



Lewis and Clark Conservation District

790 Colleen Street, Helena MT 59601 406.502.8591 <https://lewisandclarkcd.org>

REGULAR MEETING NOTICE

September 11, 2025

1:00 pm

USDA SERVICE CENTER CONFERENCE ROOM

790 Colleen Street, Helena MT

& Via Zoom Conferencing

<https://lewisandclarkcd.org/september-2025-regular-board-meeting/>

1pm-Call to Order

- Introductions
- Review Governance Calendar for September/October
- Minutes —August 2025
- Financial Statement—August 2025
- Outstanding Bills
- Supervisor absences

Correspondence

Public Comment

Reports

Printed reports are absolutely welcome.

NRCS

DNRC

SRWG

MRCDC

LHWG

Helena CORE

Weed District

MACD

Area Meeting

Convention attendance?

Supervisor Reports

Staff Reports

Old Business

Update on Supervisory Residency Area changes

Planning Board

Mesonet Project Update

New Business

Brushy Toe Grant approval?

Request for Planning Grant Sponsorship-Threemile Dam

310 Permit Applications

EM-03-25 Steinbach

LC-17-25 Opar

**some of these may not be acted upon due to need for inspections or additional information.

Other Business

Upcoming Events & meetings

September 11-LCCD Board Meeting-Helena 1 pm

September 17-MCDEO Roundtable

October 1-MACD Area 6 Meeting-Ennis

October 9-LCCD Board Meeting-Helena 1 pm

November 13-LCCD Board Meeting-Helena 1 pm

November 18-20-MACD Convention Billings Doubletree

December 11-LCCD Board Meeting-Helena 1 pm

Announcements

Next meeting—October 9, 2025, Helena USDA Service Center Field Office, Helena Montana, 1 pm.
Potential need for backup location, given the possibility of a government shutdown.

Aug Report for Sep meeting**09/11/25 Bd Rpt**Received financial reports from Chris Evans, Dist Admin, L&C Cons Dist, **09/02/2025**

Balance Sheet	Prior Month	Current Month	Difference
Assets			
Checking Account	\$10,552.16	\$9,683.33	
Savings Account	\$228,782.55	\$213,786.39	
CD (cert of deposit) Short Term	\$22,375.82	\$22,375.82	
CD (cert of deposit) 13 Month	\$15,000.00	\$15,000.00	
CD (cert of deposit) 90 Day	\$15,000.00	\$15,000.00	
CD (cert of deposit) 6 Month	\$15,000.00	\$15,000.00	
Total Assets	\$306,710.53	\$290,845.54	\$15,864.99
Payroll Liabilities	\$825.17	\$38.56	
Total Equity	\$305,885.36	\$290,884.10	
Total Liabilities & Equity	\$306,710.53	\$290,845.54	\$15,864.99

The number in Difference column represents the difference in Assets, Liabilities & Equity for the current month, they should match!

Financial Statement	Prior Month end	Current Month start	Difference
Checking Account	\$10,552.16	\$10,552.16	\$8,725.68
Total Withdrawals (employee pay, savings, cd transfers, etc)	\$13,349.90	\$16,259.37	
Total Deposits (including interest & savings transfers)	\$4,624.22	\$15,390.54	
Ending Balance	\$1,826.48	\$9,683.33	\$0.00

The number in the difference column should be \$0.00, if not, there an issue to be resolved.

Employee Taxes {MPERA, MT State Fund, EFTPS (Fed Taxes), MT Dept of Rev}	\$4,940.97	\$5,821.05	\$880.08
Employee Pay (including pre-tax health benefit)	\$7,268.04	\$7,268.04	\$0.00

The number in the difference columns indicate the differences from last month to the current month

Profit & Loss Budget vs Actual	Prior Month	Current	Difference
	\$71,457.98	\$56,456.72	\$15,001.26

Notes or Discrepancies:

I recommend approving the financial report as presented and paying all the bills. I have reviewed the Governance calendar and all the proper tax payments have been made.

Jeanette Nordahl, Treasurer & Lincoln Area Supervisor**09/05/25**

12:02 PM

09/08/25

Cash Basis

Lewis & Clark Conservation District

Balance Sheet

As of July 31, 2025

	<u>Jul 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
101000 · Valley Bank - Checking	10,552.16
101001 · Valley Bank - Savings	228,782.55
102105 · Valley Bank-Employee Leave P...	22,375.82
102106 · Valley Bank CD-13 month-2812	15,000.00
102107 · Valley Bank CD-90 day-2790	15,000.00
102108 · Valley Bank CD-6 mo-2804	15,000.00
Total Checking/Savings	<u>306,710.53</u>
Total Current Assets	<u>306,710.53</u>
TOTAL ASSETS	<u>306,710.53</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
201200 · Payroll Liabilities	
201202 · MPERA-Employee	780.07
201203 · Unemployment Ins.	-54.90
201205 · 457B	100.00
Total 201200 · Payroll Liabilities	<u>825.17</u>
Total Other Current Liabilities	<u>825.17</u>
Total Current Liabilities	<u>825.17</u>
Total Liabilities	825.17
Equity	
260000 · Opening Bal Equity	3,685.52
3900 · Opening Balance	230,741.86
Net Income	71,457.98
Total Equity	<u>305,885.36</u>
TOTAL LIABILITIES & EQUITY	<u>306,710.53</u>

