



# Lewis and Clark Conservation District

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

## REGULAR MEETING NOTICE

October 9, 2025

1:00 pm

USDA SERVICE CENTER CONFERENCE ROOM

790 Colleen Street, Helena MT

& Via Zoom Conferencing

**Government Shutdown Backup Location-1539 11th Ave, CM Russell Room (DNRC)**

<https://lewisandclarkcd.org/october-9-2025-regular-board-meeting/>

### 1pm-Call to Order

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

### Correspondence

### Public Comment

### Reports

*Printed reports are absolutely welcome.*

NRCS

DNRC

SRWG

MRCDC

LHWG

Helena CORE

Weed District

MACD

Report from Area 6 Meeting

Convention attendance?

Supervisor Reports

Staff Reports

### Old Business

### New Business

Plant Materials

### **310 Permit Applications**

CP-02-25 RV Ranch

LC-18-25 Mosness

LC-19-25 Zelenka

LC-20-25 American Bar LOA

LC-21-25 Scott

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

### **Other Business**

#### **Upcoming Events & meetings**

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 Planning Meeting 10 am

December 11-LCCD Board Meeting-Helena 1 pm

### **Announcements**

**Next meeting**—November 13, 2025, Helena USDA Service Center Field Office, Helena Montana, 1 pm.

Backup location to be determined in the event that the Government Shutdown is still going on will be the MONTANA ROOM (1st Floor), 1539 11th Avenue, Helena MT (DNRC Building).

# OCTOBER

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES	BOARD RESPONSIBILITIES	ADMINISTRATOR RESPONSIBILITY
	<b>At the Board Meeting</b>	<b>Outside the Board Meeting</b>	<b>Outside (or prior to) Board Meeting</b>
	<b>Treasurer/Finance Committee duties:</b>	<b>Treasurer/Finance Committee <u>Before</u> the Board Meeting</b>	
	<b>Treasurer's Report</b> 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 <b>prior</b> to October Board meeting, prepare and forward <b>financial reports</b> to <b>Treasurer/Finance Committee</b> for monthly review per CD policy
	<b>Authorization of Expenses</b> 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 <a href="#">DNRC's CDB</a>
	<b>Payroll Taxes</b> 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.
	<b>Payroll Taxes</b> 3rd quarter payroll reports have been filed	Review Payroll Tax reports to ensure payments have been submitted	<a href="#">Make MPERA Payments 1 week</a> after each pay day
	<b>Review of 3rd Quarter Financials</b> 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
	<b>Secretary duties:</b>	<b>Designated board members:</b>	Pay October's <a href="#">Payroll Taxes</a>
	<b>Minutes</b> 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
	<b>Signature</b> Presiding officer signs board minutes		<b>Grant Reports:</b> Timely filing of DNRC grant reports
	<b>Administrator:</b>		
	<b>Presents:</b> Operations Plan Report - 3rd quarter annual operational work plan for review & approval; review of website metrics		
	<b>Additional board items for discussion and/or approval</b>	<b>Designated board members - Administrator's Annual Evaluation:</b>	
	<b>ACTION ITEM</b> 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	
	<b>ACTION ITEM</b> Review and discuss all resolutions that passed at the Area meetings and vote on your district's stance for the MACD meeting		
	<b>ACTION ITEM</b> Designate a supervisor to represent your district during the MACD Convention		
	<b>Other agenda items as needed</b>		

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES	BOARD RESPONSIBILITIES	ADMINISTRATOR RESPONSIBILITY
NOVEMBER	<b>At the Board Meeting</b>	<b>Outside the Board Meeting</b>	<b>Outside (or prior to) Board Meeting</b>
	<b>Treasurer/Finance Committee duties:</b>	<b>Treasurer/Finance Committee Before the Board Meeting</b>	
	<b>Treasurer's Report</b> October's Treasurers report presented for board approval	Review October's financials per board policy and create written report for November meeting	7 days <b>prior</b> to November Board meeting, prepare and forward financial reports to Treasurer/Finance Committee for monthly review per CD policy
	<b>Authorization of Expenses</b> October expenses presented for board approval	Review November expense payments and make recommendation to the board for approval	Submit approved approved October minutes to County Clerk and Recorder's office and <a href="#">DNRC's CDB</a>
	<b>Payroll Taxes</b> October payroll taxes paid & presented for board approval		Update SAM registration (see procedure)
	<b>Budget and Ops Plan Updates/Revisions.</b> The upcoming year's preliminary annual budget and operational plan for board review and approval.		<a href="#">Make MPERA Payments</a> 1 week after each pay day
			Gather and distribute Resolutions for board discussion on district stance on resolutions approved at Area meeting.
			Pay November's <a href="#">Payroll Taxes</a>
	<b>Secretary duties:</b>	<b>Designated board members: Budget &amp; Plans Review</b>	Finalize draft budget, strategic plan changes and operations plan for board member review
	<b>Minutes</b> October board minutes presented for review & approval	<b>Strategic Plan Review.</b> Review and make updates to strategic plan based on Local Work Group results and Resource Concern Survey. Review draft Operations Plan for next year.	
	<b>Signature</b> Presiding officer signs board minutes	<b>Upcoming Priorities.</b> Discuss and identify priorities for the upcoming year to be incorporated into the upcoming year's budget.	
	<b>The Administrator Reports:</b>		
	Filing of Minutes. Minutes are sent to the County Clerk each month.		
	SAM Registration Renew Confirmation		
	<b>Additional board items for discussion and/or approval</b>	<b>Designated board members to lead Officer/Committee appointments and orientation of new supervisors.</b>	
	<b>ACTION ITEM:</b> Succession and Transition of Officers and New Supervisors. Designate board members to take lead on organizing officer/committee elections and new supervisor orientation.	Organize and schedule new board member orientation (before January).	

