



Lewis and Clark Conservation District

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

REGULAR MEETING AGENDA

August 13, 2026

9:30 am

Lambkins Restaurant Meeting Room, Lincoln MT
& Via Zoom Conferencing

9:30 am-Call to Order

Introductions

Public Comment

310 Permit Applications

- **310 Project Verification results-Recent**
- CP-02-26 Little Wolf Creek Ranch LLC
- CP-03-26 Sherman
- LC-28-26 Pace
- LC-29-26 Pace
- LC-34-26 Schactner
- LC-35-26 Grady
- LC-37-26 Beck
- LC-38-26 Sherrill
- LC-39-26 Helena Valley Irrigation District
- LC-40-26 Helena Valley Irrigation District
- LC-41-26 Rosenthal

Review Governance Calendar for August/September

Minutes —July 2026

Financial Statement July 2026 & Outstanding Bills

Supervisor absences

Correspondence

BPMC Report and request for support

Reports

Printed reports are absolutely welcome.

Andrew Welch/NWE

NRCS

DNRC

SRWG

MRCDC

LHWG

Helena CORE

WQPD
Weed District
MACD
Supervisor Reports
Staff Reports

Old Business

New Business

Topic Review-Draft Realtor Workshop Agenda
Conservation Partnership Program Grant-Johnna Cameron
October board meeting timing-Same day as Area 6 meeting
Grant application request-Pollinator for Feathered Pipe Ranch/Foundation
Other grants?
310 Penalties resolution draft

Announcements

Next meeting—September 10, 2026 1 pm Helena Mt

Adjournment

Upcoming Events & meetings

August 13-LCCD Board Mtg-Lincoln 9:30 am
August 17-MACD Board Meeting
August 19-CD Employee Roundtable
August 31-MACD Convention Planning mtg
September 7-HOLIDAY-Office closed
September 10-LCCD Board Meeting 1 pm Helena
September 16 CD Employee Roundtable
September 29-Area 6 Employees Meeting
October 8-Area 6 meeting-White Sulphur Springs
October 8-LCCD Board Meeting 1 pm Helena
October 12-Indigenous People's Day Holiday-OFFICE CLOSED
October 15-SRWG meetings
October 21-CD Employee Roundtable
November 12-LCCD Board Meeting 1 pm Helena
November 18-CD Employee Roundtable

Lewis and Clark Conservation District Public Participation Guidelines

Guidelines for Public Participation. The following guidelines shall serve to assure reasonable and fair public participation in the decisions of the Lewis and Clark Conservation District.

1. Be respectful: Any person who, while testifying, shall use indecorous or abusive language or who shall become boisterous or disruptive shall be barred from further presentation to the Board by the presiding officer, unless permission to continue be granted by a majority vote of the Board.
2. Don't interrupt speakers or the proceedings. The public shall be invited to speak after and only after recognition by the presiding officer. Improper interruptions to the conduct of board business will not be allowed. (Please silence cell phones/other devices.)
3. The speaker should step to the front of the room, and for the record, give his or her name and, if applicable, the person, or organization he or she represents.
4. While the Board is in session, members of the public must preserve order and decorum. No person shall delay or interrupt the proceedings or the peace of the Board nor disturb any member of the public or of the Board while speaking or refuse to obey the orders of the presiding officer of the Board.
5. Public comment is limited to 3 minutes (total time) for items not on the agenda (the presiding officer may not allow comments for items outside of the Conservation District's jurisdiction) and 5 minutes (total time) for items on the agenda. The presiding officer, at situational discretion, may allow more comment time, or comments may be disallowed if they are repetitious. If commenters are not adhering to the guidelines, after one warning, they will be asked to leave the meeting. If they refuse to leave, the presiding officer may recess the meeting until the offender leaves or law enforcement escorts the offender from the meeting. The offender may be subject to disorderly conduct charges (MCA 45-8-101). Repetitive or off-topic comments are not allowed and will be interrupted by the presiding officer.
6. Written statements are welcome and should be provided to the District Administrator at least 1 day prior to the meeting for distribution to the entire board. Written statements may be emailed to admin@lewisandclarkcd.org or delivered to the office of the Lewis and Clark Conservation District, 790 Colleen Street, Helena MT 59601. Submitted written comments will be noted in the minutes of the meeting. Notes may be used during the public comment period. However, previously submitted written statements that are also read aloud during public comment shall be deemed unduly repetitious. All prepared statements shall become a part of the permanent record.

Jul Report for Aug meeting**08/13/26 Bd Rpt**Received financial reports and the bank statement from Chris Evans, Dist Admin, L&C Cons Dist, **08/03/2026**

Balance Sheet	Prior Month	Current Month	Difference
Assets			
Checking Account	\$9,547.67	\$12,419.10	
Savings Account	\$243,183.31	\$228,183.31	
CD-4014 (cert of deposit) 13Mnth	\$15,000.00	\$15,000.00	
CD-2812 (cert of deposit) 13Mnth	\$15,525.00	\$15,569.66	
CD (cert of deposit) Short Term (emp leave pay)	\$22,801.02	\$22,801.05	
CD-7824 (cert of deposit) 90 Day	\$15,139.89	\$15,139.89	
CD-5144 (cert of deposit) 90 Day	\$15,270.74	\$15,270.74	
QB Tax Withholding	\$3,593.00	\$3,513.65	
Total Assets	\$340,060.63	\$327,897.40	\$12,163.23
Liabilities & Equity			
Total Payroll Liabilities	\$4,558.07	\$3,552.75	
Total Equity	\$335,502.59	\$324,344.65	
Total Liabilities & Equity	\$340,060.66	\$327,897.40	\$12,163.26

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

Financial Stmt (EOM Transactions)	Prior Month end	Current Month start	Difference
Checking Account	\$6,837.52	\$9,547.67	\$0.00
Total Withdrawals (employee pay, savings, cd transfers, ALL checks, etc)	\$13,816.22	\$15,302.73	
Total Deposits (including interest & savings transfers)	\$16,526.37	\$18,174.16	
Ending Balance	\$9,547.67	\$12,419.10	\$2,871.43
The # in the difference columns should be \$0.00, if not, there an issue to be resolved			
Savings Account	\$258,179.24	\$243,183.31	\$0.00
Total Withdrawals (employee pay, savings, cd transfers, ALL checks, etc)	\$15,000.00	\$15,000.00	
Total Deposits (including interest & savings transfers)	\$4.07	\$0.00	
Ending Balance	\$243,183.31	\$228,183.31	\$15,000.00
Employee Taxes {MPERA, MT State Fund, EFTPS (Fed Taxes), MT Dept of Rev}	\$7,519.47	\$3,643.48	\$3,875.99
Employee Pay (including pre-tax health benefit)	\$10,787.23	\$7,519.45	\$3,267.78
The # in the difference columns indicate the differences from last to current month			