Approved
by _____

Date _____

09/08/25

Lewis & Clark Conservation District
Month End Financial Statement
As of August 31, 2025

Type	Date	Num	Name	Memo	Amount	Balance
101000 · Valley Bank - Checking						10,552.16
Liability Check	08/01/2025	ACH Pymt	MPERA	6358	-880.08	9,672.08
Deposit	08/01/2025			Deposit	251.74	9,923.82
Check	08/04/2025	DC-Chris	Google	Google Workspace Account	-48.53	9,875.29
Paycheck	08/08/2025	DD	Evans, Christina M.		-2,079.49	7,795.80
Paycheck	08/08/2025	DD	Kremer-Herman, Josep...		-1,366.00	6,429.80
Check	08/08/2025	DD	Kremer-Herman, Josep...	pre-tax health benefit	-188.53	6,241.27
Check	08/11/2025	DC-Chris	Verizon Business	Account #442716113-00001	-117.52	6,123.75
Transfer	08/12/2025			Funds Transfer	15,000.00	21,123.75
Check	08/14/2025	5528	Lee Enterprises	102-60127217	-208.95	20,914.80
Check	08/14/2025	5529	MCDEO	various	-2,030.96	18,883.84
Check	08/14/2025	5530	Joe Kremer-Herman	Travel Reimbursement -June/July	-239.40	18,644.44
Check	08/14/2025	DC-Chris	Lambkins	Board meeting expenses and lunch	-210.28	18,434.16
Liability Check	08/15/2025	ACH Pymt	MPERA	6358	-880.07	17,554.09
Check	08/21/2025	DC-Chris	Fairmont Hotsprings	Training lodging-Evans	-167.60	17,386.49
Paycheck	08/22/2025	DD	Evans, Christina M.		-2,079.49	15,307.00
Paycheck	08/22/2025	DD	Kremer-Herman, Josep...		-1,366.00	13,941.00
Check	08/22/2025	DD	Kremer-Herman, Josep...	pre-tax health benefit	-188.53	13,752.47
Deposit	08/25/2025			Deposit	138.80	13,891.27
Check	08/26/2025	DC-Joe	USPS	310 Certified mail	-10.05	13,881.22
Check	08/27/2025	ACH Pymt	FNBO	Credit card payment act ending in...	-136.99	13,744.23
Liability Check	08/29/2025	ACH Pymt	EFTPS	81-0359501	-2,788.90	10,955.33
Liability Check	08/29/2025	ACH Pymt	Montana Dept. of Reve...	4020971-002-WTH	-391.92	10,563.41
Liability Check	08/29/2025	ACH Pymt	MPERA	6358	-880.08	9,683.33
Total 101000 · Valley Bank - Checking					-868.83	9,683.33
101001 · Valley Bank - Savings						228,782.55
Transfer	08/12/2025			Funds Transfer	-15,000.00	213,782.55
Deposit	08/31/2025			Interest	3.84	213,786.39
Total 101001 · Valley Bank - Savings					-14,996.16	213,786.39
102105 · Valley Bank-Employee Leave Payo						22,375.82
Total 102105 · Valley Bank-Employee Leave Payo						22,375.82
TOTAL					-15,864.99	245,845.54

Approved By _____

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09/08/25

Cash Basis

Lewis & Clark Conservation District
Profit & Loss Budget vs. Actual
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Taxes & Assessments				
311010 · County Mill Levy	170,855.89	170,113.00	742.89	100.4%
312372 · Permissive Levy for Benefits	13,616.78	12,000.00	1,616.78	113.5%
Total 310000 · Taxes & Assessments	184,472.67	182,113.00	2,359.67	101.3%
334000 · State Grants				
334005 · Grant Administration Costs	1,891.08	9,000.00	-7,108.92	21.0%
334007 · 310 Funding	0.00	3,500.00	-3,500.00	0.0%
334000 · State Grants - Other	23,299.65	75,000.00	-51,700.35	31.1%
Total 334000 · State Grants	25,190.73	87,500.00	-62,309.27	28.8%
340000 · Charges for Goods and Services				
341009 · Workshops	0.00	200.00	-200.00	0.0%
341010 · Sale of Merchandise	55.00	200.00	-145.00	27.5%
340000 · Charges for Goods and Services - Other	15.00			
Total 340000 · Charges for Goods and Services	70.00	400.00	-330.00	17.5%
360000 · Other Revenue				
365000 · Contributions and Donations				
365010 · Annual Sponsor	725.00	1,500.00	-775.00	48.3%
365000 · Contributions and Donations - Other	2,839.37			
Total 365000 · Contributions and Donations	3,564.37	1,500.00	2,064.37	237.6%
360000 · Other Revenue - Other	138.80			
Total 360000 · Other Revenue	3,703.17	1,500.00	2,203.17	246.9%
371000 · Interest Income	37.75	50.00	-12.25	75.5%
Total Income	213,474.32	271,563.00	-58,088.68	78.6%
Gross Profit	213,474.32	271,563.00	-58,088.68	78.6%

