enjoyed helping put the event together.

310 Emergency Notices – There were no emergency notices to consider for this meeting.

Existing 310 Permits

MS-53-22 – Shannon Dougherty – LaValle Creek – Bridge Construction

Geocode: 04-2325-13-1-01-13-0000

Watkins presented slides of the site location as well as photos from a site inspection completed prior to the Board review of this project. The applicant has requested additional time to complete the project.

Chair Hall moved to amend MS-53-22 to allow for a one-year time extension with all other requirements of the permit to remain unchanged. Robert Schroeder seconded the motion. The vote was unanimous in favor, and the motion carried.

310 Permit Applications

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

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

Watkins reported that he had communicated with the US Army Corps of Engineers (USACE) and with Missoula County Floodplain Administration (MCFA) and learned from each entity that they would require plans with significantly more detail than what has been provided thus far. He stated that USACE and MCFA will require the applicants to submit fully engineered plans for consideration of a permit to be issued. The 310 Permit Application may be withdrawn if the applicants choose not to proceed. The Board took no action.

MS-23-23 – (**Tabled 8/14/2023**) Paul Rossignol – Tributary of East Fork of Graves Creek – Crossings/Roads

Geocode: 04-2090-17-1-01-01-0000

Nothing new to report. Knotek stated that he would follow up with this applicant as to the status of his project plans and the use of FWP bridge stringers. The Board took no action.

MS-46-23 – Rusty Landon obo Missoula Expressway Hotel LLC – Grant Creek – Public Access Pathway

Geocode: 04-2200-07-1-01-03-0000

Chair Hall offered a summary of the project. Watkins displayed site location slides, photos of the project site that were taken during the previous month's site inspection, and discussed aspects of the trail to be built per the City of Missoula's request. He showed photos of flags that mark where the trail has been designed to be; the photos had a red line superimposed that denotes where Pencek would prefer the trail be built so that it is located further from the riparian zone. The Board inquired if the slope and the distance to the creek is of concern.

Scott Dressen, project representative from HLE, INC., confirmed that the trail will slope opposite the waterway. Dressen remarked that Pencek's proposed lines would reduce the number of parking spaces, which is below the standard number for what the city recommends. The Board asked if the applicant needed to comply with city regulation for number of parking spaces required based on occupancy and number of employees. Dressen stated that the City of Missoula dictates this standard; he said they would allow a variance to be requested but would not be able to consider the request for 6-12 months. Dressen reiterated that the pathway, required by the City of Missoula, needs to be ADA compliant and needs to meet a maximum of a 5 % grade, and that the City had requested a width of 12-ft for the trail. Knotek recommended that the applicant request a reduction of trail width from the City.

Pencek invited other Supervisors to visit the site to check his assessment. The Board indicated they trusted Pencek's assessment. The Board suggested that the CD could approach the Parks and Recreation Department with regards to the variances stated above.

Art Pencek moved to declare Application MS-46-23 a project under the 310 Law and to table the application until additional information regarding a reduction to the width of the trail could be obtained, and asked Watkins to work with the City and applicant to this end; or until a redesign is provided by the applicant for the Board's consideration. Paul Parson seconded. The vote was unanimous in favor and the motion carried.

MS-47-23 (Re: CM-03-23, Violation; Application Tabled 6/12/2023) – Tyler and Tracy Deeds – Clearwater River – Channel/Bank Projects
Geocode: 04-2540-14-2-02-05-0000

Watkins showed site location slides and photos taken at a site inspection of the trail and culvert. He stated that this application is the same permit application that the Deeds submitted to MFCA to remove the culverts and fill. Watkins reviewed with the Board that they had denied a permit application (MS-17-23) that would have allowed the applicants to keep the culverts and the fill. Watkins noted that the applicants have requested the CD's guidance to develop a revegetation plan. The Board, staff, and FWP staff discussed reseeding with the Lolo seed mix, and planting shrubs such as willows, Woods' rose, and alder. To rehabilitate the disturbed area, the Board recommended that Watkins work with the landowner to establish a revegetation plan that meets standards of five cuttings per linear foot if planting shrubs (Parson). Existing, established grasses on-site will need to be mowed so that the planted shrubs can establish. The Board took no action.