Profit & Loss Budget vs Actual	Prior Month	Current	Difference
	\$24,986.14	\$36,144.08	\$11,157.94

COMMENTS: **All bills paid appear legitimate.**

GOVERNANCE CALENDAR FOR AUG

- * Reviewed Jul Financials This is my report for the August meeting.*
- * Review Aug expense payments ... I have not yet seen the expense payments for Aug.*
- * Review Payroll Tax ... I have reviewed the tax reports and they all look good.*

BOARD RESPONSIBILITIES**Outside the Board Meeting****Treasurer/Finance Committee Before the Board Meeting**

[Review July financials](#) per board policy and [create written report](#) for August meeting minutes

Review August expense payments and make recommendation to the board for approval

[Reviews Payroll Tax report](#) to ensure payments have been submitted.

Jeanette Nordahl, Treasurer & Lincoln Area Supervisor**08/09/26**

LEWIS AND CLARK CONSERVATION DISTRICT

Balance Sheet

As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
101000 Valley Bank - Checking	12,419.10
101001 Valley Bank - Savings	228,183.31
101003 Valley Bank-CD 13 month-4014	15,000.00
102106 Valley Bank CD-13 month-2812	15,569.66
102109 Valley Bank CD-Empl Lv PO-4539	22,801.05
120110 Valley Bank CD-7824	15,139.89
120111 Valley Bank CD-5144	15,270.74
Total for Bank Accounts	\$324,383.75
Other Current Assets	
185000 QuickBooks Tax Holding Account	3,513.65
Total for Other Current Assets	\$3,513.65
Total for Current Assets	\$327,897.40
Total for Assets	\$327,897.40
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
201200 Payroll Liabilities	\$0.00
201201 FWT, FICA, MEDI Withheld	3,127.72
201202 MPERA-Employee	11.06
201203 Unemployment Ins.	43.97
201204 SWT, OFLT Withheld	370.00
Total for 201200 Payroll Liabilities	\$3,552.75
Total for Other Current Liabilities	\$3,552.75
Total for Current Liabilities	\$3,552.75
Total for Liabilities	\$3,552.75
Equity	
260000 Opening Bal Equity	3,685.52
Opening Balance	356,803.21
Net Income	-36,144.08
Total for Equity	\$324,344.65
Total for Liabilities and Equity	\$327,897.40

LEWIS AND CLARK CONSERVATION DISTRICT

End of Month Transactions

July 2026

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
101000 Valley Bank - Checking								
Beginning Balance								9,547.67
101000 Valley Bank - Checking	07/02/2026	Expense		MPERA			-925.97	8,621.70
101000 Valley Bank - Checking	07/02/2026	Deposit			Mill levy deposit and Public Information Request fees deposited		3,174.16	11,795.86
101000 Valley Bank - Checking	07/02/2026	Expense			Helena IR Subscription	Conservation of Nat Res.:Purchased Services:Publicity, Dues and Subscriptio:Subscriptions	-99.00	11,696.86
101000 Valley Bank - Checking	07/02/2026	Expense		Google	Google Workspace	Conservation of Nat Res.:Purchased Services:Google Workspace	-50.40	11,646.46
101000 Valley Bank - Checking	07/02/2026	Transfer			operating expenses	Valley Bank - Savings	15,000.00	26,646.46
101000 Valley Bank - Checking	07/03/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-34.32	26,612.14
101000 Valley Bank - Checking	07/08/2026	Check	5579	Action Print	Journal reprint #133446	Conservation of Nat Res.:Supplies:Marketing	-351.62	26,260.52
101000 Valley Bank - Checking	07/09/2026	Expense		USPS	Certified 310	Conservation of Nat Res.:District Projects:310 Expenses	-6.08	26,254.44
101000 Valley Bank - Checking	07/10/2026	Payroll Check	DD	Joseph RY Kremer-Herman	Pay Period: 06/20/2026-07/03/2026	Direct Deposit Payable	-1,599.84	24,654.60
101000 Valley Bank - Checking	07/10/2026	Payroll Check	DD	Christina M. Evans	Pay Period: 06/20/2026-07/03/2026	Direct Deposit Payable	-2,159.88	22,494.72
101000 Valley Bank - Checking	07/10/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,757.22	20,737.50
101000 Valley Bank - Checking	07/13/2026	Expense		Verizon Business	VERIZON WIRELESS - Final	Conservation of Nat Res.:Purchased Services:Employee Cell Phones	-491.87	20,245.63

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
101000 Valley Bank - Checking	07/13/2026	Expense		Buckhorn Bar	July meeting food	Conservation of Nat Res.:District Projects:Meeting Expense:Board Meetings	-144.00	20,101.63
101000 Valley Bank - Checking	07/13/2026	Expense		Mountain View Co-Op	truck fuel	Conservation of Nat Res.:Purchased Services:Travel Expenses	-61.33	20,040.30
101000 Valley Bank - Checking	07/14/2026	Expense		Spectrum	Spectrum Employee Phones	Conservation of Nat Res.:Purchased Services:Employee Cell Phones	-59.03	19,981.27
101000 Valley Bank - Checking	07/15/2026	Expense		Spectrum	Spectrum Internet bill	Conservation of Nat Res.:Purchased Services:Publicity, Dues and Subscriptio:Subscriptions	-65.00	19,916.27
101000 Valley Bank - Checking	07/17/2026	Expense		MPERA			-925.97	18,990.30
101000 Valley Bank - Checking	07/17/2026	Expense		Love's Store	Truck fuel	Conservation of Nat Res.:Purchased Services:Travel Expenses	-75.53	18,914.77
101000 Valley Bank - Checking	07/24/2026	Payroll Check	DD	Joseph RY Kremer-Herman	Pay Period: 07/04/2026-07/17/2026	Direct Deposit Payable	-1,599.84	17,314.93
101000 Valley Bank - Checking	07/24/2026	Payroll Check	DD	Christina M. Evans	Pay Period: 07/04/2026-07/17/2026	Direct Deposit Payable	-2,159.89	15,155.04
101000 Valley Bank - Checking	07/24/2026	Tax Payment		Intuit QuickBooks Workforce	Tax withdrawal	QuickBooks Tax Holding Account	-1,756.43	13,398.61
101000 Valley Bank - Checking	07/27/2026	Expense		Cenex Zip Trip	truck fuel	Conservation of Nat Res.:Purchased Services:Travel Expenses	-53.54	13,345.07
101000 Valley Bank - Checking	07/31/2026	Expense		MPERA			-925.97	12,419.10
Total for 101000 Valley Bank - Checking							\$2,871.43	
1005 Personnel Services (deleted)								
Beginning Balance								0.00
Total for 1005 Personnel Services (deleted)								
Total for 101000 Valley Bank - Checking with sub-							\$2,871.43	