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES		BOARD RESPONSIBILITIES		ADMINISTRATOR RESPONSIBILITY	
		<b>ACTION ITEM:</b> Discussion and approval of cost of living raises for staff for first payroll in January				
		<b>Other agenda items as needed</b>				
		<b>IMPORTANT DATES:</b>				
		<b>Supervisor Elections Held During General Election</b>				
		<b>MACD Fall Convention</b>				

**Sep Report for Oct meeting****10/09/25 Bd Rpt**Received financial reports from Chris Evans, Dist Admin, L&C Cons Dist, **10/03/2025**

Balance Sheet	Prior Month	Current Month	Difference
<b>Assets</b>			
Checking Account	\$9,683.33	\$21,354.16	
Savings Account	\$213,786.39	\$183,789.43	
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	
<b>Total Assets</b>	<b>\$290,845.54</b>	<b>\$272,519.41</b>	<b>\$18,326.13</b>
Payroll Liabilities	\$38.56	\$98.83	
Total Equity	\$290,884.10	\$272,618.24	
<b>Total Liabilities &amp; Equity</b>	<b>\$290,845.54</b>	<b>\$272,519.41</b>	<b>\$18,326.13</b>

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	\$9,683.33	\$0.00
Total Withdrawals (employee pay, savings, cd transfers, etc)	\$16,259.37	\$32,704.51	
Total Deposits (including interest & savings transfers)	\$15,390.54	\$44,375.34	
<b>Ending Balance</b>	<b>\$9,683.33</b>	<b>\$21,354.16</b>	<b>\$0.00</b>

The # in the difference columns 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}	\$5,821.05	\$5,017.59	\$803.46
Employee Pay (including pre-tax health benefit)	\$7,268.04	\$7,268.04	\$0.00

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

Profit & Loss Budget vs Actual	Prior Month	Current	Difference
	\$56,456.72	\$38,190.86	\$18,265.86

**Notes or Discrepancies:**

I recommend **approving/ disapproving** the financial report as presented and paying all expense payments. I have reviewed the Governance calendar & **my ?'s are attached below.**

Jeanette Nordahl, Treasurer & Lincoln Area Supervisor

**10/06/25****?s for October Governance Calendar:**

- How do I review Oct expense payments and make a recommendation for approval?  
Don't think I am doing this before the meeting (nor at the meeting)
- Review Q3 financials & present to board  
I am reviewing the financials but don't see the Q3 financials
- Review Payroll Tax reports to ensure payments have been submitted  
I see payments are being made but don't see the reports?

12:14 PM

10/02/25

Cash Basis

## Lewis &amp; Clark Conservation District

## Balance Sheet

As of September 30, 2025

	Sep 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101000 · Valley Bank - Checking	21,354.16
101001 · Valley Bank - Savings	183,789.43
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	272,519.41
Total Current Assets	272,519.41
<b>TOTAL ASSETS</b>	<b>272,519.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
201200 · Payroll Liabilities	
201202 · MPERA-Employee	0.01
201203 · Unemployment Ins.	-98.84
Total 201200 · Payroll Liabilities	-98.83
Total Other Current Liabilities	-98.83
Total Current Liabilities	-98.83
Total Liabilities	-98.83
Equity	
260000 · Opening Bal Equity	3,685.52
3900 · Opening Balance	230,741.86
Net Income	38,190.86
Total Equity	272,618.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>272,519.41</b>

Approved  
by \_\_\_\_\_

Date \_\_\_\_\_

10/02/25

**Lewis & Clark Conservation District**  
**Month End Financial Statement**  
**As of September 30, 2025**

Type	Date	Num	Name	Memo	Amount	Balance
<b>101000 - Valley Bank - Checking</b>						9,683.33
Deposit	09/01/2025			Interest	0.11	9,683.44
Check	09/02/2025	DC-Chris	Google	Google Workspace Account	-50.40	9,633.04
Check	09/02/2025	ACH-PayPal	MACD	Grants USA Consult	-50.00	9,583.04
Deposit	09/03/2025			Deposit	276.83	9,859.87
Deposit	09/04/2025			Deposit	989.91	10,849.78
Paycheck	09/05/2025	DD	Evans, Christina M.		-2,079.49	8,770.29
Paycheck	09/05/2025	DD	Kremer-Herman, Josep...		-1,366.00	7,404.29
Check	09/05/2025	DD	Kremer-Herman, Josep...	pre-tax health benefit	-188.53	7,215.76
Transfer	09/09/2025			Funds Transfer	30,000.00	37,215.76
Deposit	09/10/2025			Deposit	4,000.00	41,215.76
Check	09/11/2025	5531	FNBO	Credit card payment act ending in...	-28.80	41,186.96
Check	09/11/2025	5532	Elena Frederick	Mileage for August Meeting	-82.60	41,104.36
Check	09/11/2025	5533	Stan Frasier	Travel Reimbursement	-92.40	41,011.96
Check	09/11/2025	5534	Brekke Excavating & C...	Invoices 1512 and 1513	-14,500.00	26,511.96
Check	09/11/2025	5535	Hydrometrics, Inc.	Threemile Planning Grant Invoice ...	-2,219.50	24,292.46
Check	09/11/2025	5536	Grant Williams	Invoice 0001	-2,000.00	22,292.46
Check	09/11/2025	5537	Magna Sicknick		-25.00	22,267.46
Check	09/11/2025	5538	August Public School	FFA Chapter Support-Year 3	-500.00	21,767.46
Check	09/11/2025	DC-Joe	USPS	Postage	-0.78	21,766.68
Check	09/11/2025	ACH Pymt	Verizon Business	Account #442716113-00001	-117.52	21,649.16
Liability Check	09/12/2025	ACH Pymt	MPERA	6358	-880.08	20,769.08
Check	09/12/2025	DC-Joe	USPS	Postage	-14.33	20,754.75
Check	09/12/2025	DC-Joe	USPS	Postage	-6.08	20,748.67
Deposit	09/16/2025			Deposit	8,500.00	29,248.67
Paycheck	09/19/2025	DD	Evans, Christina M.		-2,079.49	27,169.18
Paycheck	09/19/2025	DD	Kremer-Herman, Josep...		-1,366.00	25,803.18
Check	09/19/2025	DD	Kremer-Herman, Josep...	pre-tax health benefit	-188.53	25,614.65
Check	09/19/2025	DC-Joe	High Country Plaza-Hel...	Fuel for truck	-71.73	25,542.92
Liability Check	09/22/2025	ACH Pymt	Montana Dept. of Reve...	4020971-002-WTH	-391.92	25,151.00
Check	09/22/2025	DC-Joe	USPS	Postage	-3.84	25,147.16
Liability Check	09/26/2025	ACH Pymt	MPERA	6358	-880.07	24,267.09
Check	09/26/2025	DC-Chris	Staples	Supplies	-397.86	23,869.23
Liability Check	09/30/2025	ACH Pymt	EFTPS	81-0359501	-2,788.90	21,080.33
Liability Check	09/30/2025	ACH Pymt	UI Tax Program	031 1153	-76.62	21,003.71
Deposit	09/30/2025			Deposit	608.29	21,612.00
Check	09/30/2025	5539	Madison Conservation ...	Area 6 Meeting Registrations	-160.00	21,452.00
Check	09/30/2025	5540	Gallatin Conservation D...	MACD Convention Auction item	-84.00	21,368.00
Check	09/30/2025	DC-Chris	USPS	Postage	-14.04	21,353.96
Deposit	09/30/2025			Interest	0.20	21,354.16

