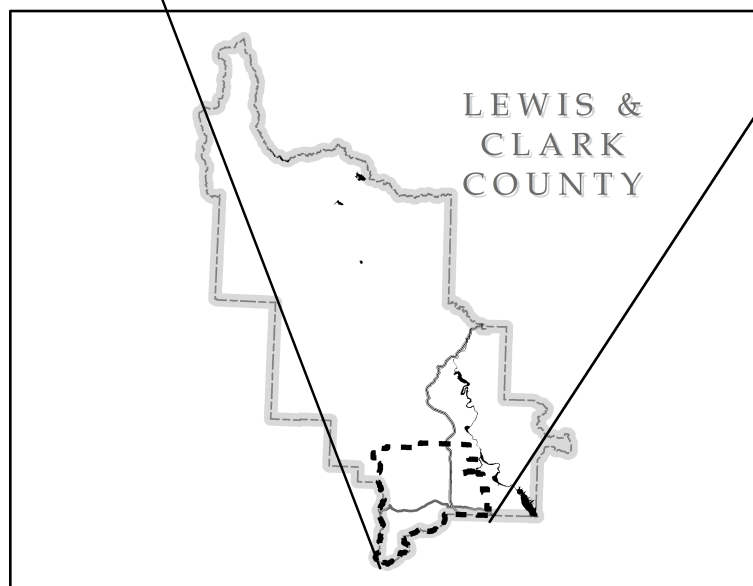
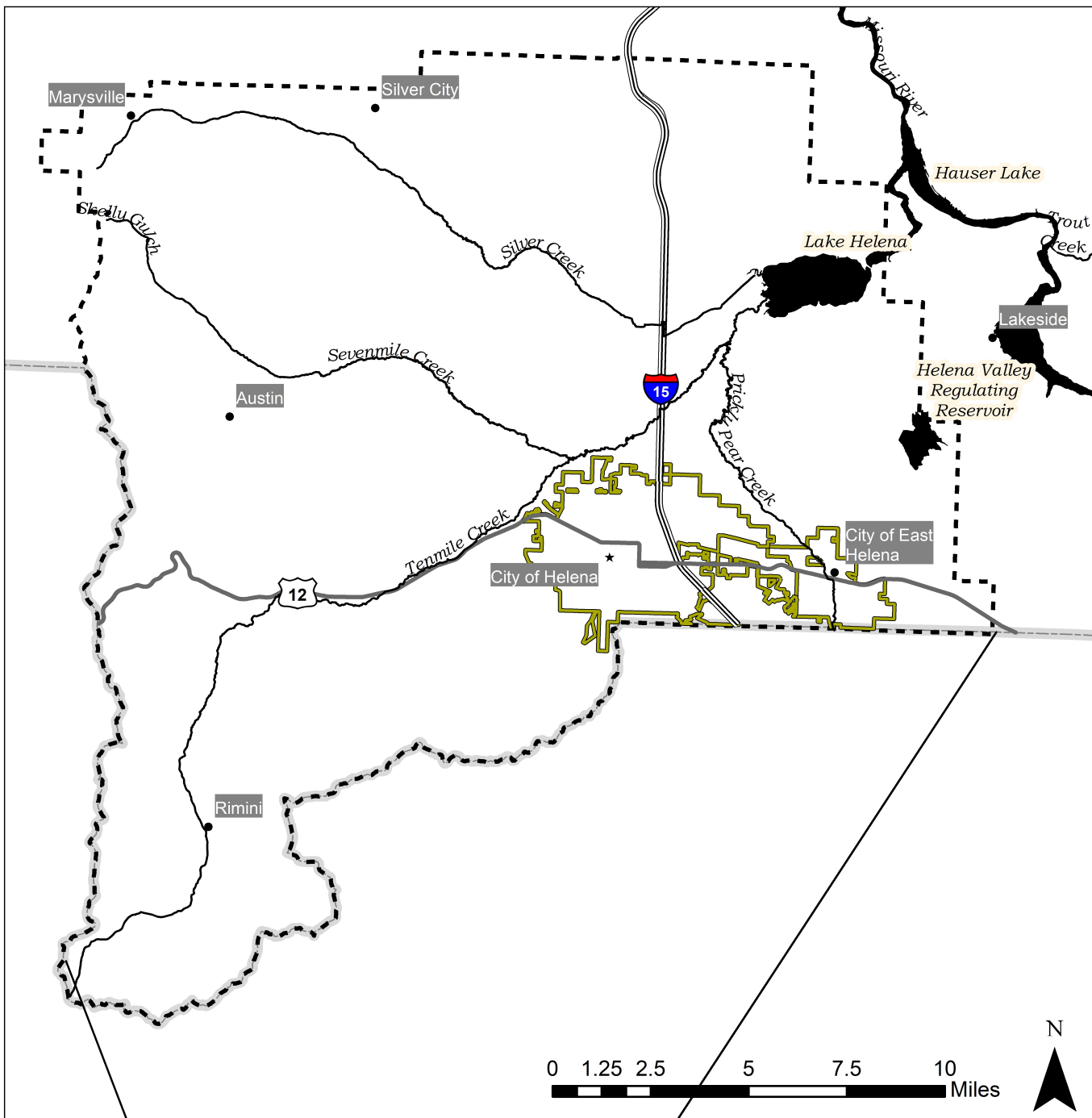