Distribution account	Transaction date	Transaction type	Num	Name	Description	Split	Amount	Balance
accounts								
101001 Valley Bank - Savings								
Beginning Balance								243,183.31
101001 Valley Bank - Savings	07/02/2026	Transfer			operating expenses	Valley Bank - Checking	-15,000.00	228,183.31
Total for 101001 Valley Bank - Savings							\$15,000.00	-
101003 Valley Bank-CD 13 month-4014								
Beginning Balance								15,000.00
Total for 101003 Valley Bank-CD 13 month-4014								
102106 Valley Bank CD-13 month-2812								
Beginning Balance								15,525.00
102106 Valley Bank CD-13 month-2812	07/17/2026	Deposit		VALLEY BANK	INTEREST ADDED BACK	Investment Earnings	44.66	15,569.66
Total for 102106 Valley Bank CD-13 month-2812							\$44.66	
102109 Valley Bank CD-Empl Lv PO-4539								
Beginning Balance								22,801.05
Total for 102109 Valley Bank CD-Empl Lv PO-4539								
120110 Valley Bank CD-7824								
Beginning Balance								15,139.89
Total for 120110 Valley Bank CD-7824								
120111 Valley Bank CD-5144								
Beginning Balance								15,270.74
Total for 120111 Valley Bank CD-5144								

LEWIS AND CLARK CONSERVATION DISTRICT

Profit & Loss Budget vs. Actual

January-July, 2026

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
Income				
310000 Taxes & Assessments				
311010 County Mill Levy	57,831.60	177,000.00	-119,168.40	32.67 %
312372 Permissive Levy for Benefits	4,048.29	12,000.00	-7,951.71	33.74 %
Total for 310000 Taxes & Assessments	\$61,879.89	\$189,000.00	-\$127,120.11	32.74 %
334000 State Grants	\$31,337.32	\$48,300.00	-\$16,962.68	64.88 %
334005 Grant Administration Costs	1,338.83	6,200.00	-4,861.17	21.59 %
334007 310 Funding		5,000.00	-5,000.00	0.0 %
Total for 334000 State Grants	\$32,676.15	\$59,500.00	-\$26,823.85	54.92 %
340000 Charges for Goods and Services				
341010 Sale of Merchandise		\$500.00	-\$500.00	0.0 %
341703 Ownership maps	55.00		55.00	
Total for 341010 Sale of Merchandise	\$55.00	\$500.00	-\$445.00	11.0 %
341011 Meeting Registrations		500.00	-500.00	0.0 %
Total for 340000 Charges for Goods and Services	\$55.00	\$1,000.00	-\$945.00	5.5 %
360000 Other Revenue				
362000 Other Miscellaneous Revenue	25.00		25.00	
363000 Bank Account Interest	31.71	150.00	-118.29	21.14 %
365000 Contributions and Donations				
365010 Annual Sponsor		2,500.00	-2,500.00	0.0 %
Total for 365000 Contributions and Donations		\$2,500.00	-\$2,500.00	0.0 %
Total for 360000 Other Revenue	\$56.71	\$2,650.00	-\$2,593.29	2.14 %
370000 Investment Earnings	\$569.66		\$569.66	

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
371011 CD Interest Income	380.11		380.11	
Total for 370000 Investment Earnings	\$949.77		\$949.77	
Total for Income	\$95,617.52	\$252,150.00	-\$156,532.48	37.92 %
Cost of Goods Sold				
Gross Profit	\$95,617.52	\$252,150.00	-\$156,532.48	37.92 %
Expenses				
410000 General Government				
410500 Financial Services	2,271.70	5,000.00	-2,728.30	45.43 %
410540 Treasury				
410551 Payroll Expenses				
410552 Wages	71,888.00	123,000.00	-51,112.00	58.45 %
410553 MPERA-Employer	6,531.33	11,143.91	-4,612.58	58.61 %
410554 Workers Comp	1,044.51	1,000.00	44.51	104.45 %
410555 Payroll Taxes	6,461.24	10,000.00	-3,538.76	64.61 %
410556 Health Benefits	2,800.00	4,800.00	-2,000.00	58.33 %
410557 PML Health Benefits	7,000.00	12,000.00	-5,000.00	58.33 %
Total for 410551 Payroll Expenses	\$95,725.08	\$161,943.91	-\$66,218.83	59.11 %
Total for 410540 Treasury	\$95,725.08	\$161,943.91	-\$66,218.83	59.11 %
411800 Other General Govt Services				
411830 Association Dues	560.00	810.00	-250.00	69.14 %
Total for 411800 Other General Govt Services	\$560.00	\$810.00	-\$250.00	69.14 %
Total for 410000 General Government	\$98,556.78	\$167,753.91	-\$69,197.13	58.75 %
480000 Conservation of Nat Res.				
480200 Supplies	\$55.25		\$55.25	
480210 Office Supplies	1,722.41	1,500.00	222.41	114.83 %
480211 Marketing	351.62		351.62	
480250 Supplies for Resale		500.00	-500.00	0.0 %
Total for 480200 Supplies	\$2,129.28	\$2,000.00	\$129.28	106.46 %
480300 Purchased Services				