Approved By \_\_\_\_\_

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10/02/25

**Lewis & Clark Conservation District**  
**Month End Financial Statement**  
As of September 30, 2025

Type	Date	Num	Name	Memo	Amount	Balance
Total 101000 · Valley Bank - Checking					11,670.83	21,354.16
<b>101001 · Valley Bank - Savings</b>						213,786.39
Transfer	09/09/2025			Funds Transfer	-30,000.00	183,786.39
Deposit	09/30/2025			Interest	3.04	183,789.43
Total 101001 · Valley Bank - Savings					-29,996.96	183,789.43
<b>102105 · Valley Bank-Employee Leave Payo</b>						22,375.82
Total 102105 · Valley Bank-Employee Leave Payo						22,375.82
<b>TOTAL</b>					<b>-18,326.13</b>	<b>227,519.41</b>

Approved By\_\_\_\_\_

# Lewis & Clark Conservation District Profit & Loss Budget vs. Actual

January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
310000 · Taxes & Assessments				
311010 · County Mill Levy	172,234.89	170,113.00	2,121.89	101.2%
312372 · Permissive Levy for Benefits	13,835.98	12,000.00	1,835.98	115.3%
<b>Total 310000 · Taxes &amp; Assessments</b>	<b>186,070.87</b>	<b>182,113.00</b>	<b>3,957.87</b>	<b>102.2%</b>
334000 · State Grants				
334005 · Grant Administration Costs	2,117.91	9,000.00	-6,882.09	23.5%
334007 · 310 Funding	5,000.00	3,500.00	1,500.00	142.9%
334000 · State Grants - Other	30,799.65	75,000.00	-44,200.35	41.1%
<b>Total 334000 · State Grants</b>	<b>37,917.56</b>	<b>87,500.00</b>	<b>-49,582.44</b>	<b>43.3%</b>
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			
<b>Total 340000 · Charges for Goods and Services</b>	<b>70.00</b>	<b>400.00</b>	<b>-330.00</b>	<b>17.5%</b>
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			
<b>Total 365000 · Contributions and Donations</b>	<b>3,564.37</b>	<b>1,500.00</b>	<b>2,064.37</b>	<b>237.6%</b>
360000 · Other Revenue - Other	138.80			
<b>Total 360000 · Other Revenue</b>	<b>3,703.17</b>	<b>1,500.00</b>	<b>2,203.17</b>	<b>246.9%</b>
371000 · Interest Income	41.10	50.00	-8.90	82.2%
<b>Total Income</b>	<b>227,802.70</b>	<b>271,563.00</b>	<b>-43,760.30</b>	<b>83.9%</b>
<b>Gross Profit</b>	<b>227,802.70</b>	<b>271,563.00</b>	<b>-43,760.30</b>	<b>83.9%</b>
<b>Expense</b>				
410000 · General Government				
410540 · Treasury				
410551 · Payroll Expenses				
410552 · Wages	86,193.76	120,000.00	-33,806.24	71.8%
410553 · MPERA-Employer	7,859.44	10,884.00	-3,024.56	72.2%
410554 · Workers Comp	990.18	700.00	290.18	141.5%
410555 · Payroll Taxes	7,480.11	11,000.00	-3,519.89	68.0%
410556 · Health Benefits	1,800.00	2,400.00	-600.00	75.0%
410557 · PML Health Benefits	4,500.00	12,000.00	-7,500.00	37.5%
410558 · Health Benefits-Res.Tech.	6,300.00	2,400.00	3,900.00	262.5%
410551 · Payroll Expenses - Other	136.77	0.00	136.77	100.0%
<b>Total 410551 · Payroll Expenses</b>	<b>115,260.26</b>	<b>159,384.00</b>	<b>-44,123.74</b>	<b>72.3%</b>
<b>Total 410540 · Treasury</b>	<b>115,260.26</b>	<b>159,384.00</b>	<b>-44,123.74</b>	<b>72.3%</b>
411800 · Other General Govt Services				
411830 · Association Dues	0.00	900.00	-900.00	0.0%
<b>Total 411800 · Other General Govt Services</b>	<b>0.00</b>	<b>900.00</b>	<b>-900.00</b>	<b>0.0%</b>
<b>Total 410000 · General Government</b>	<b>115,260.26</b>	<b>160,284.00</b>	<b>-45,023.74</b>	<b>71.9%</b>
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	643.32			
<b>Total 480200 · Supplies</b>	<b>795.25</b>	<b>2,700.00</b>	<b>-1,904.75</b>	<b>29.5%</b>
480300 · Purchased Services				
480304 · Employee Cell Phones	1,054.30	1,350.00	-295.70	78.1%
480305 · Phone Stipend	0.00	1,200.00	-1,200.00	0.0%
480306 · Google Workspace	401.33	520.00	-118.67	77.2%
480310 · Postage	47.26	400.00	-352.74	11.8%
480330 · Publicity, Dues and Subscriptio				
480331 · Advertising/Publicity/Marketing	487.73			
480333 · Subscriptions	1,303.71	1,275.00	28.71	102.3%
480330 · Publicity, Dues and Subscriptio - Other	714.99			
<b>Total 480330 · Publicity, Dues and Subscriptio</b>	<b>2,506.43</b>	<b>1,275.00</b>	<b>1,231.43</b>	<b>196.6%</b>
480360 · Repairs and Maintenance	1.79	1,000.00	-998.21	0.2%
480370 · Travel Expenses	1,688.19	5,000.00	-3,311.81	33.8%
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%