310 Complaints

Existing Violations Needing Action

CM-07-23 – Kathy and Bruce Graham – Clearwater River – Vegetation Removal
Geocode: 04-2540-14-2-02-01-0000

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Watkins briefly displayed site location slides and photos taken at a site visit and reviewed the situation. The Board recommended, as they had at the December 2023 meeting, that he conduct an official site inspection in the spring before any action is taken on the complaint.

Existing Violations Pending Follow-up Inspection

Chair Hall explained that the below items (CM-03-23 – CM-14-23) do not require action until follow-up inspections are conducted in the spring.

CM-03-23 (Re: MS-17-23) – Tyler and Tracy Deeds – Clearwater River – Vegetation Removal
Geocode: 04-2540-14-2-02-05-0000

CM-05-23 (Re: MS-41-23) – David and Lori Rath – Lolo Creek – Stream Excavation
Geocode: 04-1972-05-1-01-03-0000

CM-08-23 – Cristina and Dennis Green – Miller Creek – Vegetation Removal
Geocode: 04-2093-21-3-04-07-0000

CM-09-23 – McCullough Brothers Inc. – Miller Creek – Vegetation Removal
Geocode: 04-2093-19-1-01-01-0000

CM-10-23 – Patricia Coolidge – Clearwater River – Construction in a Riparian Area
Geocode: 04-2540-10-1-02-05-0000

CM-12-23 – Richard Farrar – West Twin Creek – Rock Dam and Bridge
Geocode: 04-2202-02-2-02-15-0000

CM-14-23 – Joan Mulligan – Clark Fork River – Vegetation Removal
Geocode: 04-2095-21-2-02-01-0000

310 Inquiries & Issues – Watkins reported on an inquiry for a culvert on Skimmerhorn Creek, located on BLM land near Garnet Ghost Town. He and the caller discussed that the BLM had removed a dilapidated bridge; Watkins relayed that the caller is currently driving through the creek to reach their property and would like to install a culvert. Watkins stated that he recommended that the party needed to request a letter from the BLM or that they would need to sign the permit application. Parson said that BLM money is currently available to offset the cost of an infrastructure project, and that he could contact the BLM on behalf of the caller.

Reports

County Attorney Report – John Hart reported on following up on a question regarding the CD's insurance that came up at the December 2023 meeting. From conversing with the policy underwriter, he concluded that the CD's coverage is thorough, and perhaps the CD is over-covered in some areas, but at no additional cost to the CD. Hart briefly reported that the Starlin case had been certified to the Bozeman Water Court, and that the chief water rights judge in Bozeman is

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hearing the case. The Court is waiting to receive Neilson's response to Starlin's argument. Hart reiterated that the CD is not taking a position on the water rights case.

Montana FWP – Ladd Knotek reported on several 124 Permits in which he is involved. These include the McKinley Lake dam removal in the Rattlesnake, where the USFS is the applicant; a pier removal on an I-90 bridge in the lower Blackfoot – he expressed concern over the substantial use of rock and/or concrete bags being proposed to protect the railroad. Knotek stated that for every 124 Permit issued, FWP personnel must conduct a full EA and take public comment.

DNRC Conservation District Bureau – Catey Bauer, CD Specialist for western Montana CDs, submitted a report that was included in the Supervisor's meeting packets for review. As she was also present at the meeting, she reported that the current round of CDA grants is open, and that the pollinator and project grant cycle will open soon. Bauer stated that, going forward in 2024, the CDB will partner with the EO on roundtable trainings and will no longer offer separate Office Hours. She said that the CDB is working on updating its training materials with regards to elections. Bauer encouraged the CD to hold a public election, as it emphasizes transparency and encourages public participation.

