

Minutes  
Missoula Conservation District  
March 11, 2024

**Missoula Conservation District**  
**March 11, 2024, at 5:00 p.m.**  
**1075 South Avenue West, Missoula, MT 59801 – with virtual option**

**Missoula Conservation District Attendees:** Tim Hall (Chair), Libby Maclay (Vice-Chair) – *joined at 6pm*, Travis Greenwalt (Treasurer) – *left at 7:30 pm*, Robert Schroeder (Supervisor), Art Pencek (Supervisor), Bart Morris (Associate Supervisor), Radley Watkins (Staff), Bryan Vogt (Staff), Sonja Skovlin (Staff)

**Additional Attendees:** Travis Lemke (NRCS), John Hart (Senior Deputy County Attorney), Ladd Knotek (FWP), Elena Evans (MCWQD), Mark Krug\* (MS-02-24) Nels Larson\* (Public)

**Absent:** Paul Parson (Supervisor) - excused, Sidney Wills (Supervisor) – absent, Josh Schroeder (Associate Supervisor) – excused

\*Denotes virtual participation via Zoom

**Call Meeting to Order** – 5:31 pm by Tim Hall

**Minutes** – Art Pencek moved to approve the February 12, 2024, Board Meeting minutes as presented. Travis Greenwalt seconded the motion. The vote was unanimous in favor, and the motion carried. (Libby Maclay had not yet joined, but later voiced her support of the minutes.)

**Treasurer's Report** – Travis Greenwalt presented the following account balances from the District's QuickBooks Balance Sheet dated March 7, 2024, included in the Supervisors' meeting packets. Also included was the year-to-date Profit and Loss report dated March 7, 2024.

First Security Bank – Checking	\$21,288.72
First Security Bank – Petty Checking	\$1,780.27
First Security Bank – Savings	\$58,499.59
DADCO Savings	\$194,643.94
Tax Mill Levy Account at County	\$430,312.07
<b>Total Bank Accounts</b>	<b>\$706,524.59</b>

**Public Comment** – None offered.

**NRCS Report** – Travis Lemke, Supervisory District Conservationist, responding to a request from Chair Hall, reported from the March 1, 2024, Montana Water Supply Outlook Report for the Clark Fork and Bitterroot drainages; snowpack is at about 70% of normal. He passed a copy of this report and stated that he plans to report on water supply for the next few months. He reported that he is working with DNRC to inform the public about funding, especially funds that are available for fuels mitigation. He stated that there are two viable applications for projects for the Miller Creek Targeted Implementation Plan (TIP). This TIP is scheduled to end next year (2025) but if there is continued

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interest in implementing projects, Lemke can extend the TIP period to five years. He reported that his staff is getting pre-approvals for several projects, and that he has coordinated with Watkins to schedule a Local Working Group meeting date (April 16, 1-3 pm in the GWMEC Balsamroot Room), and to discuss partners to be invited to participate in this meeting; he and Watkins emphasized the focus of including more landowners rather than agency personnel being present at the meeting.

## Reports

County Attorney Report – John Hart reported that Missoula County may be issuing updated floodplain regulations, per the direction of the Federal Emergency Management Agency (FEMA). Hart informed the Board that Starlin vs. Neilsen will be heard on April 17 in Water Court, with Judge Steve Brown mediating, and that he and Robert Schroeder will attend this hearing, which will take place at the Crowley Fleck Law Firm. With regards to the DNRC Accountability Assessment, Hart stated that MCD satisfied all the assessment requirements. Hart researched and concluded that MCD does not need a surety bond, as the CD has taken necessary steps to prevent embezzlement. He mentioned that Watkins shared his opinion, which included citations, with DNRC, and that the DNRC replied saying that their council disagreed but provided no explanation or references to Montana law with the disagreement opinion.