# Lewis & Clark Conservation District Profit & Loss Budget vs. Actual

January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
480380 · Education - Other	165.20			
<b>Total 480380 · Education</b>	<b>2,464.90</b>	<b>8,500.00</b>	<b>-6,035.10</b>	<b>29.0%</b>
<b>Total 480300 · Purchased Services</b>	<b>8,164.20</b>	<b>19,245.00</b>	<b>-11,080.80</b>	<b>42.4%</b>
<b>480400 · District Projects</b>				
480410 · Meeting Expense				
480411 · Board Meetings	478.03	800.00	-321.97	59.8%
480412 · MACD	84.00	1,000.00	-916.00	8.4%
480413 · Virtual Mtg. Account	165.90	200.00	-34.10	83.0%
480414 · Area 6	160.00	100.00	60.00	160.0%
480415 · Employee Organization	0.00	50.00	-50.00	0.0%
480416 · Local Work Group	0.00	150.00	-150.00	0.0%
<b>Total 480410 · Meeting Expense</b>	<b>887.93</b>	<b>2,300.00</b>	<b>-1,412.07</b>	<b>38.6%</b>
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			
<b>Total 480400 · District Projects</b>	<b>1,431.26</b>	<b>3,000.00</b>	<b>-1,568.74</b>	<b>47.7%</b>
<b>480460 · Bank Service Charges</b>				
480462 · PayPal fee	-10.81	50.00	-60.81	-21.6%
480460 · Bank Service Charges - Other	8.26	50.00	-41.74	16.5%
<b>Total 480460 · Bank Service Charges</b>	<b>-2.55</b>	<b>100.00</b>	<b>-102.55</b>	<b>-2.6%</b>
<b>480700 · Grants, Contributions, Donation</b>				
480730 · Donations				
480740 · Watershed Support				
480742 · SRWG	4,000.00			
480740 · Watershed Support - Other	0.00	4,000.00	-4,000.00	0.0%
<b>Total 480740 · Watershed Support</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100.0%</b>
480730 · Donations - Other	3,190.00	2,434.00	756.00	131.1%
<b>Total 480730 · Donations</b>	<b>7,190.00</b>	<b>6,434.00</b>	<b>756.00</b>	<b>111.8%</b>
480770 · State	49,937.42	75,000.00	-25,062.58	66.6%
480700 · Grants, Contributions, Donation - Other	250.00			
<b>Total 480700 · Grants, Contributions, Donation</b>	<b>57,377.42</b>	<b>81,434.00</b>	<b>-24,056.58</b>	<b>70.5%</b>
<b>480900 · Capital Outlay</b>				
480940 · Machinery and Equipment	0.00	3,000.00	-3,000.00	0.0%
<b>Total 480900 · Capital Outlay</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
<b>Total 480000 · Conservation of Nat Res.</b>	<b>67,765.58</b>	<b>109,479.00</b>	<b>-41,713.42</b>	<b>61.9%</b>
<b>510000 · Miscellaneous</b>				
510300 · Other Unallocated Costs				
510330 · Comp Liability Insurance	4,926.00			
510335 · Surety Bond	210.00			
<b>Total 510300 · Other Unallocated Costs</b>	<b>5,136.00</b>			
<b>Total 510000 · Miscellaneous</b>	<b>5,136.00</b>			
<b>Total Expense</b>	<b>188,161.84</b>	<b>269,763.00</b>	<b>-81,601.16</b>	<b>69.8%</b>
<b>Net Ordinary Income</b>	<b>39,640.86</b>	<b>1,800.00</b>	<b>37,840.86</b>	<b>2,202.3%</b>
<b>Other Income/Expense</b>				
Other Expense				
480600 · Other Expenses				
480602 · Water Test Cost Share	100.00	450.00	-350.00	22.2%
480608 · Montana Biological Weed Control	850.00	850.00	0.00	100.0%
480609 · Augusta FFA	500.00	500.00	0.00	100.0%
<b>Total 480600 · Other Expenses</b>	<b>1,450.00</b>	<b>1,800.00</b>	<b>-350.00</b>	<b>80.6%</b>
<b>Total Other Expense</b>	<b>1,450.00</b>	<b>1,800.00</b>	<b>-350.00</b>	<b>80.6%</b>
<b>Net Other Income</b>	<b>-1,450.00</b>	<b>-1,800.00</b>	<b>350.00</b>	<b>80.6%</b>
<b>Net Income</b>	<b>38,190.86</b>	<b>0.00</b>	<b>38,190.86</b>	<b>100.0%</b>



## SRWG Update to LCCD, October 2025

- October 15 is the next Water Management Working Group meeting (10 am) and SRWG board meeting (closed session at 1 pm; open meeting at 1:30 pm). Both meetings are at High Plains Conservation District.
- Thanks to Joe for helping with water quality monitoring this year
- If you haven't already, please visit our website and take the watershed survey
- There was a public meeting with engineers to review 90% design, report, and monitoring plan. They are addressing the few comments received and will soon be pursuing permits. This winter we'll start the bidding process to hire contractor team.
  - We will be looking for small woody brush for this project. If you know of someone who has any stockpiled in the watershed, please let us know.
- SRWG has selected Tetra Tech and Geum for the watershed-scale planning project. Thanks to Chris for participation. Will be a more detailed-version of projects described in the WRP and other past assessments and plans, with strategic work prioritization. Goal is to set SRWG up for large, watershed-scale funding programs to keep us busy for the next 10 years or so
- SRWG was selected to be a BSWC host site for 2026, pending funding award and approval by SRWG board.
- SRWG is losing a board member in January. If you have a recommendation of someone with a strong agricultural background, please contact Tracy or Madison. Must live or work in the Sun River watershed.
- Next month, we hope to have exciting announcements about looking forward to 2026!
- **Due to the Sun River bridge replacement project, the Sun River will be CLOSED to all recreational activities in the construction zone June 15 – November 15.** Expect delays on Sun Canyon road; if you need to access the canal road, it's best to do so from Choteau. If that is not possible, contact project manager Matt Poppe (406) 836-0019 to coordinate.

### ***Coming events – see website for details***

October 15     Water Management Working Group & SRWG board meetings, at HPCD  
January 17     SRWG board meeting, location TBD  
April 15        Water Management Working Group & SRWG board meetings, location TBD

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October 2, 2025

Re: September 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 September.

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 finalizing the information gathered.

The Milk River Watershed Alliance committee had a productive meeting. We elected officers that will serve until January of 2027. Greg Jergeson with Blaine County CD is the Chair and Jeff Pattison with Valley County CD is the Vice Chair. We also approved a letter to send to Montana's congressional delegates regarding the passage of a bill for the Fort Belknap Water Compact. Much needed funding for upgrading the dilapidated infrastructure of the St. Mary's System would be available with the passage of this bill. With no meeting in October, the next meeting will be a hybrid one on November 18 in conjunction with the MACD Convention.

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. DNRC would like to create ARMS for the CDB based on the HB223 bill from 1981. There have been a few webinars and meetings hosted by DNRC for this process that I have participated in. The next round of comments for the CDB portion are due October 10. MRCDC did approve comments to submit on the draft CDB ARMs that have been proposed.

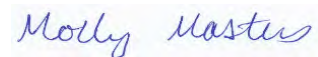
The Woody Invasives Working Group held its last meeting under its current grant funding. During the meeting, information on the data being gathered was shared, as well as discussions on how to keep the momentum with the group moving forward. Several partners have agreed to help with the

effort, including MRCDC. A planning committee was also formed to begin pursuing a float tour to see past, current and future control projects of woody invasive species.