# Lewis and Clark County Water Quality Protection District

## Board Meeting Agenda Tuesday, May 27, 2025 Hybrid - In person Health Department – 1930 9<sup>th</sup> Ave

What (Content)	How (Process)	Who	Page	Time (When)
1. Call to Order & Establish Quorum –	Roll Call	Patrick Johnson	1	4:00 p.m.
2. Review of Agenda	Present	Board	3	4:05 p.m.
3. Previous Minutes Review	Approve	Board	4	4:10 p.m.
4. Final FY 26 WQPD Budget	Approve	Jennifer McBroom/Drenda Niemann	8	4:15 p.m.
5. Notify WQPD - City of Helena WT changes	Discuss	Board/Staff	21	4:45 p.m.
6. Grizzly Gulch Update	Present	Jennifer McBroom	22	5:00 p.m.
7. Board Member Discussion	Discuss	Board	23	5:15 p.m.
8. Public Comment	Present	Board	24	5:25 p.m.
19. Adjourn Meeting	Present	Board		5:30 p.m.



### Water Quality Protection District Facts:

**Total Acres: ~240,000**

**Total Square Miles: ~370**

**Miles of Stream: ~100**

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**2**

☐ Minutes    ☒ Board Member Discussion    ☐ Staff & Other Reports    ☐ Action    ☐ Hearing of Delegation

**AGENDA ITEMS:** Review of Agenda

**PERSONNEL INVOLVED:** Board Members

**BACKGROUND:** Time is allowed for board members to review the agenda and place any items under action or to add any new agenda items.

**RECOMMENDATION:** n/a

☐ ADDITIONAL INFORMATION ATTACHED

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						
A. Johnson						

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**3**

☒ Minutes   ☒ Board Member Discussion   ☐ Staff & Other Reports   ☒ Action   ☐ Hearing of Delegation

**AGENDA ITEMS:** Minutes of the April 22, 2025

**PERSONNEL INVOLVED:** Board Members

**BACKGROUND:** Upon approval, the minutes represent official actions of the Water Quality Protection District. Every effort is made to have these recommended minutes accurately portray the proceedings and procedures of the board.

**RECOMMENDATION:** Approval

☒ ADDITIONAL INFORMATION ATTACHED

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						
A. Johnson						

**LEWIS AND CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
BOARD MEETING**

Hybrid – Zoom  
April 22, 2025

**Members Present:**

Patrick Johnson, Chair, Ed Kerins, Vice Chair, Brie MacLaurin, Jeff Ryan, Adel Johnson, Diana Hammer, Ryan Leland, Tom Rolfe

**Staff Present:**

Jennifer McBroom, Drenda Niemann, Kegan McClanahan, Gary Burton, Sandy Whittington

Mr. Patrick Johnson, Chair, called the 282<sup>nd</sup> meeting of the Lewis and Clark County Water Quality Protection District (WQPD) Board of Directors (Board) to order at 4:00 p.m. A quorum was established. Introductions of Board members and WQPD staff were made.

**REVIEW OF AGENDA**

There were no questions or changes regarding the agenda.

**MINUTES**

Mr. Johnson proposed approving the minutes from February 22, 2025. Although unnecessary due to the lack of changes, he requested a formal motion. Ms. Diana Hammer initiated the motion, which Ms. Adel Johnson seconded. The minutes were unanimously approved by all members.