CD Accountability Assessment: For the CD to apply for a DNRC CDA grant, the CD must complete an accountability assessment; doing so demonstrates fiscal responsibility of taxpayer dollars, particularly considering allocation of funding from 2023 legislative funding. Vogt articulated that our CD could, in a grant application, request up to \$3,500 of the statewide-uniform \$4,000 dues for which MACD will bill each CD in 2024. Watkins reviewed the criteria covered in the recent virtual training that Steph Criswell (DNRC CDB) presented; criteria included that the District have a Capital Investment Plan for funds they hold in accounts that are in excess of their annual operating budget. The Board discussed performing an assessment and agreed with Watkins that forming an ad hoc committee to complete the task. T. Greenwalt, R. Schroeder, volunteered to take part in this committee, which will meet on January 17th at 4:15 pm. Chair Hall stated he was available if the ad hoc committee needed him. John Hart was invited to join and stated he is available to attend this meeting as well.

Bitter Root RC&D – Libby Maclay reported that at the meeting on January 10th, the Board will be interviewing three applicants for the Forester position.

Dept. of Ecology and Extension/Weed District/GWMEC Building - Watkins reported that the estimate for annual utilities and other services will come to approximately \$5,000 per year; this year that estimate includes snow removal. He stated that Bryce Christiaens is working with the county to get them to assume responsibility for snow removal since this is a county building. Watkins acknowledged Christiaens, his staff, and other staff in the building for accommodating the District as it prepares to host the Western MT Grazing and Agriculture Conference. It will be the largest event thus far to occur in the building.

Watershed Groups – Watkins reported that he will be working with CFC to discuss work on Grant Creek at the Open Lands Committee meeting on January 11.

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Planning Board Update: Josh Schroeder reported that at the most recent meeting the board reviewed a zoning request for a new 24-lot subdivision off Grove Street, with two variances for the street. He stated that the Planning Board recommend it for approval.

Water Quality District – Hall reported that there was not a meeting in December.

District Committees – Watkins reported that the Personnel Committee met on January 4th to conduct personnel reviews, and that they will meet on the 30th to further discuss employee workplans.

Missoula CD Employees – Written reports were included in the Supervisor's packets. Watkins presented a slide consisting of accomplishments in 2023.

Middle Clark Fork Corridor Project (PIFR) – Hall reported that this document is under review at the NRCS State office. Watkins stated that this item will be taken off the agenda until there is new information to report and/or discuss.

Other Reports

R. Schroeder reported that at the FWP Future Fisheries Improvement Program meeting, several projects in the Bitterroot and Clark Fork watersheds received funding. Proposed projects in Missoula County fared well with regards to receiving funding, including those on Tin Cup Creek, Marshall Creek, and Miller Creek. Overall, he reported, over \$800,000 in grant funding was distributed across the state.

New Business

Board Meeting Time - Watkins asked the Board to entertain a change in meeting time. He suggested that agency partners' schedules could be better accommodated by having a meeting time that started at 5 pm. Watkins stated that the late ending times (typically 10:30-11:30 pm) affect work productivity of staff the next day. He also raised concern for those who had to travel at least a half hour or more to get home following the meeting. Vogt stated that Program items on the agenda tend to get compromised as it is at least typically 10 pm before those items are discussed. The Board discussed whether two meeting days per month would be prudent to consider.

Robert Schroeder moved to start future Board meetings at 5 pm and to switch business items to the front of the agenda. Travis Greenwalt seconded the motion. The motion carried with six Supervisors voting for the motion; Sid Wills abstained.

CDB 10-Minute Trainings - C. Bauer reported that the CDB has revamped these trainings to encourage more interaction between Boards and staff members of CDs. She suggested that trainings could be included as an agenda item during a meeting, or they could be completed outside of meetings. Bauer stated that the CDB welcomes suggestions for new 10-minute trainings.