The Montana Watershed Coordination Council held their Symposium, Beyond the Banks, in Billings. MRCDC was able to have a table at the event to promote both the LivingOnTheBank.com resource as well as the new education and outreach materials developed for the Woody Invasives Working Group. We made some new connections to watershed groups, beyond the regular conservation district world. It was well worth attending.

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](mailto:mrcdc@macdnet.org).

Sincerely,



Molly Masters  
MRCDC Coordinator

#### COMING UP

##### October

1: USACE Ft. Peck Stakeholder meeting  
6-8: Molly out  
13: Columbus Day, closed  
15-16: MISC Quarterly meeting, Ft. Peck  
20: MACD Board meeting  
20-21: WPIC  
22: CEMIST meeting  
22: PCCD Board meeting  
24: WIWG float tour planning  
**28: MRCDC Exec. Committee (1:00pm)**  
28-30: MRRIC Fall Science meetings  
31: Happy Halloween  
TBD: CMR CWG planning committee

##### November

2: Daylight Savings time end  
4: Election Day

11: Veterans Day  
18: MRCDC Quarterly meeting  
18: MRWA meeting  
18-20: MACD Convention  
18-20: MRRIC Plenary meeting  
27: Happy Thanksgiving, closed  
TBD: PCCD and CEMIST

##### December

11: R4R committee meeting  
15: MACD Board meeting  
16: Molly out  
19: MRRIC Plenary meeting  
25: Merry Christmas! closed  
TBD: MRCDC Exec. Committee  
TBD: CEMIST  
TBD: PCCD



## REPORT TO MT CONSERVATION DISTRICTS OCTOBER 2025

### Catey's Comments

Hello CDs!

The October report includes reminders and updates on ARMS and CDB grants.

The draft Stakeholder ARMs are linked below. The ARMs process will help CDB review rules related to definitions, application processes including review and ranking, and grant terms and conditions. You can submit comments via the online form, and you can view previous stakeholder meetings via the links below.

The FY26 P3 Grant Cycle 1 opened September 1<sup>st</sup> and closes October 15<sup>th</sup>.

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.

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.

I will attend the Area 5 and 6 meetings and MACD Convention. I look forward to seeing everyone there!

### 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.
- View and comment on [Draft Stakeholder ARMs](#)
- Previous Stakeholder Meeting Recordings
  - [August 15 Stakeholder Meeting #1](#), passcode: FT&8R1k?
  - [August 28 CD Grant Stakeholder Workgroup Meeting](#), passcode: W63Yuk^Z
  - [September 11 Stakeholder Meeting #2](#), passcode: 0Xvaz3@K
- An OPTIONAL Stakeholder "Office Hours" meeting is scheduled for September 23, 2025, at 1:30 PM. To attend, please register <https://mt-gov.zoom.us/meeting/register/Rqvcj7itROOrm9-U4QkmcQ>. Zoom will send you the meeting details upon registration.
- You can also submit comments to [Autumn.Coleman@mt.gov](mailto:Autumn.Coleman@mt.gov) or [steph.criswell@mt.gov](mailto:steph.criswell@mt.gov)

### FY26 P3 CYCLE 1 OPENED SEPTEMBER 1<sup>ST</sup> AND CLOSING OCTOBER 15<sup>TH</sup>

- The FY26 Planning, Project, and Pollinator Grant Cycle 1 runs from September 1<sup>st</sup> to October 15<sup>th</sup>.
- 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>

### 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.

### 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

October 1	MACD Area 6 Meeting, <i>Ennis</i>
October 10	CD Grant Program <a href="#">Draft Stakeholder ARMs</a> Feedback Due
October 13	Columbus Day Holiday
October 15	FY26 P3 Cycle 1 closes
	Quarterly CD Grant Reports Due
Nov 18-20	MACD Annual Convention, <i>Billings</i>

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



**Catey Bauer** | Conservation District Specialist  
Conservation Districts Bureau, CARDD  
Montana Department of Natural Resources and Conservation  
1539 Eleventh Avenue, Helena, MT 59601  
PHONE: 406-465-0948 EMAIL: [catey.bauer@mt.gov](mailto:catey.bauer@mt.gov)

CATEGORY	DETAILS	Q3	STATUS	NOTES
	Summer Ed Walk Series	Second Summer Walk	Complete	
	Rolling Rivers Trailer	Events as requested and available; Video recording/editing/upload as able	Complete except for videos	
	Lake Helena Watershed Festival	Event-RRT, Willow Display	Complete except for Willows	
	Webinar Development	Webinar content research	Complete for 2025	
	Social Media Posting	Content development, revision and posting	Complete for 2025	
	Website Development /Updates	Website content development as able	Complete for 2025	
	Newsletter	October Quarterly Newsletter prep, seek articles	Complete for 2025	
	Underserved Areas of County	Outreach to underserved areas	Ongoing	
2	Website-Project Page	Updated Monitoring Photos	ongoing	
			Incomplete-Bashin' Trash was sort of a dud in 2025; might want to do a January and April article to gain interest	
	Bashin' Trash	Newsletter Article		
	Partner/Land owner Project Collaboration	Newsletter notice in July about project request deadlines for grant applications-Deadline September 1 Information on website about project requests	Didn't do due to grant issues at DNRC	
	Wake Boat Signage Project		Complete	
	Threemile Project	Grant report; project & planning work	Complete for this quarter	
			Complete for this quarter-Trial still scheduled for end of October 2025; May have a settlement before that	
	Willow Creek Feeder Canal			
3	Bill Gehring Project		soil sampling before winter	
	Pollinator Initiative	Finalize program; Grant report	Complete for 2025	
	Well Test Cost Share	Reimbursements for water tests; Share results with WQPD	Ongoing	
	Rolling Rivers Trailer-Other Entities	Provide trailer at various events; Report to Julie Goss, Richland CD	ongoing/winterizing	
	Stream Permitting Law	Database Entry; work with applicants	Ongoing	
	Compliance Monitoring	Project Verification Form tracking from applicants	ongoing	
	Floodplain Permitting Issues	Continue collaboration with Joint Stream Restoration Committee	Unknown Status of Committee	
	Living on the Bank	Work with Fergus and MRCDC on analytics and page content	Ongoing	