Montana FWP – Ladd Knotek reported that he has been reviewing several 124 Permits: a UM/City of Missoula stormwater project; one from Missoula County (MC) to replace a bridge on Ninemile Creek; one from MC to stabilize Rock Creek bridge, and one from the City of Missoula to remove Norway maple along Rattlesnake Creek. He mentioned that the Future Fisheries program plans to tour project on Miller and Lolo Creeks this summer.

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. Vogt reported that, on behalf of MCD, he applied for the CD Administrative Grant for MACD dues opt-in funds.

Bitter Root RC&D – Libby Maclay stated she had no report to offer.

Dept. of Ecology and Extension/Weed District/GWMEC Building - Watkins reported that the staff plans to present talks on stream ecology and soil health at the fair, table, and have the no-till drill on display. The Board supported his request that the CD bring in a local author volunteer to read her book "The Journey of Hydrous: One Fairy's Adventure Through the Water Cycle" on Thursday, the first children's day, during the fair.

Watershed Groups – Watkins reported that the three staff members with Swan Valley Connections have taken on the duties of the former executive director; that position no longer exists.

Planning Board Update: Josh Schroeder was not present; he had submitted a report prior to the meeting. Watkins displayed a proposal for a 230-unit subdivision near the Wye that he had emailed about with Schroeder and Chairman Hall. The Board discussed challenges that residents could incur

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with septic systems due to the predominance of clayey soil, and with noise due to the long-existing trap and skeet club adjacent to the subdivision.

Water Quality District – Elena Evans of the Missoula County WQD reported that the County Zoning Rules will undergo a review and that the issue of riparian fencing to protect new riparian plantings may be addressed. Evans offered an update on the status of the Smurfit-Stone site. She reviewed that at a CD meeting in 2020 she had encouraged the Board to furnish a statement regarding the existing berms to the DNRC. She stated that she had recently informed the DNRC about outfall pipes that are “trespassing” on to State lands. Watkins displayed current photos of the outfall pipes as well as those from 1950 to show their position adjacent to or in the Clark Fork River. Evans distinguished between outfall pipes that do not pose a trespassing and/or an environmental problem and those that may. The Board and Evans discussed their desire to see the banks restored to a natural condition if the pipes are removed. They also discussed the need for long-term removal and restoration of the berms so that natural stream function can resume, and ongoing maintenance will not be needed to protect the old pond sites. Evans reported that the County Commissioners, and much of the community have been advocating for the EPA to conduct more testing to determine concentrations of arsenic, manganese, and other contaminants of concern.

District Committees – Hall reported that the Personnel Committee met several times over the past two months with Watkins to fine-tune final work plans for the year. He stated that the committee is pleased with the work of the staff, and that staff received cost of living adjustments in accordance with federal inflation rates, retroactive to the beginning of 2024. No performance raises were given this year. The Grants Committee will meet on April 2 to go over submitted grant applications from the current cycle that closes Friday March 15. Watkins encouraged the Budget Committee to determine a date to meet, and he suggested that the Board review the 2023-2026 Strategic Plan so that the 2024-2025 budget falls in line with this plan.

Missoula CD Employees – Written reports were included in the Supervisor’s packets. Watkins stated that he is pleased with staff efforts and direction.

Other Reports: None were offered.

## **New Business**

Correspondence and Upcoming Events: Vogt reported on appeal to provide camper registration support and/or a monetary donation to the Montana Natural Resource Youth Camp. The Board was in favor of sponsoring the camp registration fee (\$300) for up to five campers, and of donating \$1500 to the camp. The pledge to cover these registration costs and to donate money will appear as an item on the agenda for the April meeting so that the Board can formally make a motion and vote.

Site Inspections Scheduling – Site inspections were scheduled for April 1<sup>st</sup>, and possibly one other date, depending on other 310 permit applications that the CD may receive prior to the two-weeks-before-meeting cutoff date.