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
480304 Employee Cell Phones	1,280.22	1,440.00	-159.78	88.9 %
480305 Chair phone Stipend	1,200.00	1,200.00	0.00	100.0 %
480306 Google Workspace	385.50	620.00	-234.50	62.18 %
480310 Postage	24.56	400.00	-375.44	6.14 %
480320 Printing and Reproduction	139.23		139.23	
480330 Publicity, Dues and Subscriptio	\$234.99		\$234.99	
480331 Advertising/Publicity/Marketing	605.34	550.00	55.34	110.06 %
480333 Subscriptions	1,342.40	1,200.00	142.40	111.87 %
Total for 480330 Publicity, Dues and Subscriptio	\$2,182.73	\$1,750.00	\$432.73	124.73 %
480340 Equipment Rental	60.00		60.00	
480360 Repairs and Maintenance	378.61	2,000.00	-1,621.39	18.93 %
480370 Travel Expenses	849.56	3,500.00	-2,650.44	24.27 %
480380 Education	\$45.48		\$45.48	
480381 Seminar Expenses	171.30	250.00	-78.70	68.52 %
480383 Camp Sponsorships	1,000.00	1,000.00	0.00	100.0 %
480382 Training		1,000.00	-1,000.00	0.0 %
480385 Envirothon		1,500.00	-1,500.00	0.0 %
480386 Ag Ed		300.00	-300.00	0.0 %
Total for 480380 Education	\$1,216.78	\$4,050.00	-\$2,833.22	30.04 %
Total for 480300 Purchased Services	\$7,717.19	\$14,960.00	-\$7,242.81	51.59 %
480400 District Projects	\$129.62		\$129.62	
480410 Meeting Expense	\$94.50		\$94.50	
480411 Board Meetings	312.26	800.00	-487.74	39.03 %
480412 MACD	100.00	500.00	-400.00	20.0 %
480413 Virtual Mtg. Account	176.27	200.00	-23.73	88.14 %
480414 Area 6		200.00	-200.00	0.0 %
480415 Employee Organization		150.00	-150.00	0.0 %
480416 Local Work Group		150.00	-150.00	0.0 %
Total for 480410 Meeting Expense	\$683.03	\$2,000.00	-\$1,316.97	34.15 %

	TOTAL			
	Actual	Budget	Over budget by	Percent of budget
480420 310 Expenses	464.75	600.00	-135.25	77.46 %
Total for 480400 District Projects	\$1,277.40	\$2,600.00	-\$1,322.60	49.13 %
480460 Bank Service Charges	\$75.83		\$75.83	
480462 PayPal fee		50.00	-50.00	0.0 %
Total for 480460 Bank Service Charges	\$75.83	\$50.00	\$25.83	151.66 %
480700 Grants, Contributions, Donation				
480730 Donations				
480740 Watershed Support				
480742 SRWG	4,000.00	4,000.00	0.00	100.0 %
Total for 480740 Watershed Support	\$4,000.00	\$4,000.00	\$0.00	100.0 %
Total for 480730 Donations	\$4,000.00	\$4,000.00	\$0.00	100.0 %
480770 State	11,896.53	48,300.00	-36,403.47	24.63 %
Total for 480700 Grants, Contributions, Donation	\$15,896.53	\$52,300.00	-\$36,403.47	30.39 %
480900 Capital Outlay				
480940 Machinery and Equipment	141.59	3,000.00	-2,858.41	4.72 %
Total for 480900 Capital Outlay	\$141.59	\$3,000.00	-\$2,858.41	4.72 %
Total for 480000 Conservation of Nat Res.	\$27,237.82	\$74,910.00	-\$47,672.18	36.36 %
510000 Miscellaneous				
510300 Other Unallocated Costs				
510330 Comp Liability Insurance	4,977.00	5,000.00	-23.00	99.54 %
510335 Surety Bond	140.00	250.00	-110.00	56.0 %
Total for 510300 Other Unallocated Costs	\$5,117.00	\$5,250.00	-\$133.00	97.47 %
Total for 510000 Miscellaneous	\$5,117.00	\$5,250.00	-\$133.00	97.47 %
Total for Expenses	\$130,911.60	\$247,913.91	-\$117,002.31	52.81 %
Net Operating Income	-\$35,294.08	\$4,236.09	-\$39,530.17	-833.18 %
Other Income				
Other Expenses				
480600 Other Expenses				

TOTAL				
	Actual	Budget	Over budget by	Percent of budget
480608 Montana Biological Weed Control	850.00	850.00	0.00	100.0 %
480602 Water Test Cost Share		450.00	-450.00	0.0 %
480606 Special Projects		2,436.09	-2,436.09	0.0 %
480609 Augusta FFA		500.00	-500.00	0.0 %
Total for 480600 Other Expenses	\$850.00	\$4,236.09	-\$3,386.09	20.07 %
Total for Other Expenses	\$850.00	\$4,236.09	-\$3,386.09	20.07 %
Net Other Income	-\$850.00	-\$4,236.09	\$3,386.09	20.07 %
Net Income	-\$36,144.08	-\$0.00	-\$36,144.08	

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES	BOARD RESPONSIBILITIES	ADMINISTRATOR RESPONSIBILITY OUTSIDE OF BOARD MEETING
AUGUST	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 July Treasurer's report presented for board approval	Review July financials per board policy and create written report for August meeting minutes	7 days prior to August Board meeting, prepare and forward financial reports to Treasurer/Finance Comm for monthly review per CD policy
	Authorization of Expenses August expenses presented for board approval		Filing of Minutes -Submit approved July minutes to County Clerk and Recorder and DNRC's CDB
	Payroll Taxes June payroll taxes presented for board approval	Reviews Payroll Tax report to ensure payments have been submitted	Monitor and facilitate MACD Resolution Process.
	Grant Applications: Applications for DNRC Fall Grant Cycle		Pay August's Payroll Taxes
	Review August expense payments and make recommendations to the board for approval		Make MPERA Payments 1 week after pay day
			Begin to prepare for Supervisor Election filing, if needed.
	Secretary duties:	Designated board members to lead Officer/Committee elections and orientation of new supervisors	
	Minutes July board minutes presented for review & approval	Identify Supervisor openings	
	Signature Presiding officer signs board minutes	Assist with identifying candidates to run for office.	
		Work with the Administrator to educate the public and candidates on expectations and roles and responsibilities of the supervisor position	
	Administrator reports:		
	Filing of Minutes. Minutes are sent to the County Clerk each month.		
	MACD Resolution Filings. Report on filing of Resolutions for MACD consideration.		
	SAM Registration Renew Confirmation		
	ADDITIONAL BOARD ITEMS FOR DISCUSSION AND		

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES		BOARD RESPONSIBILITIES		ADMINISTRATOR RESPONSIBILITY OUTSIDE OF BOARD MEETING	
		ACTION ITEM: MACD Resolutions Due September 1st. Board checks that all Resolutions have been submitted to MACD prior to September 1st. Review and approve any resolutions ready for consideration.				
		Other agenda items as needed				

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		Filing of Minutes -Submit approved August minutes to County Clerk and Recorder and DNRC's CDB
	Payroll Taxes July payroll taxes presented for board approval	Reviews 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
	Review September expense payments and make recommendations to the board for approval		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 ACTION		
	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.		