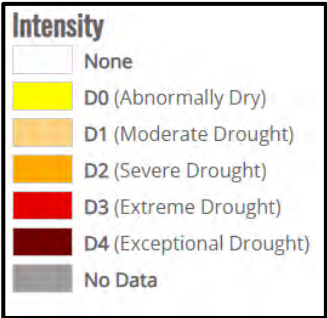
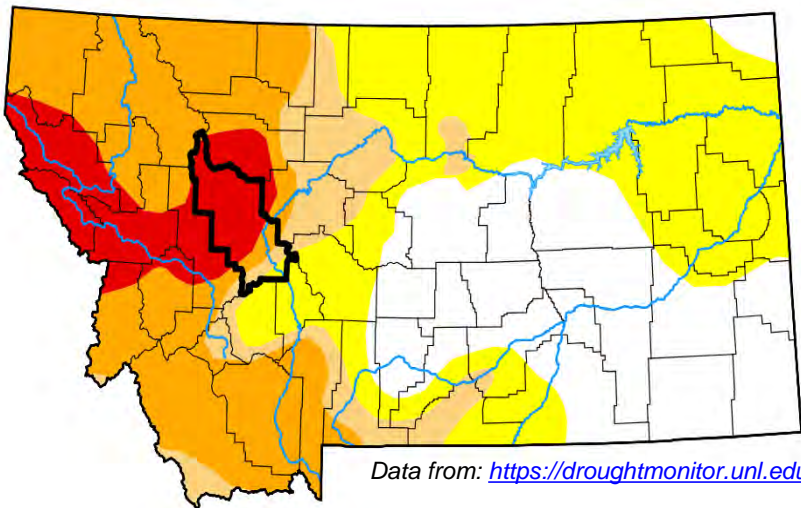
4	Stream Permitting & Riparian Health	Stream Project Coordination	Assess and Prioritize project requests from landowners	ongoing	plan on reaching out to do soil sampling that Jeff wants now that I am able
		Annual Operations & Strategic Plans	Review Previous Quarter	Complete with this report	
5	Capacity	Board Communication & Training	Ten Minute Trainings from CDB; Assess needed supervisor training; track new available training;	need to review with board-could schedule a couple of training events	
		Supervisor & Staff Succession Planning	User of Governance Calendar; development & maintenance of Policy & Procedure Manuals	Ongoing	
		Policy Development	Identify need for and creation of policies	Ongoing	
		Staff Professional Development	Seek training opportunities within the CD Budget	Ongoing	
		Grant Writing	Start forming grant applications for October deadline	Ongoing	
		Grant Management	Grant reporting 3rd quarter;	Complete with this report	
		Montana CD Employee Org	Lead Employee Org; development of structure; prepare for succession	Ongoing	

# UPPER MISSOURI WATER SUPPLY REPORT

## OCTOBER 2, 2025



The Montana Department of  
**Natural Resources  
& Conservation**



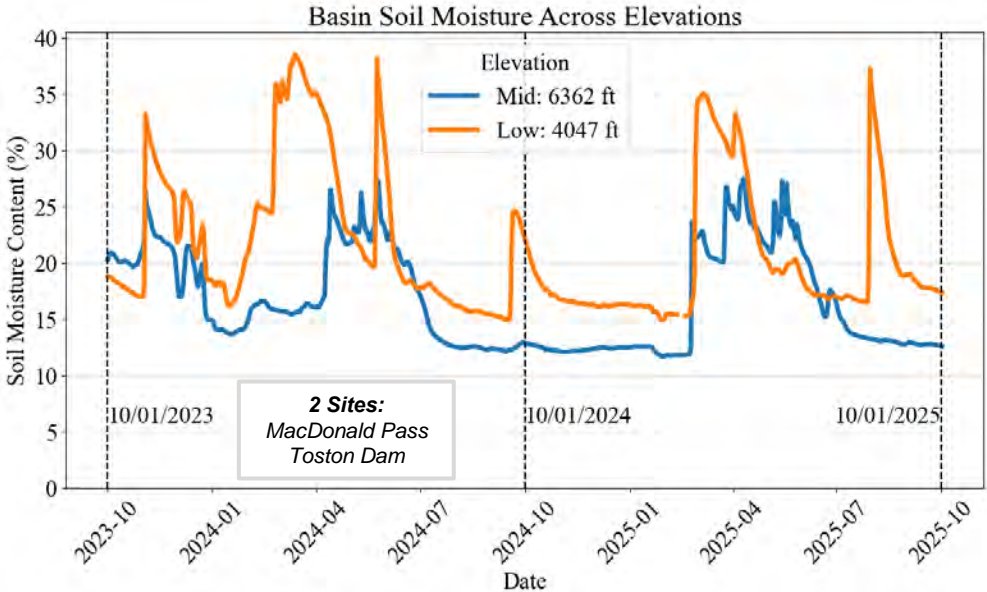
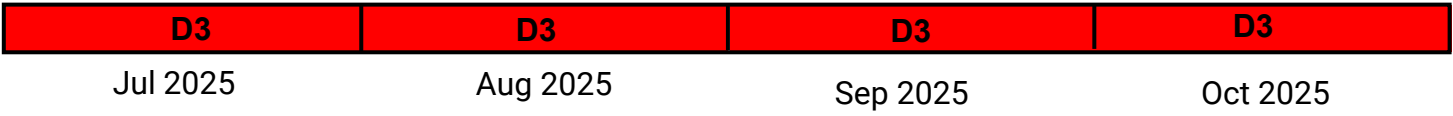
Data from: <https://droughtmonitor.unl.edu/>

### OVERALL DROUGHT

- Over half of L&C county is in **D3 (71%)**, gaining 25% from last month.
- Rest is either **D2 (14%)** or **D1/D0 (15%)**.