**FY 25 QTR 3 FINANCIALS**

Ms. Jennifer McBroom presented the third quarter fiscal year 2025 financial report. For the primary WQPD fund, although 75% of the fiscal year has passed, 77% of the payroll budget has been used due to the additional pay periods in August & January. Overall, only 66.6% of the personnel budget has been paid due to variable staff hours and a short-term vacancy in a staff position. Total expenditures are 52.9% at the end of the 3rd quarter, with the total revenue being at 59.02%. As anticipated, total cash availability is gradually approaching the 90-day reserve.

The Rewatering Project, Fund 140, has used \$7500.00 of the fund so far, which is the 2<sup>nd</sup> payment to transport the water, with \$40,000.00 remaining.

For fund 124, the Placer Mine reclamation - Grizzly Gulch project, construction is underway and should be completed by the end of May. The project has a roughly estimated budget of \$256,000.00.

Preliminary FY 26 Budget, Total personnel is proposed at \$375,903.00 with a total expenditure proposed of \$111,254.00, bringing a total FY 26 Budget of \$487,157.00. The FY 26 proposed revenue of \$416,226.00, with the cash balance expected to carry forward, the FY 26 proposed budget would be under budget by \$70,931.00.

## **MEMBER DISCUSSION**

Ms. McBroom highlighted a construction adjustment that reduced costs by shifting from a 4:1 slope to a 3:1 slope, eliminating the need for a guardrail. Mr. Jeff Ryan acknowledged Carroll College's valuable role in harvesting willow trees for the project. Ms. McBroom also mentioned unexpected expenditures due to the culvert being slightly wider than anticipated. Mr. Ryan Leland noted he has pipes at the City's Public Works Department shop that need to be cleared out before Tractor Supply moves in. He offered to donate and deliver any usable materials to the site. Ms. Diana Hammer inquired about the individual responsible for the mining damage and their financial accountability. In response, Ms. McBroom provided a brief history of the project, explaining that the previous landowner forfeited a \$10,000.00 DEQ bond. She also highlighted the commitment of the new landowner, who has agreed to water all the willows to improve their chances of success. Ms. Hammer requested a tour of the site, and Ms. McBroom assured her that one would be scheduled upon project completion. Additionally, Mr. Ryan expressed concerns about potential budget overruns and noted that he has several ideas to address any financial challenges if they arise.

During the introduction of Ms. Keirstin LaRoche as the new Water Quality Specialist, the topic of Missoula's water system arose. Ms. LaRoche recently left her AmeriCorps position in Missoula, where she was hosted by the City's Storm Water Facility. Mr. Johnson asked whether she had any experience with or knowledge of Missoula's sole-source aquifer. In response, Ms. Hammer suggested contacting the Missoula Water Quality Protection District (WQPD) to gain insights into their transition from a private to a public water source. Ms. McBroom pointed out a key difference: Missoula's WQPD functions as a regulatory body with sanitarians, unlike Helena's.

Ms. McBroom gave a legislative update, noting that the list mainly included updated items that don't directly involve WQPD. Ms. McBroom went on to say that HB 7: while no grants were included for WQPD, that is where the Grizzly Gulch project came from two sessions ago. Regarding a few that WQPD has been following, HB 664 is moving forward, while SB 358 (exempt wells), has failed, and SB 436 has been tabled in committee, and the future is unknown. Ms. McBroom will create a narrative on the legislative session and where things stand with DEQ/DNRC and the regulations regarding exempt wells. Mr. Leland updated the Board that the City of Helena water rights were set to expire at the end of the year, and that expiration has been removed.

Ms. Brie MacLaurin wished everyone a happy Earth Day, and Ms. McBroom noted the Earth Day litter clean-up that will take place on York Road, starting at Chadwick's down to Warren School.

**PUBLIC COMMENT**

There was no public comment.

Next meeting will be May 27, 2025, at 4:00 p.m.

There being no public comment, the meeting adjourned at 5:23 p.m.