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Correspondence and Upcoming Events: Staff reported that registration is underway for the Western Montana Grazing and Agriculture Conference and inquired of Board members their interest in attending. Libby Maclay, Tim Hall, Josh Schroeder, Art Pencek, Robert Schroeder, and Bart Morris plan to attend. Skovlin will register them. Watkins reported on donations of beverages for the conference, local vendors (Big Sky FFA Alumni and the Blackfoot Cattlewomen) who will prepare meals, and of a DNRC grant that will cover scholarships for up to 15 people to attend – this was awarded to Lake County CD to administer. Vogt mentioned that Skovlin has sent information to local schools, FFA, and 4-H leaders about this scholarship. Her email also included information about the upcoming deadlines for Envirothon and process for District support.

Staff inquired of the Board regarding interest in attending the Montana Soil Health Symposium, February 6th-8th in Billings. Libby Maclay and possibly Art Pencek are interested. Skovlin will confirm with them and take care of registration and hotel room reservations. Vogt and Watkins reported that they would be unable to attend.

Site Inspections Scheduling – Site inspections were scheduled for February 9th.

Programs

Grants Program

MCD Grants

ICG-02-24 CFAC farmer Tool Library: Vogt reported that CFAC would use this grant, in conjunction with other grants to purchase a tractor with enough horsepower to pull the CD's no-till drill. Vogt remarked that the application was thorough and concise, and had been reviewed by the Grants Committee, which recommended that it be considered by the Board. The tractor will be the responsibility of CFAC. The CD could be involved in educational outreach.

Robert Schroeder moved to approve ICG-02-24 for the \$10,000 requested to allow CFAC to purchase a larger tractor for the Farmer Tool Library that can accommodate the District's no-till drill. Paul Parson seconded the motion. The vote was unanimous in favor and the motion carried.

Outside Grants:

The ability to opt-in for \$3,500 of the newly approved \$4,000 MACD yearly dues through a CDA Grant from DNRC was introduced above under C. Bauer's report. Districts over the \$60,000 mill levy threshold are only eligible to opt-in to the \$3,500 of MACD dues but not other expenses that smaller districts can apply for through a CDA Grant. The remaining \$500 of MACD dues are to be covered by each district individually and cannot be paid for by DNRC since they cover MACD lobbying expenses. Vogt stated that the CDA application would need to be approved at the February Board meeting since the CDA Grants are due on March 1st. Board approval to apply for CDA Grant for dues opt-in is a requirement of the application.

Vogt reported that the application for a \$20,000 CD Planning Grant for the Lower Grant Creek Conceptual Design project was awarded by DNRC.

Vogt mentioned that FWP employee, Jessica Reyes, had sent him a progress report for her ICG grant.

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Equipment Program – Vogt reported that the no-till drill is currently in storage, and that, following communication with interested parties, they already have two reserved dates to rent the drill.

Pollinator Program/MTNSN: Vogt reported that MCDEE will host a Montana Pollinator Research Summit on April 24-25 here at the GW Marks Exploration Center. Vogt informed the Board about the National Native Seed Virtual Conference in which M. Butts and Ashely Mattson will be presenting, Feb 7-8 from 9am-3pm MST each day. The MTNSN presentation will take place Feb. 7 at 2:10 pm. Registration costs are \$90. Vogt stated that he plans to attend to show support for Butts and Mattson, to be visible as the principal partner representative, and to learn more about the national native seed network efforts. Anyone else wanting to participate in the virtual conference should let staff know so that the District can take care of registration and payments. Watkins welcomed Board participation in conferences and encouraged the Board's input on program development.

Vogt reported that he plans to meet with Michael Butts later in January to develop a work plan of involvement in 2024 MTNSN activities and management. He also stated that Butts invited him to participate in the hiring of a full-time DNRC Nursery employee that will manage the seed network on-site. Vogt also reported that the 2024 contribution of \$25,000 towards the MTNSN is included on this month's claims form.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Missoula Regional Connectivity group's Sixmile project proposal has made it to the second phase of the Montana Wildlife and Transportation Partnership (MWTP) Project Program process. He stated that this project presents a significant opportunity to allow for wild animals to safely travel between the southwestern Crown of the Continent to the Bitterroot ecosystem and beyond. Missoula CD staff is marginally involved.