### RESERVOIR STORAGE

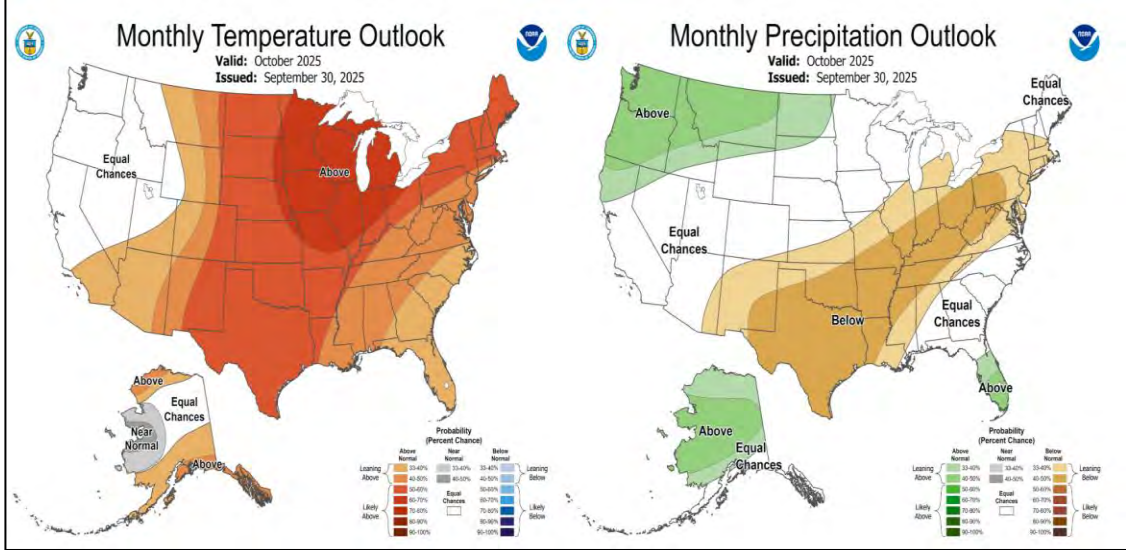
- Canyon Ferry is **76%** full, **89%** of the 30-year average.



### SOIL MOISTURE (8" DEPTH)

- At **low elevations**, soil moisture is **slightly lower** compared to last year (17.4% vs. 21.9%). Driven by rain events.
- At **mid elevations**, soil moisture is the same compared to last year (12.6% vs. 12.8%).

Data from: <https://climate.umt.edu/mesonet/>



### OCT OUTLOOK

- Similar trends in Oct are forecasted throughout the next two months.
- Predicted **normal temps** and higher chance of **more precipitation** through December.

Data: <https://www.cpc.ncep.noaa.gov/>

## PRECIPITATION

- Since Jan 1 2025, Helena has received **8.92 inches** of precipitation (AgriMet).
- Received **0.57 inches** of rain in September, which is below the long-term median (**0.65 inches**) across 28 years of data (AgriMet).

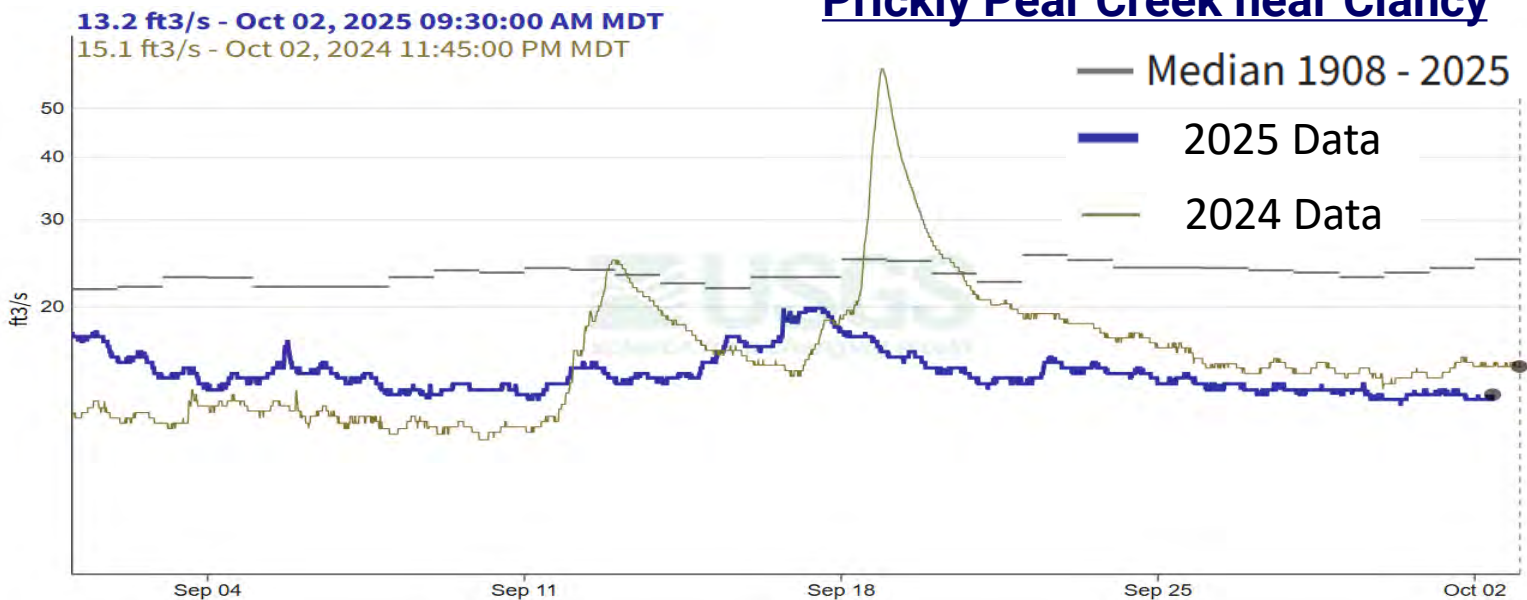
Data: [https://www.usbr.gov/gp/agrimet/station\\_HVMT.html](https://www.usbr.gov/gp/agrimet/station_HVMT.html)