MONTH	FULL BOARD FIDUCIARY RESPONSIBILITIES		BOARD RESPONSIBILITIES		ADMINISTRATOR RESPONSIBILITY OUTSIDE OF BOARD MEETING	
		IMPORTANT DATE: Area Meeting and Elections of MACD Board Representative (August or September)				
		Other agenda items as needed				



REPORT TO MT CONSERVATION DISTRICTS AUGUST 2026

CATEY'S COMMENTS

My August report includes key reminders and updates. **As always, please review the CDB newsletter for additional updates and important information.** If you are not receiving the CDB newsletter, please contact me and I will get you signed up.

Below are the next steps in the FY27 CDA process.

There is an update on the state mileage rate change.

The FY27 P3 Grant Cycle 1 opens for applications on September 1 and closes on October 15.

The next steps for budgeting after submitting your preliminary CDA and county budgets are outlined below.

If your district has hired a new administrator, I am happy to schedule a DNRC onboarding meeting with them.

Please let me know if you would like me to attend a board meeting. I'm available via Zoom or, schedule permitting, in person.

FY27 CDA PROCESS UPDATE

- Awards are being finalized and award letters will be sent within the next couple of weeks.
- Next will come grant agreements. Like last year, the grant agreements will be routed via DocuSign with the agreement, vendor invoice, and certificate of compliance for the authorized signer's signature.
- **If the authorized signer has a preferred email for receiving the agreement, please let me know so I can update their contact information accordingly. This will ensure the DocuSign agreement is sent to the correct address for signature.**
- Payments are expected to be sent in September.

MILEAGE RATE INCREASE

- The federal government announced a mileage rate increase to 76 cents/mile.
- The current state rate, effective 10/1/2025 – 9/30/2026, is 72.5 cents/mile.
- The MT Department of Administration determines when to implement any state mileage rate change.
- For now, DNRC will continue to use the 72.5 cents/mile mileage rate until guidance comes from the DOA.
- Once this guidance is available, I will share it with CDs.

FY27 CYCLE 1 P3 GRANT APPLICATION OPENS SEPTEMBER 1

- CDs may apply for projects starting next spring.
- Please review the [grant guidelines](#) for eligibility requirements.
- CDs can fill out a [project development form](#) and submit to me for review or call or email with questions.
- Make sure the P3 application is approved at a board meeting before submission.

NEXT STEPS FOR BUDGETING

- Now that you've submitted your preliminary CDA and county budgets, your next steps are to finalize, approve, and track your budget for the coming year.
- Wait for your CDA award letter from DNRC and your final mill levy determination from the Department of Revenue (DOR sends out Certifiable Taxable Values early August), then update your draft budget with those figures if needed.
- If the final amounts are lower than planned, either reduce expenses or increase income (for example, by pursuing other grants or using reserve funds) so the budget is balanced.
- Have the final budget approved at your August meetings, submit it to your county by the first Thursday after the second Tuesday in September (September 10), and enter it into your accounting software for ongoing monthly tracking and board reporting.
- Budget tracking helps your CD spot issues early so you can adjust sooner.

UPCOMING EVENTS AND DEADLINES

Aug 3-5	MCDEO Statewide Employee Training (SET), <i>Miles City</i>
Sept 1	MACD Resolutions Submittal Deadline
Sept 1	CD Planning, Project, and Pollinator (P3) Grant cycle opens, <i>Submittable</i>
Sept 10	Final Budget due to County
Sept 29-Oct 6	MACD Area Meetings
Oct 15	CD Planning, Project, and Pollinator (P3) Grant cycle closes
Nov 4-5	Montana Invasive Species Summit, <i>Helena</i>
Dec 1-6	MACD Annual Convention, <i>Fairmont Hot Springs</i>

Please let me know if you'd like me to attend a board meeting or schedule a new administrator onboarding meeting. I'm available via Zoom or, schedule permitting, 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



**River Rendezvous
September 1-2, 2026
Sidney, MT**

AGENDA

****As of 7.28.2026**Subject to Change**all times in are in MTN time****

9:00am – 12:30pm MRCDC Quarterly meeting and lunch
(MSU Richland County Extension, 1499 N Central Ave, Sidney, MT)

DAY 1, September 1:

1:00pm – 1:30pm Registration, Welcome, and Introductions
(MSU Richland County Extension, 1499 N Central Ave, Sidney, MT)

1:30pm – 2:45pm Load bus, travel, and learn about Kraken Resources' Data Center

2:45pm – 3:45pm Load bus and depart to Missouri-Yellowstone Confluence Interpretive Center and
Fort Buford (15349 39th Ln NW, Williston, ND 58801, facility is in CTN)

3:45pm – 4:30pm Location 3 (if near Bainville)

4:30pm – 5:15pm Location 4 (if near Culbertson)

5:15pm – 5:45pm Load **bus** and travel back to the Extension Office

7:00pm Dinner at The Ranger (110 S Central Ave, Sidney, MT 59270)

DAY 2, September 2:

7:30am – 8:00am Breakfast and Registration
(MSU Richland County Extension, 1499 N Central Ave, Sidney, MT)

8:00am – 9:15am Depart to and see the Montana Bureau of Mines and Geology Fox Hills Hell Creek
Aquifer monitoring

9:15am – 10:15am Depart to the West Crane Aquifer Site and Information

10:15am – 12:00pm Depart to the FWP Demonstration on fish monitoring site

12:00pm – 12:30pm Provided Sack Lunch

12:30pm – 12:45pm Rendezvous wrap-up

Revisiting Cutleaf Vipergrass (*Sconzonera laciniata*)

By Jane Mangold, MSU Extension Invasive Plant Specialist (Photos by Devin Roloff, NRCS)

Introduction Cutleaf vipergrass, also called Mediterranean serpent-root, is a biennial forb in the Asteraceae family. It is native to Asia and Europe, where young leaves are occasionally consumed in salads. Additionally, the species has been used in traditional medicine for reducing inflammation and relieving pain. In the U.S. cutleaf vipergrass have been found in Texas north and west through Montana. Utah lists it as a 1B noxious weed, meaning it has limited distribution and is managed for early detection rapid response. Cutleaf vipergrass was featured in the [2019 May Weed Post](#). This post revisits the species with a “Story from the Field” to shed additional light on cutleaf vipergrass in Montana.