Urban & Small Agriculture Program – Watkins reported that this group has elected board members to lead the group, with Ethan Turner serving as a chairperson. Hall stated that Vogt will be assuming involvement with ag programs on behalf of the District.

310 Program – R. Schroeder reported that he has heard from some landowners who received 310 letters and interpreted them to mean they might be in violation.

Other New Business

Travel allocations: R. Schroeder expressed concern over receiving monetary compensation for attending conventions or meetings. The Board discussed that if a Supervisor is presenting or involved in MACD business, they would receive compensation for those activities. The Board would like this policy to be included in the District's Policies and Procedures Manual.

Old Business

MACD Annual Convention – R. Schroeder reported that attendance at the convention was good. He stated that, despite some minor disagreements with MCD's resolution, it passed. He reported

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that he was the only Supervisor present at the convention to vote against the resolution to not allow grizzlies into eastern Montana.

Other Old Business – Greenwalt inquired as to whether the Annual Financial Report had been submitted to the state. Watkins confirmed that he had completed it and sent it in, and admitted it was one workday late.

Payment of Bills and Claims

Chair Hall moved to pay the January bills, claims, Supervisor reimbursement claims, and to adjourn the meeting at 9:30 pm. Paul Parson seconded the motion. The vote was unanimous in favor, and the motion passed.

Checking Account

Date	Description	Charge	Deposit	Balance
	Balance from December meeting			\$27,253.73
11/14/2023	Montana State Fund: Dividend		\$100.00	\$27,353.73
11/22/2023	City of Missoula: Drill Rental Payment		\$496.11	\$27,849.84
12/13/2023	A. Pencek: Reimbursement for Meal prior to meeting	(\$89.71)		\$27,760.13
12/13/2023	Transfer from Mill Levy Account		\$5,000.00	\$32,760.13
12/15/2023	Voided Check 1579: Clearwater Resource Council		\$2,644.97	\$35,405.10
				\$35,405.10
				\$35,405.10
	Totals	(\$89.71)	\$8,241.08	
	NET TOTAL	\$8,151.37		

Petty Checking Account

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Date	Description	Charge	Deposit	Balance
	Balance from December meeting			\$1,218.72
12/12/2023	City of Missoula Parking	(\$2.00)		\$1,216.72
12/14/2023	Missoula's Office City: office supplies	(\$23.59)		\$1,193.13
12/15/2023	Costco: Shelves for storage room	(\$129.99)		\$1,063.14
12/18/2023	Amazon: return of extension arm for monitor		\$235.00	\$1,298.14
12/18/2023	Amazon: inadvertant purchase	(\$20.89)		\$1,277.25
12/20/2023	Amazon: Monitor arm and stand for Watkins' monitor	(\$39.99)		\$1,237.26
12/26/2023	UPS: Mailing logo vest to Drennan	(\$12.60)		\$1,224.66
12/26/2023	Missoulian: monthly online subscription	(\$29.99)		\$1,194.67
12/27/2023	Amazon: inadvertant purchase	(\$31.89)		\$1,162.78
12/28/2023	Joann Fabric: Frame for front office	(\$12.49)		\$1,150.29
1/2/2024	Zoom: monthly subscription for Watkins and Vogt	(\$33.18)		\$1,117.11
	Totals	(\$336.61)	\$235.00	
	NET TOTAL	(\$101.61)		

Savings Account

Date	Description	Charge	Deposit	Balance
	Balance from December meeting			\$58,487.95
12/29/2023	Interest		\$3.97	\$58,491.92
	Totals	\$0.00	\$3.97	
	NET TOTAL	\$3.97		

DA Davidson Account

Date	Description	Charge	Deposit	Balance
	Balance from December meeting			\$192,466.01
				\$192,466.01
	Totals	\$0.00	\$0.00	
	NET TOTAL	\$0.00		

Tax Mill Levy Account (Warrants/Claims)