## STREAMFLOW

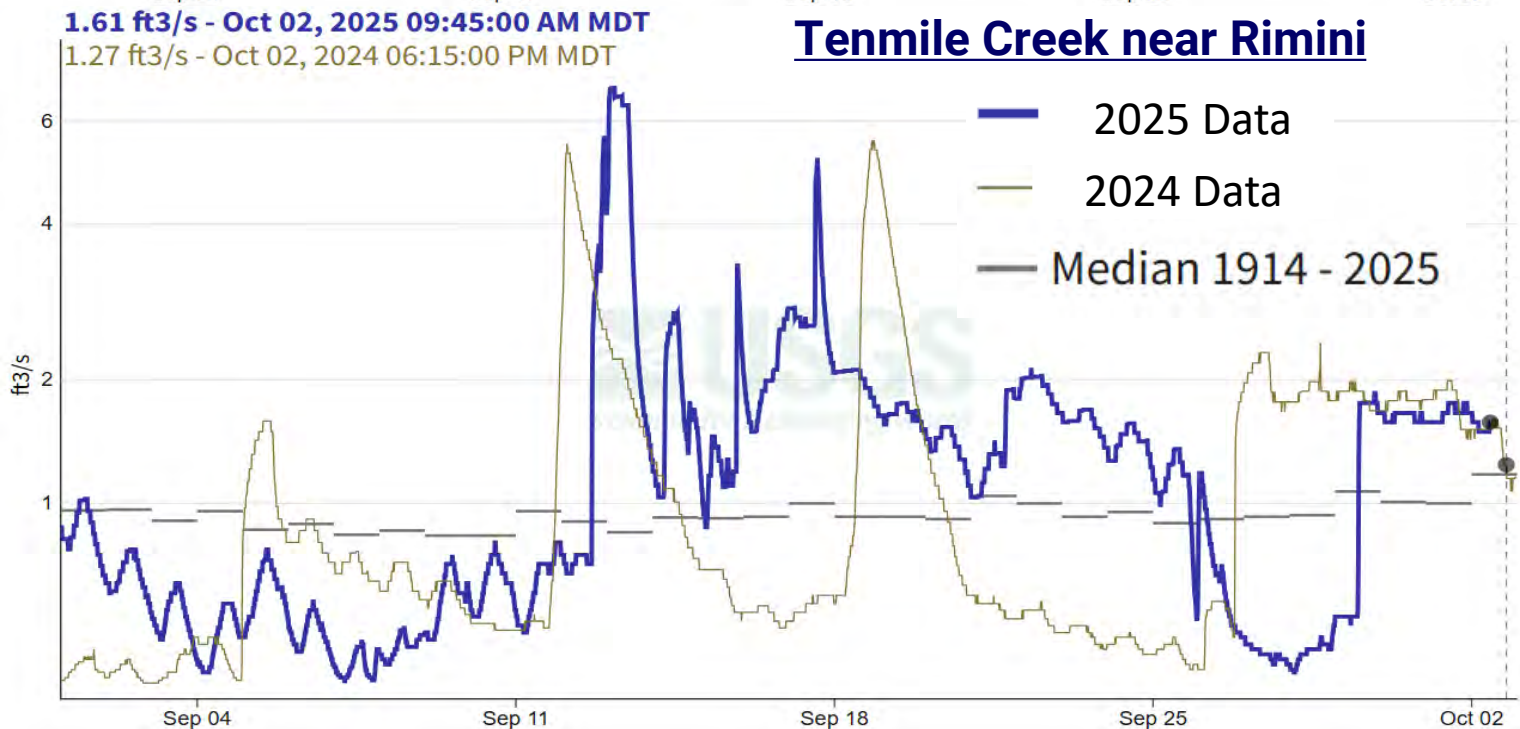
- Prickly Pear Creek (PPC) is still below the 25<sup>th</sup> percentile.
- Tenmile Creek at Rimini is below the 50<sup>th</sup> percentile while Tenmile nr Helena is just below the 75<sup>th</sup> percentile.
- End of irrigation season most likely leading to increased flows in Tenmile Creek.

Data from: <https://waterdata.usgs.gov/monitoring-location/06061500/#dataTypeId=continuous-00060-0&startDT=2024-01-01&endDT=2025-06-09>

### Prickly Pear Creek near Clancy



### Tenmile Creek near Rimini



Administrator's Report  
2025 1009 Board Meeting

CD Related

- Filed the August approved minutes with DNRC and the County & posted them to the district website
- Payroll taxes paid for September, as well as the MPERA payments.
- Quarterly reports for the 3rd quarter have been filed and payment made to Unemployment. I missed the increase in the rate, so it's much higher (went from .15% to .25% for the 3rd quarter) than QuickBooks initially calculated. Supposedly QuickBooks will try to "catch up" over the next quarter so we'll see what those payroll liabilities do.
- Went to county elections with Elena to get her sworn in and ordered her a new name badge.
- Grants: of the 6 reports for the 2nd quarter, we've only received payment for 3 of them. Upon doing the final report for the Pollinator Initiative grant for 2025, I discovered that we hadn't been paid for the 1st quarter either. Catey Bauer at DNRC will be submitting both vendor invoices at the same time for 1st and 2nd quarter. I submitted the application for the 2026 Pollinator Initiative. Funds are supposedly tight, so the board will need to decide if we have a Pollinator program in 2026 if we don't get the grant funding. I believe the hearing for the fall round of applications is during the convention.
- I have begun the draft planning for 2026 and will get those draft documents to the board well in advance of the December planning meeting.
- I'd like to schedule a zoom or in person meeting with those who are reviewing the draft policies for the district, so that we can go over them and make any desired changes. I'd like to present the updated drafts to the board before January 1.
- I had the initial phone call with Nicho Hash at the County Attorney's office. Ironically, he said that the county is also dealing with the same issues that we are. Karl, Jeff, Grant and I met with Nicho on September 26th and I dropped all the files off to him on Tuesday the 30th. He will let me know when he's gone through the files.
- I have a proposal from Workmosis. 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, at least initially, either way we decide to go. 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 Policy Manual. This will allow successor employees to click those links and they can go directly to the most up to date version of each.

- ❖ 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.
- ❖ Deleting duplicate photos from our Google Drive and adding shortcuts as appropriate.
- ❖ Trimming the old flood photos in the drive.

Things on my "keep track of" list:

- Realtor Workshop with the Sun River Watershed Group-I'd like to put Joe in charge of that.
- Species recommendation brochure-Complete!

#### 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.
- I attended a recent meeting where there was discussion about the EO training. The MACD president said that he thinks that the training that the EO does for employees "deactivates" supervisors. He followed that up with a phone call with the idea that we should do combined supervisor/employee training with breakouts for each, and combined for some. I think that's a great idea, but most supervisors will not go most likely. They still need to figure out training at the individual and area levels.

## October 310 applications

### CP-02-25 RV Ranch

- As of 10-7-25 have not heard from KC
- Attempted to deliver on the 2<sup>nd</sup>
- Notice left
- If letter is not picked up by the 17<sup>th</sup>, then letter will be returned

### LC-18-25 Mosness

- Road and gravel boat ramp
- 300' long, 20' wide
- Geotextile fabric base, 6-8" of 2-3" crushed rock, 4-6" of ¾" crushed rock, and 6-12" rip rap on shore line
- Ramp used for boats and installing and removing docks in the Spring and Fall

### LC-19-25 Zelenka

- Install an arched bridge to connect property
- No machinery will be used
- Creek about 20' wide on proposed site
- Bridge will be 28.5' long and 32-36" wide
- Concrete sono tubes for foundation

### LC-20-25 American Bar LOA

- Replace crumbling concrete boat ramp
- Using precast concrete panels
- 14' long, 5' wide, 5.5" thick
- Fill in scour hole with 6" rip rap
- Total length of ramp is 41.5'

### LC-21-25 Scott

- Reroute river to historic path and cut water access to ponds
- Former land owner led the north fork to gravel pits
- Ponds fill during high water events