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Small Farm Program Coaching: Watkins reported that MACD/DEQ awarded MCD the grant for livestock/horse pasture management. The grant stipulates that staff and Supervisors (optional) undergo training. He has communicated with Alaina Bickell of Horses for Clean Water, who can offer a 1-2 hour training that she has developed, entitled “Creating Success in Your Small Farm Education Program.” Chair Hall recommended that staff arrange a date and time and share that with the Board.

Water Rights Training – Vogt reported on a webinar training he participated in on January 24<sup>th</sup>. While the training was more comprehensive, Vogt presented a few take-aways from the “Understanding MT Surface Water and Groundwater Rights” session that Betsy Story presented.

### Programs

#### Grants Program

MCD Grants – Vogt reported that the deadline for submitting applications or pre-applications for several of the grants is Friday, March 15. He stated several applications have been submitted, and he anticipates more.

Envirothon Team Support: Vogt reported that he submitted registration forms for the four area Envirothon teams. He reviewed that the Board approved \$600 to cover registration at the February meeting. He stated that the teams are requesting that the CD fund their lodging expense.

Art Pencek moved to approve the request to cover team lodging expenses of \$2,510.20 for the four 2024 Missoula County Envirothon Teams in addition to the previously approved \$600 to cover team registration fees. Travis Greenwalt seconded the motion. The vote was unanimous in favor and the motion carried.

Outside Grants: Vogt reported that the new DNRC Grant to assist with conceptual restoration designs on Grant Creek had an amendment approved to limit MCD assistance only to Segment 4 below Mullan Rd and to extend the timeframe of the grant. Vogt stated that he and Watkins will meet with DNRC on March 12<sup>th</sup> to begin work on the required MEPA checklist for the Local TIP Support grant for Miller Creek.

#### Soil Health/Equipment Program

Montana Soil Health Day: Vogt reported that Montana Soil Health Week is the first week of April. On Montana Soil Health Day, Wed, April 3, MCD will convene a first meeting of the Missoula Soil Health Committee to discuss opportunities, resource gaps, and avoiding duplication of efforts between organizations. Vogt stated that he will assist Sarah Holden in teaching the Soils class of the Master Gardener course that evening at the GWMEC. He informed the Board that on Friday (4/6) of Soil Health Week, the MCD will host a screening of the award winning 2020 film “Kiss the Ground.”

No-till Drill: Vogt reported that he and Watkins will meet with the new CFAC Tool Librarian, Gillian Thornton, on Thursday, March 14, so that she can see the no-till drill and discuss managing

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the CD's two rental programs in a complementary manner for folks who wish to use CFAC's tractor with our no-till drill.

Vogt reported that drill rental reservations have begun, with the first one thus far booked for late April, and that he has a system in place for tracking expenses and hours for the Equipment Program throughout the season.

Pollinator Program/MTNSN: Vogt reported that he and Watkins met with MBHI staff to plan to have them promote our new Pollinator Seed mix. He added that there is now a pollinator page on the CD's website, and that it will continue to be updated.

Vogt stated that the DNRC Nursery has hired a full time Native Seed Program Manager; he and Watkins plan to meet with that individual and Michael Butts on March 25 at the Nursery.

Wildlife Damage & Habitat Conservation Program – Watkins reported that the Missoula Regional Connectivity Group met and the Sixmile proposal continues to advance. There is not much for the MCD to do currently.

Urban & Small Agriculture Program – Watkins reported that this group has assumed the name of Missoula Valley Growers and has established draft bylaws. He informed the Board that he introduced Ethan Turner to Jamie Jonkel and Turner is working to schedule an MVG meeting at Green Bench Orchard where Jonkel can present bear-smart information.

310 Program – Watkins reported that later on the agenda, he will present a 310 Permit application concerning an existing bridge on Petty Creek for which no permit exists. Watkins iterated that the Board has not established a precedence for this kind of situation. The Board discussed establishing policies that would differ depending on whether the landowner built the bridge or whether a previous owner did, and they discussed the value of having this policy in the district's 310 Administrative Rules and Policy and Procedures Handbook. Watkins recommended that the Board pass a resolution that will clarify their position on existing bridges.