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Date	Description	Charge	Deposit	Balance
	Balance from December meeting			\$353,342.42
12/13/2023	Missoula Co. Phone Services: monthly landline charge	(\$52.55)		\$353,289.87
12/13/2023	FIB Mastercard: gas	(\$61.15)		\$353,228.72
12/13/2023	Stitches Embroidery: set up fee, 20 hats, logos on vests	(\$459.00)		\$352,769.72
12/13/2023	Minuteman Press: business cards for Watkins and Vogt	(\$133.40)		\$352,636.32
12/13/2023	Transfer to Checking 0959	(\$5,000.00)		\$347,636.32
12/29/2023	PPD 25	(\$8,303.95)		\$339,332.37
	Totals	(\$14,010.05)	\$0.00	
	NET TOTAL	(\$14,010.05)		

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	6	-	-
Libby Maclay	6	-	-
Travis Greenwalt	6	-	-
Paul Parson	6	-	-
Art Pencek	6	-	-
Robert Schroeder	6	-	-
Sidney Wills	5	-	1

The next Missoula Conservation District meeting is scheduled for **Monday, January 8, 2023 at 5:00 pm** in the Gerald W. Marks Exploration Center, 1101 South Avenue West, Missoula, MT, 59801. A virtual option will also be offered.

Missoula CD Employee Report: December 11, 2023 – January 8, 2024

Sonja Skovlin, Outreach and Office Coordinator

Office Operations:

- Checked District’s general email and QuickBooks accounts; received/distributed agency mail regularly.
- With input from Vogt and Watkins,
 - Prepared agenda, minutes, and financial report for monthly meeting packet
 - Sent Supervisor packets to Supervisors; sent agenda, November approved minutes, and December draft minutes to partners; posted agenda & approved minutes on the CD website; sent Zoom links to Supervisors, partners, and applicants/invitees.
 - Put together meeting packets for monthly Board meeting.
 - Set up conference room for meeting.
- Participated in staff meetings.

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- Stream Permit Processing:
- Processed 1 310 Permit Application
- With Watkins, prepared 310 Permit letters and mailed them to applicants; updated 310 folders (physical and electronic) with appropriate documentation.
- Communicated via email with Supervisors/Watkins regarding site inspection opportunities (none for January)
- Prepared 310 site inspection folders for Supervisor, FWP personnel (did not do this for January as there was not a site inspection).

Bookkeeping/Accounting

- Reconciled First Security Bank accounts (3) and DA Davidson account in QuickBooks.
- Prepared monthly claims and updated quarterly Supervisors' reimbursement claims.
- Updated information on transactions for checking and petty cash accounts in QuickBooks
- Organized and filed reconciliation and bank statements.

Special Assignments:

- Per Watkins' request, attended weekly building meetings.
- Attended planning meeting for Western Montana Grazing and Ag Conference: Dec 21
 - Met with MCPS Administration staff to request use of adjacent parking lots
- Ordered logo products from Stitches Embroidery and Screenprint shop.
- Meeting with Watkins and Vogt to discuss workplan for 2024.
- Created and submitted to Watkins work plan that aligns agency goals with duties and tasks of outreach and office coordinator position.
- Completed self-evaluation.
- Participated in annual personnel committee review.
- Put together area high school educator contacts list; composed and sent email listing and promoting upcoming opportunities for students.
- With Vogt, assembled storage shelves for storage room.
- Organized items on storage shelves and in storage room.
4 hours Sick Leave, 10 hours Vacation, 12 hours Holiday Pay

Bryan Vogt – Conservation Program Specialist

Office Administration:

- Assisted in taking notes at the December 11th Board meeting
- As requested, assisted Skovlin and Watkins with financial questions
- Completed 2024 Employee self-evaluation; participated in Personnel Committee meeting

Program Assistance:

- Developed 2024 Word Plan
- Grant Creek Working Group:
 - Attended meeting on bull trout status in Grant Creek
- Montana Native Seed Network (MTNSN):