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**4**

☐ Minutes   ☒ Board Member Discussion   ☐ Staff & Other Reports   ☐ Action   ☐ Hearing of Delegation

**AGENDA ITEMS:** Final FY 26 WQPD Budget

**PERSONNEL INVOLVED:** Jennifer McBroom, Drenda Niemann

**BACKGROUND:** Budget

☒ ADDITIONAL INFORMATION ATTACHED

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						



PERSONNEL							previous years comments	NEW Comments
Regular Salaries	203-4430-441-11-01	218,907	184,843	279,538	277,650			
Temporary Salaries	203-4430-441-11-02	0	0	0	0			
Seasonal Salaries	203-4430-441-11-05	0	0	0	0			
Overtime	203-4430-441-12-01	135	83	0	0			
Holiday Worked	203-4430-441-12-02	0	0	0	0			
Termination Pay	203-4430-441-13-01	3,032	1,909	0	0			
Employer FICA	203-4430-441-15-10	13,533	11,374	17,331	17,214			
Employer Medicare	203-4430-441-15-20	3,165	2,660	4,053	4,026			
Employer PERS	203-4430-441-16-10	20,142	16,946	25,354	25,183			
Employer Health Ins.	203-4430-441-17-10	33,230	24,806	37,499	45,238			
Unemployment Ins	203-4430-441-17-20	556	467	1,118	1,111			
Workers Comp Ins	203-4430-441-17-30	922	1,008	1,634	1,621			
Misc Payroll	203-4430-441-19-10	0	0	0	0			
				TOTAL PERSONNEL		372,043		
OPERATING EXPENSES								
Office Supplies	203-4430-441-21-10	710	40	1,000	1,000			
Minor Equipment	203-4430-441-21-20	18,199	788	4,000	3,500			
Operating Supplies	203-4430-441-22-10	5,777	5,811	3,985	2,000			
Lab Expenses	203-4430-441-22-27	20,299	5,342	16,500	19,000			
Repair & Maint Supplies	203-4430-441-23-10	88	120	800	800			
Gas Oil, & Etc.	203-4430-441-23-20	1,243	992	2,000	2,000			
Postage Box Rent Etc.	203-4430-441-31-20	754	801	1,000	1,000			
Vehicle Parking	203-4430-441-31-40	840	0	0	0			
Vehicles- Registration	203-4430-441-31-45	0	0	0	0			
Print Dupl Typing Binding	203-4430-441-32-10	29	2,548	500	1,000			
Advertising	203-4430-441-33-20	0	764	1,000	1,000			
Membership Dues	203-4430-441-33-50	782	337	1,000	1,000			
Licence Fees	203-4430-441-33-60	0	0	0	0			
Education Awareness	203-4430-441-33-70	5,131	3,610	8,000	7,000			
Health Club Dues	203-4430-441-33-80	175	125	300	300			
Telephone & Answering Ser	203-4430-441-34-50	2,856	2,011	2,377	2,683			
Professional Services	203-4430-441-35-10	2,728	420	2,000	2,000			
Community Projects	203-4430-441-35-70	393	0	0	0			
Office Machines	203-4430-441-36-20	0	0	0	0			
Motor Vehicles	203-4430-441-36-30	0	0	0	0			
Travel	203-4430-441-37-10	2,102	1,594	4,000	4,000			
Board Meeting Expenses	203-4430-441-37-50	252	307	500	500			
Training	203-4430-441-38-10	1,446	1,060	1,000	1,500			
Other Purch/Contract Serv	203-4430-441-39-10	29,538	0	10,000	10,000			
Recruitment Services	203-4430-441-39-20	0	0	250	0			
Admin Fees - General	203-4430-441-50-10	8,042	6,983	9,311	10,872			
Insurance	203-4430-441-50-20	3,876	1,916	3,833	4,260			
Rent- County owned	203-4430-441-50-30	16,995	7,956	10,608	10,563			
Technology	203-4430-441-50-40	10,908	7,464	9,950	12,231			
Transf to Other Fund-CIP	203-4430-441-80-15	0	19,068	38,135	15,000			
OPERATING EXPENSES						113,209		
TOTAL EXPENSES						485,252		
REVENUES								
Well Monitoring Fee	203-0000-344.09-40	3,375	675	0	0			
Misc Revenue	203-0000-362.01-00	12	0	0	0			
Maintenance/Assessments	203-0000-363.01-00	388,852	230,577	387,800	389,800			
Interfund Transfers	203-0000-383.01-00	16,440	9,825	18,592	26,426		Permissive Levy Health Ins Credit	
TOTAL REVENUES						416,226		
BUDGET OVER(UNDER)						(69,026)		

## WQPD FY 26 Budget Explanation

### Operating Expenses that WQPD manages.

As the WQPD Board approves the FY 26 budget, below is an explanation of planned budgeted expenses, projects and how they meet our strategic plan.