Approved _____ Date _____

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Cash Basis

Lewis & Clark Conservation District
Profit & Loss Budget vs. Actual
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Expense				
410000 · General Government				
410540 · Treasury				
410551 · Payroll Expenses				
410552 · Wages	77,000.16	120,000.00	-42,999.84	64.2%
410553 · MPERA-Employer	7,025.58	10,884.00	-3,858.42	64.5%
410554 · Workers Comp	990.18	700.00	290.18	141.5%
410555 · Payroll Taxes	6,682.21	11,000.00	-4,317.79	60.7%
410556 · Health Benefits	1,600.00	2,400.00	-800.00	66.7%
410557 · PML Health Benefits	4,000.00	12,000.00	-8,000.00	33.3%
410558 · Health Benefits-Res.Tech.	5,600.00	2,400.00	3,200.00	233.3%
410551 · Payroll Expenses - Other	136.77	0.00	136.77	100.0%
Total 410551 · Payroll Expenses	103,034.90	159,384.00	-56,349.10	64.6%
Total 410540 · Treasury	103,034.90	159,384.00	-56,349.10	64.6%
411800 · Other General Govt Services				
411830 · Association Dues	0.00	900.00	-900.00	0.0%
Total 411800 · Other General Govt Services	0.00	900.00	-900.00	0.0%
Total 410000 · General Government	103,034.90	160,284.00	-57,249.10	64.3%
480000 · Conservation of Nat Res.				
480200 · Supplies				
480210 · Office Supplies	151.93	2,000.00	-1,848.07	7.6%
480211 · Marketing	0.00	200.00	-200.00	0.0%
480250 · Supplies for Resale	0.00	500.00	-500.00	0.0%
480200 · Supplies - Other	245.46			
Total 480200 · Supplies	397.39	2,700.00	-2,302.61	14.7%
480300 · Purchased Services				
480304 · Employee Cell Phones	936.78	1,350.00	-413.22	69.4%
480305 · Phone Stipend	0.00	1,200.00	-1,200.00	0.0%
480306 · Google Workspace	350.93	520.00	-169.07	67.5%
480310 · Postage	8.19	400.00	-391.81	2.0%
480330 · Publicity, Dues and Subscriptio				
480331 · Advertising/Publicity/Marketing	487.73			
480333 · Subscriptions	1,274.91	1,275.00	-0.09	100.0%
480330 · Publicity, Dues and Subscriptio - Other	714.99			
Total 480330 · Publicity, Dues and Subscriptio	2,477.63	1,275.00	1,202.63	194.3%
480360 · Repairs and Maintenance	1.79	1,000.00	-998.21	0.2%
480370 · Travel Expenses	1,441.46	5,000.00	-3,558.54	28.8%

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Cash Basis

Lewis & Clark Conservation District
Profit & Loss Budget vs. Actual
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
480380 · Education				
480381 · Seminar Expenses	0.00	500.00	-500.00	0.0%
480382 · Training	1,299.70	4,500.00	-3,200.30	28.9%
480383 · Camp Sponsorships	1,000.00	1,000.00	0.00	100.0%
480385 · Envirothon	0.00	2,500.00	-2,500.00	0.0%
480380 · Education - Other	165.20			
Total 480380 · Education	2,464.90	8,500.00	-6,035.10	29.0%
Total 480300 · Purchased Services	7,681.68	19,245.00	-11,563.32	39.9%
480400 · District Projects				
480410 · Meeting Expense				
480411 · Board Meetings	478.03	800.00	-321.97	59.8%
480412 · MACD	0.00	1,000.00	-1,000.00	0.0%
480413 · Virtual Mtg. Account	165.90	200.00	-34.10	83.0%
480414 · Area 6	0.00	100.00	-100.00	0.0%
480415 · Employee Organization	0.00	50.00	-50.00	0.0%
480416 · Local Work Group	0.00	150.00	-150.00	0.0%
Total 480410 · Meeting Expense	643.93	2,300.00	-1,656.07	28.0%
480417 · Pollinator Initiative	0.00	250.00	-250.00	0.0%
480420 · 310 Expenses	473.67	450.00	23.67	105.3%
480400 · District Projects - Other	69.66			
Total 480400 · District Projects	1,187.26	3,000.00	-1,812.74	39.6%
480460 · Bank Service Charges				
480462 · PayPal fee	-10.81	50.00	-60.81	-21.6%
480460 · Bank Service Charges - Other	8.26	50.00	-41.74	16.5%
Total 480460 · Bank Service Charges	-2.55	100.00	-102.55	-2.6%
480700 · Grants, Contributions, Donation				
480730 · Donations				
480740 · Watershed Support				
480742 · SRWG	4,000.00			
480740 · Watershed Support - Other	0.00	4,000.00	-4,000.00	0.0%
Total 480740 · Watershed Support	4,000.00	4,000.00	0.00	100.0%
480730 · Donations - Other	3,190.00	2,434.00	756.00	131.1%
Total 480730 · Donations	7,190.00	6,434.00	756.00	111.8%