- Delivered backpack sprayers to DNRC Seedling Nursery
- Grants Program:
 - CDG-24-3781 Lower Grant Creek Conceptual Designs:
 - Developed project tasks and timeframe table; upload to Submittable
 - Developed draft partnership cooperative agreement with CFC and send for review
 - Discussion of state procurement law as it relates to District's involvement in the project
 - Obtained signature on DNRC grant agreement
 - CEG-01-24 Moy Marshall Creek Riparian Fence
 - Presented application at Board meeting for approval
 - Corresponded with applicant regarding award and next steps of developing grant contract
 - ICG-01-24 West End Farms Bioswales:
 - Correspondence with applicant regarding withdrawal of application
 - ICG-02-24 Farmer Tool Library:
 - Received, processed, and forwarded full application to Grants Committee for review
 - MACD 2022 Tech Funding:
 - Sent in invoice and reimbursement request
 - MACD Water Quality Mini-Grant:
 - Reviewed Watkin's proposal for horse and livestock owner education programs

Technical Assignments:

- Managed No-Till Drill equipment rental program:
 - Presented 2023 program audit and annual reporting at Board meeting
 - Moved equipment into winter storage with assistance from Fairgrounds Facilities Manager
 - Drill inquiry calls (1)
- Researched and downloaded Missoula area Watershed Restoration Plans

Communication and Outreach:

- Updated website with 2024 Western Montana Grazing and Agriculture Conference information
- Discussed soil health partnering opportunities with Horticulture Extension Agent, Sarah Holden
- Worked with Skovlin to develop list of local school contacts to notify of conservation education/competition events and opportunities; provided Skovlin with list of upcoming events to notify schools about
- Participated in MCDEO Roundtable training on online training resources and overview of 2024 trainings
- Discussed approach to providing Grants Training at May EO Roundtable with Caroline McDonald of LCCD

16hrs Holiday Leave (Christmas & New Years); 4.5 hrs Sick Leave; 10 hrs Telework

Radley Watkins, Executive Director

Office Administration:

- Coordinated the December District Board meeting.
- Reviewed/edited/approved draft December meeting minutes.
- Approved and submitted staff timesheets to County Payroll and entered payroll in Quick Books.
- Conducted staff meetings, and updated Chairman Hall periodically.
- With staff, drafted and approved agenda for January District meeting.
- Created Zoom Link for January Supervisor meeting and past to Skovlin.
- Wrote Chairman update for January meeting.
- Reviewed Vogt's and Skovlin's work, including Employee Reports, invitee list, upcoming events, & claims
- Wrote personal 2024 work plan, and employee evaluation.
- Reviewed staff's 2024 work plan, and employee evaluations.
- Met with Personnel Committee to submit work plans.
- After weekly manager building meeting, debriefed with Skovlin.
- Worked on office supply return.
- Met with Skovlin to discuss hats and other new branding products needed.
- Worked with Cathy Bauer at Conservation Districts Bureau to invite her to January meeting.
- Participated in MCDEO Roundtable training on online training resources and overview of 2024 trainings
- With Skovlin, attended MACD Education Committee meeting.

310 Law Administration:

- Followed up on 310 actions taken at December District Board meeting by writing and sending letters.
- Reviewed and processed one new 310 application and one extension request.
- Conducted a site visit with Supervisor Penchek at Grant Creek MS-46-23.
- Communicated with consultant for MS-46-23 regarding Supervisor Penchek's recommendations.
- Reviewed letter in response to our general education letters to all residents owning property on Rattlesnake Creek
- Field one phone call in response to potential violation letter sent to Black Foot River landowner.

Program Management:

- With CFC spoke at Riverwalk HOA meeting to discuss Grant Creek conceptual redesign.
- Met twice with Western Montana Grazing and Ag Conference planning committee and did follow up.
- Contacted CFAC to let them know there was not support to insure a shared tool rental program.
- Followed up with MACD about potential DEQ grant.

Minutes
Missoula Conservation District
January 8, 2024

- Met with Vogt to discuss launching new soil health program.
**16 hr Holiday Pay, 21.5 hr Vacation Leave*

APPROVED