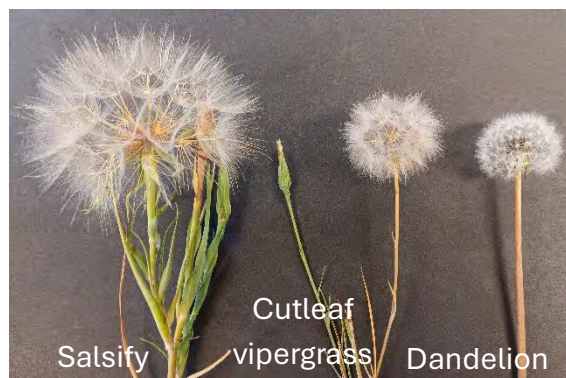
Story from the Field Devin Roloff is the District Conservationist for NRCS Montana in the Harlowton Field Office. He has been observing and managing cutleaf vipergrass in his area. According to Devin, cutleaf vipergrass is prevalent in the Harlowton and Big Timber areas; he’s also observed it in Lewistown (See the [Montana Natural Heritage Program](#) for more Montana records). It can grow in lawns, pastures, and disturbed areas like gravel parking lots. Rosettes may be seen as early as April after a mild winter, and flowers usually appear by mid-May. Rosettes can be hard to see in lawns because the leaves are thin enough that they blend in with grass. Rosettes may be slightly bluer than grass, and the leaves lay out creating the appearance of a small crater-like dent in the lawn. Cutleaf vipergrass sends up a solitary, upright stalk with one to four flower heads on it. Bright yellow flowers open during morning and usually close by noon. Time between flowering and producing seeds appears to be short, often less than five days and perhaps as little as two or three days. Seeds have a pappus, like western salsify and dandelion. Devin has found that mowing cutleaf vipergrass is ineffective, at least in an irrigated yard setting. Plants keep growing back and sending up more heads, and if those are mown, flowering occurs below the mower deck height. Cutleaf vipergrass has a stout taproot and is relatively easy to pull, especially using a weed digger. If the plant breaks at ground level, it will grow back. Hand pulling, at least on a small scale, has been effective. Pulling is easier in the morning because the flowers are open and plants are easier to see.



Flowering (middle) and seed-producing (lower left) cutleaf vipergrass.



Cutleaf vipergrass rosettes (circled) in lawn.

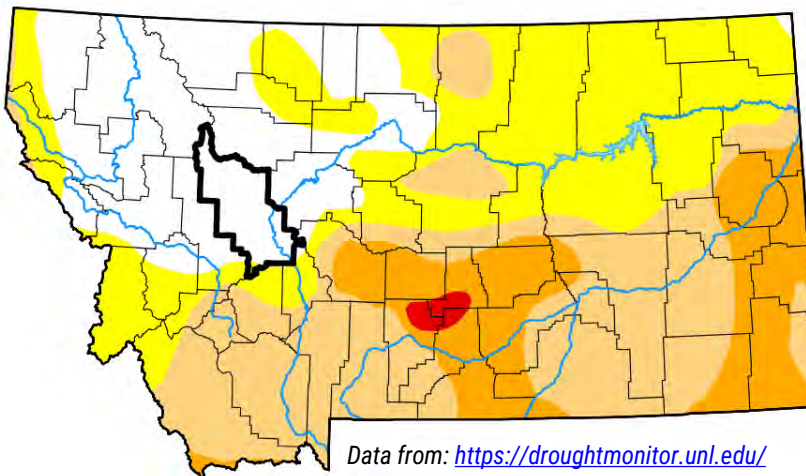


Non-mowed (left) and mowed (right) plants. Note additional flowering stems on mowed plant.

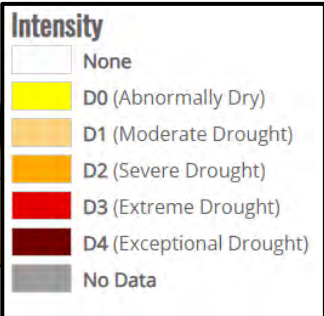
UPPER MISSOURI WATER SUPPLY REPORT AUGUST 3, 2026



The Montana Department of
Natural Resources
& Conservation



2026-07-30



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

OVERALL DROUGHT

- Large shift to **no drought conditions (98%)** across the county with the rest being **D0 (2%)**.

RESERVOIR STORAGE

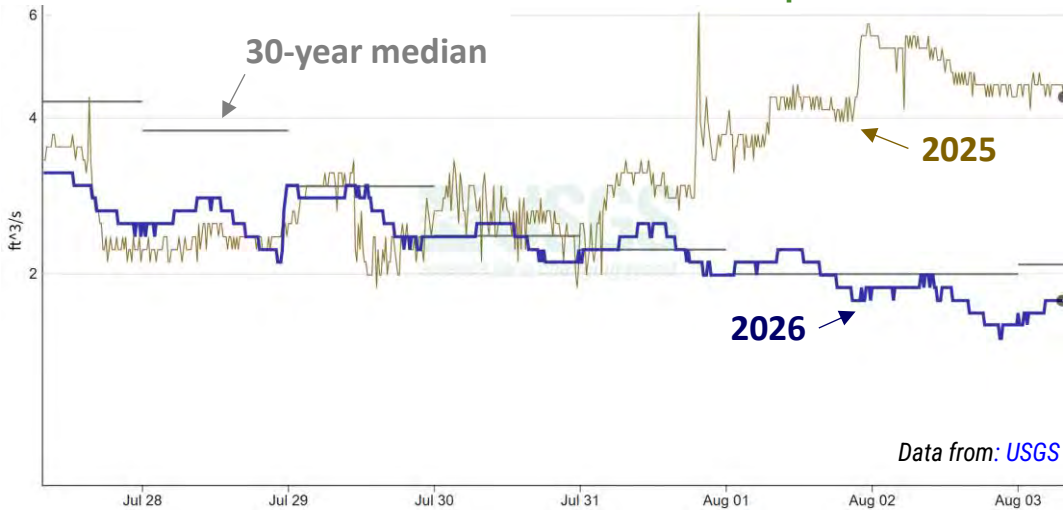
- Canyon Ferry is **88% full**, **93% of the 30-yr average**.