Approved _____ Date _____

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Cash Basis

Lewis & Clark Conservation District
Profit & Loss Budget vs. Actual
 January through August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
480770 · State	31,217.92	75,000.00	-43,782.08	41.6%
480700 · Grants, Contributions, Donation - Other	250.00			
Total 480700 · Grants, Contributions, Donation	38,657.92	81,434.00	-42,776.08	47.5%
480900 · Capital Outlay				
480940 · Machinery and Equipment	0.00	3,000.00	-3,000.00	0.0%
Total 480900 · Capital Outlay	0.00	3,000.00	-3,000.00	0.0%
Total 480000 · Conservation of Nat Res.	47,921.70	109,479.00	-61,557.30	43.8%
510000 · Miscellaneous				
510300 · Other Unallocated Costs				
510330 · Comp Liability Insurance	4,926.00			
510335 · Surety Bond	210.00			
Total 510300 · Other Unallocated Costs	5,136.00			
Total 510000 · Miscellaneous	5,136.00			
Total Expense	156,092.60	269,763.00	-113,670.40	57.9%
Net Ordinary Income	57,381.72	1,800.00	55,581.72	3,187.9%
Other Income/Expense				
Other Expense				
480600 · Other Expenses				
480602 · Water Test Cost Share	75.00	450.00	-375.00	16.7%
480608 · Montana Biological Weed Control	850.00	850.00	0.00	100.0%
480609 · Augusta FFA	0.00	500.00	-500.00	0.0%
Total 480600 · Other Expenses	925.00	1,800.00	-875.00	51.4%
Total Other Expense	925.00	1,800.00	-875.00	51.4%
Net Other Income	-925.00	-1,800.00	875.00	51.4%
Net Income	56,456.72	0.00	56,456.72	100.0%

Approved _____ Date _____

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MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES	BOARD RESPONSIBILITIES	ADMINISTRATOR RESPONSIBILITY OUTSIDE OF BOARD MEETING
SEPTEMBER	At the Board Meeting	Outside the Board Meeting	Outside (or prior to) Board Meeting
	Treasurer/Finance Committee duties: (may be included in the Consent Agenda)	Treasurer/Finance Committee Before the Board Meeting	
	Treasurer's Report August Treasurer's report presented for board approval	Review August's financials per board policy and create written report for September meeting minutes	7 days prior to September Board meeting, prepare and forward financial reports to Treasurer/Finance Comm for monthly review per CD policy
	Authorization of Expenses September expenses presented for board approval	Review September expense payments and make recommendation to the board for approval	Filing of Minutes -Submit approved August minutes to County Clerk and Recorder and DNRC's CDB
	Payroll Taxes August payroll taxes paid & presented for board approval	Review Payroll Tax report to ensure payments have been submitted.	Pay September's Payroll Taxes
	Grant Applications: Applications for DNRC Fall Grant Cycle		Make MPERA Payments 1 week after pay day
			Ensure paperwork has been submitted for Supervisor Elections.
	Secretary duties:		Complete quarterly payroll reports and pay UI tax
	Minutes August board minutes presented for review & approval		Prepare for MACD Area Meetings and representative election.
	Signature Presiding officer signs board minutes		Organizes and distributes Resolutions for board review and approval.
			CDA Grant Reporting
	Administrator reports:		Complete 3rd quarter payroll reports and pay UI Tax
	Filing of Minutes. Minutes are sent to the County Clerk each month.		
	ADDITIONAL BOARD ITEMS FOR DISCUSSION AND APPROVAL		
	Review dates of MACD Fall Convention and attendance details.		
	ACTION ITEM: MACD Resolutions Due by September 1st. Board checks that all Resolutions have been submitted to MACD prior to August 15th. Review and approve any resolutions ready for consideration.		
	ACTION ITEM: Review and discuss all resolutions submitted by Area and vote on your district's stance for Area Meeting.		
	ACTION ITEM: Identify and appoint a supervisor to represent your district at the upcoming Area Meeting.		
	IMPORTANT DATE: Area Meeting and Elections of MACD Board Representative (August or September)		
	Other agenda items as needed		