Watkins informed the Board that the City of Missoula Stormwater department inquired of him as to whether the CD would like to continue partnering with them in the third phase of the Pattee Creek restoration effort below Higgins Ave. He stated that he would like the CD to remain engaged but would not dedicate significant staff time to the effort.

Other New Business – No other new business was presented.

Supervisor Travis Greenwalt departed from the meeting at 7:30 pm and did not participate in any of the following votes.

## **Old Business**

Other Old Business – None was offered.

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

**Existing 310 Permits** – No existing 310 permits were presented.

### **310 Permit Applications**

**MS-11-23** – Kimberly and Robert Bobber – Swan River – Culvert  
**Geocode:** 04-2992-18-2-01-19-0000

Watkins stated that there was nothing new to report. 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

Watkins stated that there was nothing new to report. The Board took no action.

**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 stated that there was nothing new to report. The Board took no action.

**MS-01-24** – Ron Matthew obo Antler Ridge HOA – Rumble Creek – Crossings/Roads  
**Geocode:** 04-2992-05-1-01-03-0000

Watkins showed slides of site location, plat, and of the bridge to which work is proposed. Watkins explained that the applicant, on behalf of the Antler Ridge HOA, plans to raise the bridge via cranes on either side of the creek, pull out logs, install a more secure eco-concrete footing, then secure the bridge to the concrete. Watkins read Supervisor Parson's and FWP Rosenthal's team member reports, both of which supported this project as it is proposed.

Art Pencek moved to make MS-01-24 a project for consideration under the 310 Law, to approve the project as proposed, and to waive the 30-day waiting period following the Board's decision. Chair Hall seconded the motion. The vote was unanimous in favor, and the motion carried. (Travis Greenwalt had left the meeting at 7:30 pm and did not vote on this item.)

**MS-02-24** – Mark Krug – Madison Creek – Crossings/Roads  
**Geocode:** 04-2323-19-1-01-03-0000

Watkins displayed a site location slide and photos of the project area and commented on the thoroughness of the application. He explained that the applicant plans to remove an old powerline and replace it and will also rebuild the bridge, having a conduit run alongside of it. Krug specified in the application that wooden stringers would be used, but he has since opted to use steel beams instead, as he was not able to source wood beams, and the steel will last longer. Art Pencek, present at the site inspection, reviewed the TMR that he wrote recommending approval with the modification to steel bridge stringers. Knotek offered similar comments.

Chair Hall moved to make MS-02-24 a project for consideration under the 310 Law, to approve the project with the modification of steel beams being used as stringers, and to waive the 30-day waiting period following the Board's decision. Art Penck seconded the motion. The vote was unanimous in favor and the motion carried. (Travis Greenwalt had left the meeting at 7:30 pm and did not vote on this item.)

**MS-03-24 – Joe Boyer – Side Channel of Clark Fork River – Crossings/Roads**  
**Geocode:** 04-2428-33-4-02-03-0000

Watkins showed a slide of the site location. Watkins reviewed new form he is using to document whether a proposed project is located within a mapped floodplain, whether it falls in Missoula County's Riparian Resource Protection area, and whether the proposed project is in a mapped channel migration zone (CMZ). The application includes two proposed actions on the property: 1) to build a dam across a side channel to slow the flow and 2) place logs in channel to steer flow. Both actions are being proposed to protect the bank from further erosion. Watkins reported he reached out to the USACE and County Floodplain regarding this project. The proposed project would need a USACE 404 Permit, and a Floodplain permit, which would require engineered plans showing that they design would withstand 100-year flood events. The Board discussed that the applicant would benefit from ceasing grazing up to the water's edge and actively working to revegetate the streambank. . Art Pencek and Ladd Knotek reviewed their team member reports that both recommended denial of the proposed project.