1. **Office Supplies** - Expense for notebooks, paper, pens, etc.

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$1000	\$1000	\$1000	\$1000

2. **Minor Equipment** – Data loggers for surface water and groundwater monitoring.

Meets Goal 2: Design and implement projects that protect and improve water quality and water quantity.

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$7000	\$3000	\$4000	\$3500

3. **Operating Supplies** – Calibration solutions, tools, etc.

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$5000	\$7000	\$3985	\$2000

4. **Lab Expenses** – Sampling projects that meet Goal 2: Design and implement project that protect and improve water quality and water quantity. Objective 2.1 Reassess and operate WQPD’s surface water and groundwater monitoring network. Objective 2.2: Identify , prioritize, and implement project opportunities.

- a. MS4 sampling
- b. Manganese
- c. Flood
- d. Discretionary
- e. Grizzly Gulch
- f. Growth and Development

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$17,400	\$30,000	\$16,500	\$19,000

5. **Education Awareness** – Funding events for the WQPD and partners that meet Goals 1: Improve the public’s support for and understanding of WQPD mission. Objective 1.1: Provide education to improve and enhance understanding of water issues & 3: Inform public policies for the management of water quality and quantity.

Objective 3.1: Provide issue – specific information to stakeholders and decision makers

- a. Watershed Festival
- b. Water Watchers
- c. Developing and printing brochures and handouts
- d. Unidentified event

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$10,500	\$11,500	\$8000	\$7000

6. Travel & Training-Funding provides for travel costs associated with WQPD activities in addition to travel to various training opportunities. Meets Goal 4a; Optimize internal organizational capacity to support the WQPD's activities. Objective 4.2: Provide for training to WQPD staff and Board.

Budgeted FY 23	Budgeted FY 24	Budgeted FY25	Budgeted FY 26
\$5000 + \$4000	\$4000 + \$8000	\$4000 + \$1000	\$4000 + \$1500

**WATER QUALITY - summary**

			2022-23 Actual	2023-24 Actual	2024-25 Budget	2024-25 Actual	2025-26 Budget
<b>Revenues</b>			<b>422,411</b>	<b>410,586</b>	<b>406,392</b>	<b>246,497</b>	<b>416,226</b>
<b>Revenues</b>	<b>Charges for Services</b>		<b>1,980</b>	<b>3,375</b>	<b>-</b>	<b>1,350</b>	<b>-</b>
Revenues	Charges for Services	(344.09-40) Well Monitoring Fee	1,980	3,375	-	1,350	-
<b>Revenues</b>	<b>Miscellaneous Income</b>		<b>405,986</b>	<b>390,771</b>	<b>387,800</b>	<b>235,323</b>	<b>389,800</b>
Revenues	Miscellaneous Income	(362.01-00) Misc Revenue	-	12	-	-	-
Revenues	Miscellaneous Income	(363.01-00) Maintenance/Assessments	381,680	388,852	387,800	234,189	389,800
Revenues	Miscellaneous Income	(363.04-00) Pnlty & Int on Del Asmnts	1,565	1,907	-	1,134	-
Revenues	Miscellaneous Income	(365.02-00) Donations-Private	22,740	-	-	-	-
<b>Revenues</b>	<b>Other Financials</b>		<b>14,446</b>	<b>16,440</b>	<b>18,592</b>	<b>9,825</b>	<b>26,426</b>
Revenues	Other Financials	(383.01-00) Interfund Transfers	14,446	16,440	18,592	9,825	26,426
<b>Expenses</b>			<b>370,175</b>	<b>426,785</b>	<b>498,576</b>	<b>336,473</b>	<b>483,252</b>
<b>Expenses</b>	<b>Personal Services</b>		<b>253,052</b>	<b>293,622</b>	<b>366,527</b>	<b>263,730</b>	<b>372,043</b>
Expenses	Personal Services	(11-01) Regular Salaries	192,275	218,907	279,538	199,894	277,650
Expenses	Personal Services	(12-01) Overtime	78	135	-	83	-
Expenses	Personal Services	(13-01) Termination Pay	-	3,032	-	1,909	-
Expenses	Personal Services	(15-10) Employer FICA	11,687	13,533	17,331	12,283	17,214
Expenses	Personal Services	(15-20) Employer Medicare	2,733	3,165	4,053	2,873	4,026
Expenses	Personal Services	(16-10) Employer PERS	17,254	20,142	25,354	18,311	25,183
Expenses	Personal Services	(17-10) Employer Health Ins.	27,662	33,230	37,499	26,785	45,238
Expenses	Personal Services	(17-20) Unemployment Ins	674	556	1,118	505	1,111
Expenses	Personal Services	(17-30) Workers Comp Ins	687	922	1,634	1,088	1,621
<b>Expenses</b>	<b>Operations &amp; Maintenance</b>		<b>68,972</b>	<b>93,342</b>	<b>60,212</b>	<b>28,398</b>	<b>58,283</b>
Expenses	Operations & Maintenance	(21-10) Office Supplies	294	710	1,000	47	1,000
Expenses	Operations & Maintenance	(21-20) Minor Equipment	13,301	18,199	4,000	788	3,500
Expenses	Operations & Maintenance	(22-10) Operating Supplies	1,192	5,777	3,985	6,313	2,000
Expenses	Operations & Maintenance	(22-27) Lab Expenses	19,632	20,299	16,500	5,507	19,000
Expenses	Operations & Maintenance	(23-10) Repair & Maint Supplies	13	88	800	120	800
Expenses	Operations & Maintenance	(23-20) Gas Oil, & Etc.	1,019	1,243	2,000	1,095	2,000
Expenses	Operations & Maintenance	(31-20) Postage Box Rent Etc.	610	754	1,000	801	1,000
Expenses	Operations & Maintenance	(31-40) Vehicle Parking	840	840	-	-	-
Expenses	Operations & Maintenance	(31-45) Vehicles- Registration	53	-	-	-	-
Expenses	Operations & Maintenance	(32-10) Print Dupl Typing Binding	2	29	500	2,946	1,000
Expenses	Operations & Maintenance	(33-20) Advertising	2,435	-	1,000	764	1,000
Expenses	Operations & Maintenance	(33-50) Membership Dues	50	782	1,000	337	1,000
Expenses	Operations & Maintenance	(33-70) Education Awareness	5,817	5,131	8,000	3,610	7,000