OCTOBER

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES		BOARD RESPONSIBILITIES	ADMINISTRATOR RESPONSIBILITY
	At the Board Meeting		Outside the Board Meeting	Outside (or prior to) Board Meeting
	Treasurer/Finance Committee duties:		Treasurer/Finance Committee <u>Before</u> the Board Meeting	
	Treasurer's Report September's Treasurers report presented for board approval		Review September's financials per board policy and create written report for Oct meeting minutes	7 days prior to October Board meeting, prepare and forward financial reports to Treasurer/Finance Committee for monthly review per CD policy
	Authorization of Expenses September expenses presented for board approval		Review October expense payments and make recommendation to the board for approval	Submit approved September minutes to County Clerk and Recorder's office and DNRC's CDB
	Payroll Taxes September payroll taxes paid & presented for board approval		Review Q-3 financials and present to the board	Begin process of revising budget and operational plan based on Mill Levy notice.
	Payroll Taxes 3rd quarter payroll reports have been filed		Review Payroll Tax reports to ensure payments have been submitted	Make MPERA Payments 1 week after each pay day
	Review of 3rd Quarter Financials Profit & Loss vs. Budget and End of Month Reports presented for board review & approval			Gather and distribute Resolutions for board discussion on district stance on resolutions approved at Area meeting
	Secretary duties:		Designated board members:	Pay October's Payroll Taxes
	Minutes September board minutes presented for review & approval		Begin work with the Administrator to draft the annual budget and operational plan.	Update progress on Ops plan and be prepared for reporting
	Signature Presiding officer signs board minutes			Grant Reports: Timely filing of DNRC grant reports
	Administrator:			
	Presents: Operations Plan Report - 3rd quarter annual operational work plan for review & approval; review of website metrics			
	Additional board items for discussion and/or approval		Designated board members - Administrator's Annual Evaluation:	
	ACTION ITEM Designate two supervisors to lead District for officer and committee appointments/elections & orientation of new supervisors		Based on policy, procedure, & plan, organize & collect information for the administrator's annual review	
	ACTION ITEM Review and discuss all resolutions that passed at the Area meetings and vote on your district's stance for the MACD meeting			
	ACTION ITEM Designate a supervisor to represent your district during the MACD Convention			
	Other agenda items as needed			



REPORT TO MT CONSERVATION DISTRICTS SEPTEMBER 2025

Catey's Comments

Hello CDs!

The September report includes updates featured in the CDB newsletter, please refer to the newsletter for more detailed information.

The FY26 P3 Grant Cycle 1 opens September 1st and closes October 15th. Check out the updated 2025-2026 grant guidelines below.

CDB has implemented a 2-grant limit for the Education Mini grants. We decided to make this change due to funding limitations and to ensure Education Mini funding is disbursed fairly to all CDs. CDs can combine grants under one application if the funding request is at or below \$5,000. Please reach out if you have questions.

CDB will host an ARMs Workgroup Meeting tomorrow, August 28th from 2:00 – 4:00 pm. The Zoom meeting link is below. The ARMs process will help CDB review rules related to definitions, application processes including review and ranking, and grant terms and conditions. If you cannot attend the meeting but have input, you can email Stephanie. Her email is below.

Legal services reminder - DNRC is no longer able to provide legal services for CDs. MACD will now provide legal services. CDs should reach out to their county attorney as a first stop for legal services.

FY26 P3 CYCLE 1 OPENS SEPTEMBER 1ST AND CLOSES OCTOBER 15TH

- The FY26 Planning, Project, and Pollinator Grant Cycle 1 runs from September 1st to October 15th.
- As in previous grant cycles, submitted applications will be featured online for viewing and public comment. Applicants will be required to upload a project photo or the CD's logo to accompany the project synopsis online.
- CDs submitting multiple applications must provide a prioritize statement in their submission.
- Applications must be submitted via Submittable at: <https://grants.dnrc.mt.gov/submit>
- [2025-2026 CD Grant Program Guidelines](#)

CHANGE TO EDUCATION MINI GRANT PROGRAM

- Due to limited funding and an increase in funding requests, it has become necessary to implement a limit of two education mini grants per CD. While multiple applications can be submitted, CDs will be requested to prioritize projects and only two will be awarded per fiscal year at this time. This change will help ensure that CD grant funding is distributed equitably, allowing CDs across the state to benefit from the program. By setting this cap, we aim to maximize the impact of each grant cycle while maintaining fairness to every CD.
- We understand this is a change from how CDs received grant funding for these education projects in the past. The CDB team appreciates your understanding as we implement new strategies to ensure grant funding makes the greatest impact.

DNRC ADMINISTRATIVE RULES OF MT (ARMS) FOR CDB

- DNRC Conservation District and Development Division is looking for input from stakeholders for a comprehensive review, revision, and development of Administrative Rules of Montana (ARM) for the CDB.
- There is an ARMs Working Group meeting tomorrow, August 28th. RSVP to Nicole Hallsten Nicole.hallsten@mt.gov if you would like to attend.
 - ARMs Zoom meeting link: <https://mt.gov.zoom.us/j/84345620270?pwd=K95htzspT79Ifriub3qmXJbB5HfSbR.1>
 - Meeting ID: 843 4562 0270
Password: 506307
- You can also submit feedback to Stephanie at steph.criswell@mt.gov

CD LEGAL SERVICES

- As previously announced, DNRC is no longer able to provide legal support to CDs due to the potential for conflicts of interest between the Department and CDs. As such, MACD has assumed the role of providing these services.
- Pursuant to Sec. [76-15-319, MCA](#), districts should reach out to their county attorney as a first stop for legal services. If they are unable to assist, districts can hire their own legal counsel or work through MACD legal services.