Art Pencek moved to deny Application MS-03-24 for reasons discussed in the team member reports. Tim Hall seconded the motion. The vote was unanimous in favor and the motion carried. (Travis Greenwalt had left the meeting at 7:30 pm and did not vote on this item.)

### **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

Watkins stated there was nothing new to report. The Board took no action.

#### **Existing Violations Pending Follow-up Inspection**

Chair Hall stated 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

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**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 stated that he is expecting several 310 Permit applications, as he has spoken with several potential applicants about projects.

#### **Payment of Bills and Claims**

Chair Hall moved to pay the March bills and claims and to adjourn the meeting at 8:15 pm. Art Pencek seconded the motion. The vote was unanimous in favor, and the motion passed. (Travis Greenwalt had left the meeting at 7:30 pm and did not vote on this item.)

#### **Checking Account**

<b>Date</b>	<b>Description</b>	<b>Charge</b>	<b>Deposit</b>	<b>Balance</b>
	Balance from February meeting			\$32,920.73
2/12/2024	ICG-01-24: CFAC Purchase of Tractor	(\$10,000.00)		\$22,920.73
2/13/2024	Watkins reimbursement		\$52.78	\$22,973.51
2/13/2024	Transfer to Petty Checking 0928	(\$1,500.00)		\$21,473.51
2/21/2024	Reimbursement from LCCD for WMGAC Food		\$315.21	\$21,788.72
3/6/2024	OpMG-01-24: MNHC microscope repair	(\$500.00)		\$21,288.72
	<b>Totals</b>	<b>(\$12,000.00)</b>	<b>\$367.99</b>	
	<b>NET TOTAL</b>	<b>(\$11,632.01)</b>		



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**Petty Checking Account**

Date	Description	Charge	Deposit	Balance
	Balance from February meeting			\$557.29
2/12/2024	Tagliare Deli: Meal for Feb. Board Meeting	(\$146.44)		\$410.85
2/13/2024	Transfer from Checking 0954		\$1,500.00	\$1,910.85
2/23/2024	Forestry Supplies: Two padded, zipped field folders	(\$95.40)		\$1,815.45
3/1/2024	Zoom: monthly subscription for Watkins and Vogt	(\$33.18)		\$1,782.27
3/5/2024	City of Missoula: downtown parking for meeting	(\$2.00)		\$1,780.27
	<b>Totals</b>	<b>(\$277.02)</b>	<b>\$1,500.00</b>	
	<b>NET TOTAL</b>	<b>\$1,222.98</b>		

**Savings Account**

Date	Description	Charge	Deposit	Balance
	Balance from February meeting			\$58,495.89
2/29/2024	Interest		\$3.70	\$58,499.59
	<b>Totals</b>	<b>\$0.00</b>	<b>\$3.70</b>	
	<b>NET TOTAL</b>	<b>\$3.70</b>		

**DA Davidson Account**

Date	Description	Charge	Deposit	Balance
	Balance from February meeting			\$197,624.88
2/29/2024	Change in account value	(\$2,980.94)		\$194,643.94
	<b>Totals</b>	<b>(\$2,980.94)</b>	<b>\$0.00</b>	
	<b>NET TOTAL</b>	<b>(\$2,980.94)</b>		

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

Date	Description	Charge	Deposit	Balance
	Balance from February meeting			\$446,206.22
2/12/2024	MC Telephone Services: monthly landline charge	(\$50.00)		\$446,156.22
2/12/2024	MC Telephone Services: monthly cellphone charge	(\$83.20)		\$446,073.02
2/12/2024	Missoula Office City: case of paper for copy machine	(\$85.14)		\$445,987.88
2/12/2024	MCDEE: Sept-Dec23 Building Utilities and Services	(\$1,331.76)		\$444,656.12
2/12/2024	Minuteman Press: Envelopes, Car magnets, nametags	(\$812.25)		\$443,843.87
2/12/2024	Montana State Fund: 2024 annual premium installment	(\$276.67)		\$443,567.20
2/12/2024	FIB Mastercard: gas card	(\$54.07)		\$443,513.13
2/12/2024	PP 4	(\$9,746.16)		\$433,766.97
		<b>Totals</b>	<b>\$0.00</b>	
		<b>NET TOTAL</b>	<b>(\$12,439.25)</b>	