STREAMFLOW

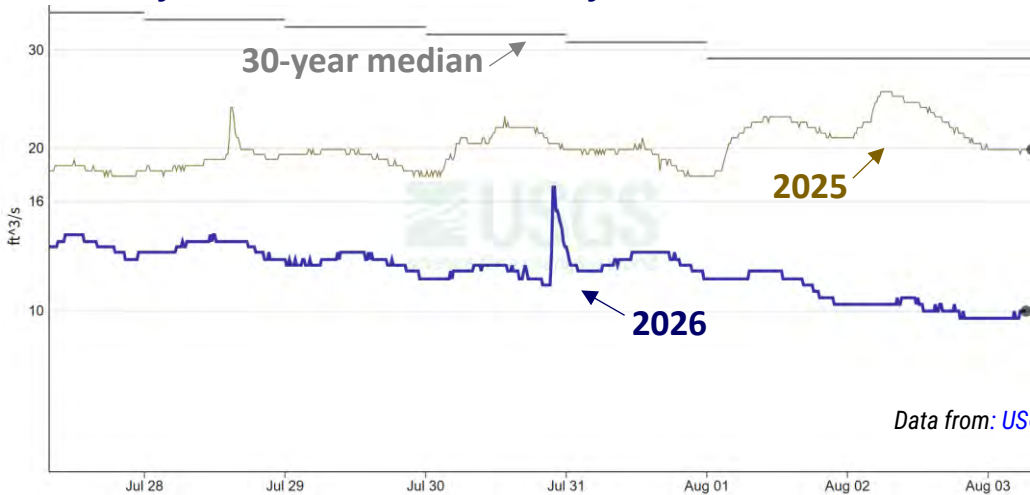
- Streamflow has been declining to near and below-normal conditions across the basin due to recent warm and dry weather.
- Within the Helena Valley, streamflow at both Tenmile Creek sites (Rimini and Helena) are **below the median (50th percentile)**, while PPC is **below the 25th percentile**.
- The Missouri River at Toston remains **above the 50th percentile**, showing normal reservoir operations.
- Flooding potential remains low, with no significant rainfall forecasted over the next few weeks.

Tenmile Creek near Helena: below the 50th percentile



Data from: USGS

Prickly Pear Creek near Clancy: below the 25th percentile

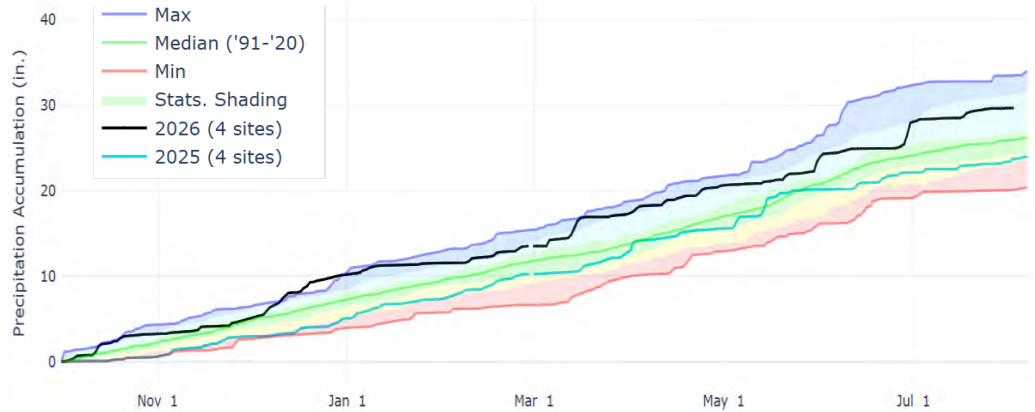


Data from: USGS

PRECIPITATION

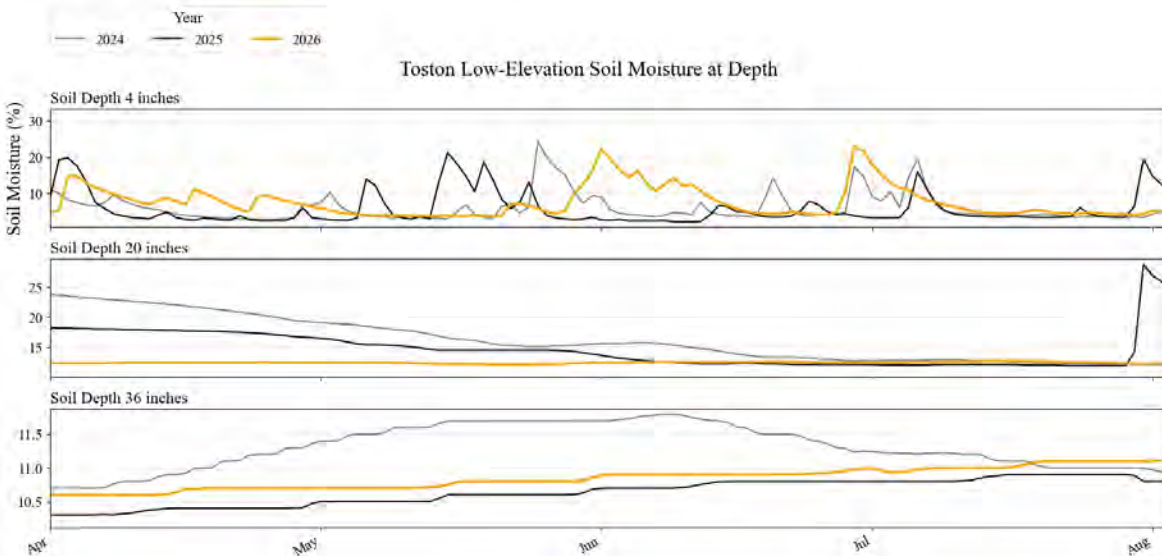
Helena Valley Total Precipitation

- Helena precipitation in July totaled **0.95 inches**, exceeding the 30-yr median (**0.75 inches**; AgriMet).
- Majority of the July rain fell during one event on July 17 (**0.71 inches**) while the remainder of the month was dry.
- Water-year precipitation remains well above normal at the **86th percentile**.