Expenses	Operations & Maintenance	(33-80) Health Club Dues	225	175	300	125	300
Expenses	Operations & Maintenance	(34-50) Telephone & Answering Ser	2,883	2,856	2,377	2,077	2,683
Expenses	Operations & Maintenance	(35-10) Professional Services	175	2,728	2,000	420	2,000
Expenses	Operations & Maintenance	(35-70) Community Projects	-	393	-	-	-
Expenses	Operations & Maintenance	(36-30) Motor Vehicles	163	-	-	-	-
Expenses	Operations & Maintenance	(37-10) Travel	2,587	2,102	4,000	2,082	4,000
Expenses	Operations & Maintenance	(37-50) Board Meeting Expenses	21	252	500	307	500
Expenses	Operations & Maintenance	(38-10) Training	3,850	1,446	1,000	1,060	1,500
Expenses	Operations & Maintenance	(39-10) Other Purch/Contract Serv	13,812	29,538	10,000	-	10,000
Expenses	Operations & Maintenance	(39-20) Recruitment Services	-	-	250	-	-
<b>Expenses</b>	<b>Fixed Charges</b>		<b>40,125</b>	<b>39,821</b>	<b>33,702</b>	<b>25,277</b>	<b>37,926</b>
Expenses	Fixed Charges	(50-10) Admin Fees - General	7,592	8,042	9,311	6,983	10,872
Expenses	Fixed Charges	(50-20) Insurance	3,748	3,876	3,833	2,874	4,260
Expenses	Fixed Charges	(50-30) Rent- County owned	16,341	16,995	10,608	7,956	10,563
Expenses	Fixed Charges	(50-40) Technology	12,444	10,908	9,950	7,464	12,231
<b>Expenses</b>	<b>Other Financing Uses</b>		<b>8,025</b>	<b>-</b>	<b>38,135</b>	<b>19,068</b>	<b>15,000</b>
Expenses	Other Financing Uses	(80-10) Transfers to Other Funds	8,025	-	-	-	-
Expenses	Other Financing Uses	(80-15) Transf to Other Fund-CIP	-	-	38,135	19,068	15,000
<b>Revenues Less Expenses</b>			<b>52,237</b>	<b>(16,199)</b>	<b>(92,184)</b>	<b>(89,976)</b>	<b>(69,026)</b>
<b>Ending Cash</b>			<b>357,347</b>	<b>341,148</b>	<b>248,964</b>	<b>251,172</b>	<b>265,024</b>