Voting Record – CD Supervisor	IN FAVOR	OPPOSED	ABSTAIN
Tim Hall	6	-	-
Libby Maclay*	5	-	-
Travis Greenwalt *	2	-	-
Paul Parson	-	-	-
Art Pencek	6	-	-
Robert Schroeder	6	-	-
Sidney Wills	-	-	-

\*Supervisor Libby Maclay joined the meeting at 6:00 pm following the vote to approve the meeting minutes. Supervisor Travis Greenwalt left the meeting at

The next Missoula Conservation District meeting is scheduled for **Monday, April 8, 2024, at 5:30 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: February 13 – March 11, 2024

### *Sonja Skovlin, Outreach and Office Coordinator*

#### Office Operations:

- Checked District's general email and QuickBooks accounts; received/distributed agency mail daily.
- With input from Vogt and Watkins,
  - Prepared agenda, minutes, and financial report for monthly meeting packet, as well as all other relevant documents related to the business of the meeting.
  - Sent Supervisor packets to Supervisors; sent agenda, January approved minutes, and February draft minutes to partners; posted agenda & approved minutes on the CD website; sent Zoom links to Supervisors, partners, and applicants/invitees.
  - Set up conference room for meeting and arranged for light meal.
- Prepared discussion items and participated in weekly staff meetings.
- ***NEW! Created weekly detailed list of Work Priorities/Calendar; discussed with and submitted to Watkins***
- Created labels for cabinet drawers, 310 information

#### 310 Processing:

- Processed 4 310 Permit Applications and updated 310 Excel spreadsheet
- 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
- Communicated with applicants about site inspection visits
- Prepared 310 site inspection folders for Supervisor, FWP personnel

#### Bookkeeping/Accounting/Insurance

- 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.
- With Watkins, filed MSF Payroll Report; also submitted Online Access request form
- Ran Budget vs. Actual report and discussed line items in question with Watkins and Vogt
- Updated FSB online banking access, as well as resolving QuickBooks issues

#### Outreach

- Put together area high school guidance counselor contacts list for distribution of MACD scholarship information; composed and sent email listing and promoting upcoming opportunities for students.
- Two Instagram posts/week
- Set up time to work with K. Webb to deal with some Facebook issues
- Created Volunteer spreadsheet in Excel, uploaded to Box

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- With Vogt, created and sent reminder to Envirothon coaches about registration forms
- Sent Fall/winter newsletter to MACD listserv; solicited ideas for spring/summer newsletter from Watkins, Vogt, Hall
- Participated in MACD Education Outreach virtual mtg that focused on MT Soil Health Week (3/6)

Special Assignments:

- Per Watkins' request, attended building safety committee meetings (2/15, 3/8)
- Did information training/research on Records Retention and Disposition (also known as RIM: Records Information Management); led discussion on this with Watkins and Vogt for guidance
- Attended retirement party for Jerry Marks on 2/29
- Participated in MACD Scholarship meeting on 3/5 (Note to Board: this commitment ends in early April, after finalists have been selected)
- Worked with County Maintenance team to have tack board installed on wall outside of office; led discussion with Watkins and Vogt for guidance/input on what to post  
*0 hours Sick Leave, 4 hours Vacation, 6 hours Holiday Pay*

***Bryan Vogt – Conservation Program Specialist***

Office Administration:

- Assisted in taking notes at the February 9<sup>th</sup> Board meeting
- Assisted with assessing discrepancies in mill levy records between county reports and QuickBooks
- Updated annual work plan based on Watkins' meeting with Personnel Committee

Program Assistance:

- 310 Program: Assisted with 1 inquiry call and 1 office drop in
- Grants Program:
  - Updated MCD Grants reporting forms
  - Developed MCD Grants Program master email notification list; sent 2<sup>nd</sup> notification of open cycle
  - Answered multiple MCD Grants program inquiries from the public
  - Received new MCD Grant applications for processing
  - CEG-01-24 Moy Marshall Creek Riparian Fence:
    - Sent fully executed grant agreement contract and reporting forms to recipient
  - ECS-01-22 WEN Family Citizen Science Program
    - Reviewed interim report submitted by recipient
  - ECS-02-22 Missoula Bear Smart
    - Approved request for timeframe extension
  - ICG-02-24 Farmer Tool Library:
    - Finalized grant agreement contract; sent award letter and payment
  - OpMG-01-24 Montana Natural History Center
    - Mailed award letter and payment

- RPG-01-23 Siegel Rattlesnake Creek:
  - Correspondence with applicant on project timeframe
- 23G-22-3734 Local TIP Support & Area 5 Training:
  - Set meeting time with DNRC MEPA specialist to review EA checklist requirements
- CDG-24-3781 Lower Grant Creek Conceptual Designs:
  - Submitted request for grant amendment for SOW changes and timeframe extension
  - Downloaded and processed grant amendment for Hall's signature
- FY 2024 CDA Grant
  - Submitted application for MACD dues opt-in assistance
- MACD Water Quality Mini Grant: Managing Horses for Water Quality:
  - Obtained Hall's signature on grant agreement
  - Returned executed grant agreement to MACD
- Envirothon:
  - Sent 4 Missoula area team registration forms to Cascade CD
  - Processed request for financial support to assist with team lodging expenses
- Montana Native Seed Network (MTNSN):
  - Corresponded with M. Butts and A. Mattson on MTNSN activities
  - Set initial meeting time to meet new Native Seed Program Manager
- Pollinator Program:
  - Corresponded with Green Mountain CD Administrator on 2024 pollinator events and seed program
  - Developed 2024 Western Montana wildflower seed mix species list
  - Inventoried current supplies and developed list of materials needed for 2024 program
  - Met with MBHI to promote MCD wildflower pollinator habitat seed mix
  - Met with UM honeybee expert, Dr. Scott Debnam, regarding partnering on pollinator efforts
  - Met with Marirose Kuhlman to discuss efforts needed to assist native bee populations
- Soil Health Program:
  - Begin initial planning efforts for Montana Soil Health Day event
  - Participated in Cultivating Living Soils webinar
  - Set potential meeting date with CFAC's new Tool Librarian

#### Technical Assignments:

- Managed No-Till Drill equipment rental program:
  - Drill inquiry calls (1) and emails (2)
  - Reservations (1)
- Site visit to Council Groves Apts. to provide technical assistance on pollinator project ideas
- Provided landowner technical assistance regarding noxious weed control
- Developed overview presentation from Montana Water Rights and Regulation webinar training

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Communication and Outreach:

- Updated MCD website with revised meeting time

Training:

- Participated in MCDEO Roundtable training on Workplace Mental Health  
*8 hrs Holiday Leave (Presidents Day); 6.5 hrs Sick Leave*

***Radley Watkins, Executive Director***

Office Administration:

- Coordinated the February District Board meeting.
- Reviewed/edited/approved draft February meeting minutes.
- Approved and submitted staff timesheets to County Payroll and entered payroll in Quick Books.
- Worked with Missoula County Accounts Payable Specialist to resolve discrepancies in accounting and request accurate County financial reports.
- Conducted staff meetings, reviewed weekly detailed list of work priorities/calendar and updated Chairman Hall periodically.
- Organized file room.
- Made edits to Employee Handbook and submitted to Personnel Committee for review.
- Met with Personnel Committee.
- With staff and Chairman Hall, drafted and approved agenda for March District meeting.
- Created Zoom Link for March Supervisor meeting and passed to Skovlin.
- Wrote Chairman update for March meeting.
- Reviewed Vogt's and Skovlin's work, including Employee Reports, invitee list, upcoming events, & claims.
- Revised 2024 work plans and submitted to Personnel Committee for review.
- Met with EC&RMG partners to begin planning 2024 County Fair involvement.
- Worked with Skovlin and Vogt on balancing accounts.
- Had a phone conversation with County Elections Office to determine cost of having supervisors on ballot.
- Communicated with Rocky Mountain Insurance about Supervisor accident insurance.
- Worked with MACD staff on website improvements.
- Worked with Attorney Hart and DNRC CARD staff to determine need of surety bonding.
- Communicated with Commissioner Vero regarding small-scale ag grant funding.
- Worked with County Payroll to bring all approved payroll changes up to date.
- Attended the workplace mental health training.
- Finished writing thank you notes for sponsors and speakers of the WMGAC.
- Communicated with Attorney Hart regarding CD issues.
- Reviewed FY24 budget and look into adding new BARS categories.
- Attended Jerry Marks retirement celebration.
- Contacted Youth Camp about MCD involvement.

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- Worked with NRCS to plan Local Work Group.
- Had a meeting with WQD regarding overlapping projects.

#### 310 Law Administration:

- Followed up on 310 actions taken at February District Board meeting by writing emails and letters.
- Processed four (4) new 310 applications and had discussions about two (2) more.
- Spoke with Dave Rath's contractor regarding CM xx23 (MSxx23) and pond construction.
- Communicated with Mineral CD Supervisor regarding standards for utility boring.
- Communicated with Bill Burdick, DNRC Forester, about Ninemile Creek, and SMZ.
- Met with City of Missoula, US ACE, FWP, and projects consultants at Caras Park to discuss proposed Clark Fork River restoration and access project.
- Attended a Smurfit outfall pipes meeting with WQD, FWP, DEQ, and Chairman Hall.
- Wrote draft letters for Board regarding Smurfit outfall pipes.
- Communicated with City, County, landowners and their attorney regarding County 310 in Cherry Gulch.
- Commented on the Aspire Subdivision.
- Worked with City Stormwater, DEQ, and Flathead Bio Station to determine if herbicide application in riparian buffer requires a permit.
- Communicated with Chairman Hall and Supervisor Pencek on existing unpermitted bridge policy and permit requirements.
- Communicated with DNRC regarding their ability to provide Gilly to all districts in perpetuity.
- Conducted two 310 site inspections with Supervisor Penchek and Knotek.
- Conducted one site inspection with Supervisor Parson and Rosenthal.

#### Program Management:

- Set up meeting with County Open Lands Project Manager, Kali Becher, to respond to County's request to participate in Good Neighbor Handbook rewrite.
- Attended MACD Outreach Committee Meeting to plan upcoming Statewide events and create material for districts.
- Communicated with Vicky Watson regarding Central Clark Fork Watershed Restoration Plan, and two landowners who needed restoration assistance.
- Communicated with CFAC's regarding tips for new Tool Library and shared MCD resources.
- With Supervisor Parson, visited a landowner who was interested in MCD grant.
- Worked on NPSP Horse Workshop scheduling.
- Attended Bear Smart Working Group meeting.
- Attended Missoula Valley Growers meeting and help facilitate FWP visiting a local orchard to discuss being Bear Smart.
- Sent emails to teachers pushing them to get Envirothon applications in.
- Attended Missoula Regional Connectivity Group meeting.

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- With Chairman Hall attended County Grant Creek project meeting.
- Attended Living Soils webinar.
- Met with Vogt and UM Professor to discuss involving scientific recommendations into Pollinator Program.
- Reviewed to request for comment from planning and shared with Associate Supervisor Schoeder.

*\*8 hrs. Holiday Pay – President's Day, 4 hrs. Vacation, 3.5 hrs. Sick Leave*

APPROVED