UPCOMING EVENTS AND DEADLINES

August 28	ARMs CD Workgroup meeting, <i>Virtual</i>
August 29	Model Operations Q&A Session 2, <i>Virtual</i>
September 1	FY26 P3 Cycle 1 Opens, <i>Submittable</i> . Resolutions Due, <i>MACD</i>
September 11	CD revised/final budgets due to County Clerk, if needed
September 22	MACD Area 4 Meeting, <i>Harlowton</i>
September 23	MACD Area 2 Meeting, <i>Ekalaka</i>
September 24	MACD Area 1 Meeting, <i>Plentywood</i>
September 25	MACD Area 3 Meeting, <i>Big Sandy</i>
September 30	MACD Area 5 Meeting, <i>Charlo</i>
October 1	MACD Area 6 Meeting, <i>Ennis</i>
October 15	FY26 P3 Cycle 1 closes

Please contact me if you would like me to attend meetings via Zoom or in person.



Catey Bauer | Conservation District Specialist
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September 2, 2025

Re: August MRCDC Coordinator Report

MRCDC Council Members, Partners, and District Administrators:

Here are the activities the Missouri River Conservation Districts Council was up to during the month of August.

The CMR Community Working Group planning committee met mid-August. We discussed the options moving the Group forward. Here is a summary from that meeting:

- After the long break, we were brainstorming ideas of how to continue the Working Group and what 'success' may look like. We don't want to continue if we are having to push a rope, but if there is a need being met then we will continue.
- There are several opportunities for personal growth and learning that are occurring without us via the large role RSA and Winnett ACES now have in central MT compared to when the CMR Working Group began.
- We reviewed the survey we had put out to all stakeholders in February 2025, attached. It was clear that those who did take the time to answer wanted to see the Working Group continue in some capacity – mainly to stay connected to other stakeholders in the region.
- Is the CMR Working Group's role to fill the need of connecting people and community?
- If yes, what does the next meeting look like? Who needs to be there? Do we stick with those who show up, or try to reach out to all stakeholders we would like to see there?
- Molly did say that prior to this planning committee meeting, what she had brainstormed and was going to propose was a meeting with 2-3 hours for stakeholder updates, followed by an in-field tour of the CMR Invasive Grasses control project (about another 2 hours). See who shows up and go from there in the interest of continuing the Working Group.
- Molly will send a master list of stakeholders from past re-grouping efforts (attached). Bill will call a couple people to discuss this with and hear their thoughts on continuing the Working Group.
- With only three people at the Planning Committee meeting, we decided to think over our conversations, get any thoughts back to Molly on moving forward within the next week to 10 days, and likely follow up with another planning committee meeting.

We are still working to gather additional irrigator surveys to report repercussions from the 2024 Fort Peck Dam Test Flow before creating a final document of results. We have received information from 14 irrigators representing 38 pump sites. So far, the data we have accumulated is astonishing. We look forward to putting this report together and presenting it. Cameron Skinner is continuing to reach out to irrigators.

The US Army Corps of Engineers have resumed their stakeholder meetings for the Fort Peck Dam Test Flows. During this meeting, the USACE gave an overview of data collected during the 2024 Test Flow. They also mentioned we are proceeding as if there could be a Test Flow in 2026, although there is only a 1 in 5 chance per historical data and meeting all the requirements that need met. During the next meeting, yet to be scheduled, we will be reviewing potential designs of the next test flow.

The Milk River Watershed Alliance committee had a productive meeting in July approving updated MRWA Guidelines and approved our work plan. With no meeting in August, the next meeting will be September 23 at 7:30am.

Our current DNRC-CDB 707 grant is set to expire September 30, 2025, not the end of fiscal year. We applied for a new grant through Submittable that will begin on October 1, 2025. We have been awarded \$100,000. An amended budget has been resubmitted to match this.

The River Rendezvous went very well! A full report will be coming out soon, but I want to thank the Phillips County Conservation District, Malta Irrigation District, and the Glasgow Irrigation District for their help in organizing and presenting during the Rendezvous.

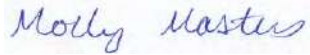
DNRC CARDD began a process of reviewing their Administrative Rules of Montana (ARM) they have in place for the Renewable Resource Grant and Loans program and Reclamation and Development Grants program. As of right now, the Conservation Districts Bureau (CDB) does not have any ARMs for implementing the grants given to conservation districts. A webinar was held August 15 to introduce all three of these DNRC grant programs and the purpose of convening the stakeholder group. On August 28, the CDB stakeholder group met to discuss what DNRC is hoping to gain through this stakeholder process. Through this process, DNRC would like to create ARMS for the CDB based on the HB223 bill from 1981. Comments from stakeholders are due September 8, with a whole stakeholder meeting set for September 11 to review.

The Ranching for Rivers committee met during the month of August and reviewed three applications. The review process is ongoing with additional questions being asked of the applicants. These projects will need to be completed by December 31, 2025, to be within this grant funding cycle. Applications are accepted on a rolling basis while funding lasts.