Data from: <https://nwcc-apps.sc.egov.usda.gov/basin-plots/#MT>

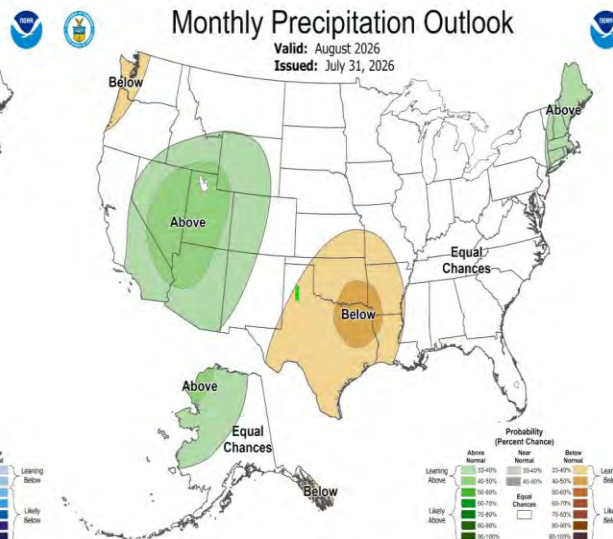
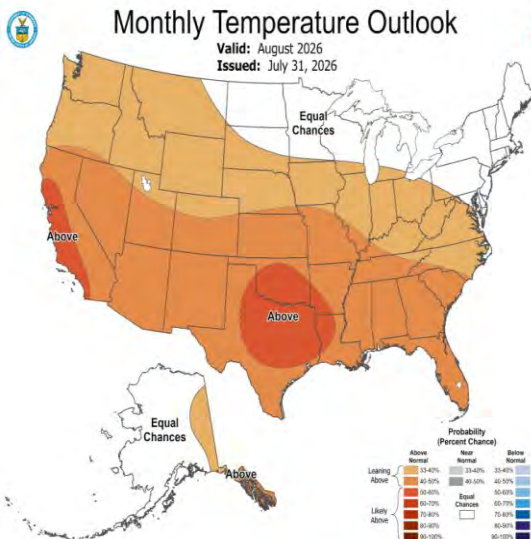
SOIL MOISTURE



Data from: <https://climate.unl.edu/mesure/>

- Shallow and mid depth soil moisture (4 and 20 inches) stabilized throughout July with little rains.
- Soil moisture at 36 inches continues to increase slightly as rainfall infiltrates deeper into the soil profile.

AUGUST WEATHER OUTLOOK



- Helena is expected to remain warmer than average and near-normal precipitation while most extreme record-breaking heat has occurred in Eastern MT.

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

Produced by: Maddie McKee Fry | Hydrologist | Montana DNRC | Madeline.mckee Fry@mt.gov

District Administrator Report

Aug 13, 2026 Board Meeting

Executive Summary

The following table provides a high-level status of primary district activities for the current reporting period. Detailed project updates and administrative notes follow on the subsequent pages.

Category	Status	Key Action Items
Financials	Complete	June payroll taxes paid; MPERA processed for July.
Governance	Ongoing	Minutes filed; job descriptions in review.
Outreach	In Progress	MACD website transfer will happen.
Programs	Planning	Realtor workshop and winter speaker series.
Personnel	Active	Weekly staff training; procedures manual finalization.

Operational Updates

District Governance & Records

- Minutes & Filings: All approved June minutes have been successfully filed with the DNRC and the County. They are also available for public viewing on the district website.
- Records Management: We are currently awaiting a response from the Records Disposal personnel regarding pending disposal requests.
- Procedures Manual: The manual is substantively complete. Final efforts are focused on determining the most effective document format for long-term staff use.

Technology & Outreach

- Website Migration: MACD has confirmed our inclusion in their multi-site platform. Transfer of the website will hopefully be done in August, pending MACD staff availability. Once migrated, the member-only portal will be completed.
- Digital Organization: Work continues on streamlining the Administrator Google Drive to improve file accessibility and long-term organization.
- Instructional Content: Development has begun on WordPress "how-to" guides to assist staff with future website maintenance.

Financial & Grant Management

Payroll & Compliance

- Tax Liabilities: Payroll taxes for June have been fully reconciled and paid.
- Retirement Contributions: MPERA payments for July were processed according to schedule.
- Training: Administrative training is currently focused on mastering bill payment procedures through QuickBooks (both electronic and physical checks).

Grant Reporting

- Upcoming Deadlines: Board members and staff are reminded that several major grant reports are due by October 15. Preparation for these filings will begin next month.

Personnel & Training

Staff Development

- Weekly Coordination: Joe and I are maintaining a weekly meeting schedule throughout the summer to manage increased seasonal workloads.
- Training specifically is being done with Joe on critical District related tasks regarding financial and other "keeping the lights on" activities.
- Role Definitions: Draft revisions for the District Administrator job description are finalized. It is recommended that the board establish a subcommittee to review job descriptions for both employees and to plan for future personnel transitions.

Community Education & Programs

Future Workshops

- Realtor Outreach: A draft agenda is being developed for a 2027 workshop which has to be approved by the Helena Realtor's Association. The goal is to secure continuing education credits for participating realtors.

- Speaker Series: A draft list of potential experts and topics for a winter/spring multi-night speaker series is currently being compiled.

Monitoring Items

- Planning Board: We are continuing to monitor proposed changes to local planning board structures and will update the board as developments occur.

Committee Work

- MACD Training Work Group: Monthly meetings continue. A draft "Welcome" document for new Supervisors is in the final stages of review. I missed the last meeting due to being on annual leave, but will join them this month.
- Convention Planning: Participation in the statewide convention planning group is ongoing to ensure District representation in the agenda. The Employee Organization is working on the auction planning, and Area 6 Employees will be combining items for a "fly fishing" package, along with some other items.