Other meetings I participated in or listened to over the month were the PCCD Board meeting, Woody Invasives Working Group core planning committee meeting, MACD Board meeting, and CEMIST's Quarterly meeting.

If you have any questions or follow up about the report or anything MRCDC, I can be reached at 406-454-0056 and mrcdc@macdnet.org.

Sincerely,



Molly Masters
MRCDC Coordinator

COMING UP

September

- 1: Labor Day, closed.
- 4: MACD-SSA subaward meeting
- 10: WIWG full group meeting
- 11: CARDD Grant Stakeholder group
- 15: MACD Board meeting
- 16: MWCC Watershed Symposium
- 17: CEMIST meeting
- 23: MRWA committee (7:30am)
- 23: MRCDC Exec. Committee (1:00pm)**
- 24: MACD Area 1 meeting, Sheridan CD
- 24: PCCD Board meeting
- 25: MACD Area 3 meeting, Big Sandy CD
- TBD: CMR CWG planning committee

October

- 1: MACD Area 6 meeting, Madison CD
- 6-8: Molly out
- 8-10: MT American Water Resources Association (AWRA) Conference
- 13: Columbus Day, closed.
- 15-16: MISC Quarterly meeting, Ft. Peck
- 20: MACD Board meeting
- 20-21: WPIC
- 22: CEMIST meeting
- 28: MRCDC Exec. Committee (1:00pm)**
- 29: PCCD Board meeting

November

- 4: Election Day
- 11: Veterans Day
- 18-20: MACD Convention
- 18-20: MRRIC Plenary meeting
- 27: Thanksgiving, closed.

Administrator's Report
2025 0911 Board Meeting

CD Related

- Filed the July approved minutes with DNRC and the County & posted them to the district website
- Payroll taxes paid for August, as well as the 2 MPERA payments
- Filed the map and updated area numbers for the revised residency areas with DNRC and with the Lewis and Clark County Elections Office and DNRC's CDB. We are good to proceed with appointing a 7th supervisor.
- Training: I attended and presented at Statewide Employee Training in Fairmont in August. It was really an outstanding training event, Wendy Jones and the rest of the planning group did a really great job with it. Turnout wasn't as high as in the past few years. I think we'll need to revise the timing somewhat for the future.
- Grants: of the 6 reports, we've only received payment for 2 of them. DNRC's CARDD division says we're in non-compliance with the Threemile project, even though at the meeting that we had with DNRC in October 2024, all seemed well. The grants are mostly spent and work under them is about 98% complete. Nicho Hash at the County Attorney's office has indicated a willingness to work with us on it, and I have filed their legal assistance application. I've met with the MACD Grant Consultant, and she indicated that the "Total Contract Value" for determining procurement in our documents, is for each individual grant contract, not the entirety of the project, which is a direct contradiction to what DNRC is saying. She gave me some wording to pass along to the County Attorney's office. I'm hoping to get a letter from the County Attorney's office stating their opinion on how we should move forward, to provide to DNRC. MACD's Legal will probably not be available for this, since it's originally a grant to them from DNRC, and DNRC funds that legal contract. Imagine that.
- I met with Workmosis on August 27th and they are going to propose an hourly rate for work with us. I do believe that it's time to make the move to QB online even though I hate it. When we make that move, we'll need to decide whether we want to do payroll services through QBO, or continue doing payroll manually. Workmosis can help us with that transition, or they can help with taking over payroll, w-2s, 1099's and the rest. I'll update you all when I have an estimated hourly cost. I opted for hourly versus a flat rate/month. Regardless of whether we opt to outsource to them, I will need their help moving our books to QBO.

Ongoing activity if/when I have "down time":

- ❖ Updating and linking Policies/Procedures that have already been created to the Governance Calendar and updating the hard copy versions
- ❖ Linking policies and procedures into the Table of Contents for the Operations Manual and the new Policy Manual. This will allow following employees to click those links and they can go directly to the most up to date version of each.

- ❖ We still have a number of policies/procedures that we need to finalize. As the Policy committee that volunteered–or were volunteered–at the last meeting approve them, I'll bring them to the board for adoption.
- ❖ Scanning 310 folders-still working on 2016
- ❖ CD Inventory update
- ❖ Working on updating all district related accounts to the "admin@lewisandclarkcd.org" to allow for an easier transition as we replace my position.

Things on my "keep track of" list:

- Planning Board update
- Realtor Workshop with the Sun River Watershed Group-I'd like to put Joe in charge of that.

Employee Organization

- I am trying to wrap up another revision on the Employee Handbook to clean up some items and make it easier to navigate. That's a document that will need to be updated about every other year or so moving forward I think, but it will be off my plate within the next year.



Other Accomplishments

RESIDENCY ORDINANCE BOUNDARY CHANGE



Rearranged from 7 areas to 4, with an additional 3 supervisors to be elected anywhere within the CD boundaries



POLLINATOR INITIATIVE

- Resource Specialist achieved Pollinator Partnership Steward Certification
- 370 individuals
- 2 additional organizations
 - Prickly Pear Land Trust
 - Feathered Pipe Foundation
- almost 20 acres worth of seed distributed
- 4 additional grants
 - Helena Community Gardens
 - Feathered Pipe Foundation



EMPLOYEE ORGANIZATION

With Board support, our Administrator devotes ~5 hours per week leading the Montana CD Employee Organization to the benefit of all CDs in Montana

2025 FEATURE ACCOMPLISHMENT

EDUCATION & OUTREACH

In the Lewis and Clark Conservation District Strategic Plan, the board prioritizes Education/Outreach/Communications, Projects, Programs, Stream Permitting & Riparian Health, and District Capacity Building. In our activities related to all of these priorities, we have some form of Education and Outreach. The board and staff treat every contact with landowners, land managers and other as an education/outreach opportunity.

Even the stream permitting program is viewed as “value added”, providing education to applicants not only about their projects and how they could be done better, but also to better inform them as to other resources. For example, as part of approving permits, we often provide information on noxious weed control and the benefit of re-seeding with native vegetation.

Summary and Results

2025 To-Date:

- 3500 Willow Harvest for grant project and 3 landowners
- >3400 educated with Rolling Rivers Trailer
- Attendance and Education at:
 - Gold Country Master Gardener's Symposium
 - East Helena 4th Grade Ag Day
 - Old Salt Festival
 - Summer Walk Series
 - Montana Conservation Elders Outdoor Youth Experience Event
- Assisted the Montana Climate Office in connecting with 3 landowners in the county for their Mesonet project
- Website > 5300 users
- Facebook > 5400 reached
- Instagram > 990 users reached

Key District Partners

- Sun River Watershed Group
- Lake Helena Watershed Group
- Helena Community Of Resource Educators (Helena CORE)
- Prickly Pear Land Trust
- Missouri River CD Council
- East Helena School District
- Lincoln School District
- Augusta School District
- Landowners
- County Weed District/Extension
- Water Quality Protection District



History of CD

Charter Date-June 25, 1948

Main Efforts

- Education & Outreach to youth and adults
- Stream Projects
- Fire Recovery Projects
- Flood Recovery Projects
- Stream Permitting

About Us

- We have 6 watersheds in our district and our supervisor area boundaries are mostly drawn on those lines
- In 2025, the board voted to change to a 4 residency area, with an additional 3 supervisors to be elected from anywhere in the District
- Our fiscal year is the same as the calendar year
- The district doesn't include the 1948 boundaries of municipalities
- The district straddles the Continental Divide
- We require 310 permits on Canyon Ferry, Hauser and Holter Reservoirs as "run of the Missouri River" reservoirs

Board & Staff

<u>Supervisor</u>	<u>Start Year</u>
Jeff Ryan-Chair.....	2014
Karl Christians-Vice Chair.....	2021
Jeanette Nordahl-Treasurer.....	2016
Sarah Howe-Cobb.....	2015
Stan Frasier.....	1997
John Baucus.....	2020
Vacant position.....	
Elena Frederick, Associate.....	2025
<u>Staff</u>	<u>Start Year</u>
Chris Evans, District Adm.....	1999
Joe Kremer-Herman, Res Spclst.....	2023

2025 Statistics

<u>310 PERMITS TO DATE</u> 17 Applications 1 Complaint 4 Emergencies	<u>SUPERVISOR STATS</u> ~700 hours and over 3500 miles traveled	<u>SHORE/BANK WORK</u> 4 Landowners and 1 additional entity assisted with streambank/shoreline work for a total of about 1000 feet
<u>ROLLING RIVERS TRAILER</u> Multiple events this year totaling over 3400 educated	<u>EDUCATION/OUTREACH</u> ~55 events in 2025 Uncountable contacts on a day to day basis with landowner, land managers and others	<u>POLLINATOR INITIATIVE 2025</u> 140 participants 4.5 new acres of seed delivered Pollinator workshop with 32 attendees

2024/25 Funding Sources

GRANTS

CDG-25-3827-Pollinator Initiative-\$7161.00
CDA-26-0199-District FY 2025/26 Permits/Dues-\$8500.00
CDG-25-3819-Grizzly Gulch Planting-\$5755.00
CDA-24-0151-Permit reimb/Dues-\$7900.00
CDG-24-3806-Threemile Project-\$50,000.00
RD-LCCD-665-MCDEO Employee Recruitment & Retention-\$84,700.00
RITP-24-0209-Threemile Dam Planning-\$62,400.00
RRG-21-1774-Willow Ck Feeder Canal-\$125,00.00

2025 Budget

County Mill Levy~\$170,000
Permissive Mill Levy for Benefits-\$12,000
Sponsorships~\$1000
Grants~\$115,000
**Other than MACD dues and 310 permit reimbursement, Lewis and Clark CD doesn't qualify for the CDA Grant.

Priorities for 2026

PROGRAM & SERVICE DELIVERY

To continue and enhance our current programs, and improve delivery of our programs and services to the people of Lewis and Clark County, utilizing our long-range and operations plans.