**WATER QUALITY - summary**

		2022-23 Actual	2023-24 Actual	2024-25 Budget	2024-25 Actual	2025-26 Budget
<b>Revenues</b>		<b>422,411</b>	<b>410,586</b>	<b>406,392</b>	<b>246,497</b>	<b>416,226</b>
Revenues	Charges for Services	1,980	3,375	-	1,350	-
Revenues	Miscellaneous Income	405,986	390,771	387,800	235,323	389,800
Revenues	Other Financials	14,446	16,440	18,592	9,825	26,426
<b>Expenses</b>		<b>370,175</b>	<b>426,785</b>	<b>498,576</b>	<b>336,473</b>	<b>483,252</b>
Expenses	Personal Services	253,052	293,622	366,527	263,730	372,043
Expenses	Operations & Maintenance	68,972	93,342	60,212	28,398	58,283
Expenses	Fixed Charges	40,125	39,821	33,702	25,277	37,926
Expenses	Other Financing Uses	8,025	-	38,135	19,068	15,000
<b>Revenues Less Expenses</b>		<b>52,237</b>	<b>(16,199)</b>	<b>(92,184)</b>	<b>(89,976)</b>	<b>(69,026)</b>
Ending Cash		357,347	341,148	248,964	251,172	265,024

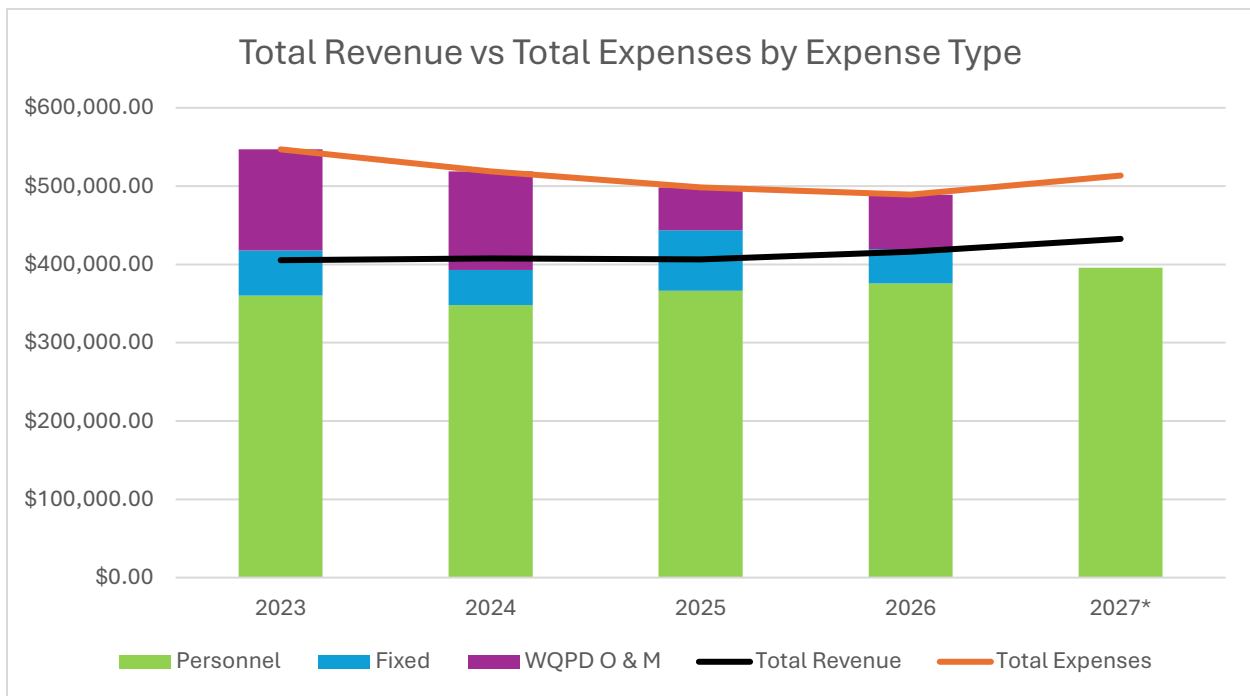
	2023	2024	2025	2026	2027*
Total Revenue	\$405,394.00	\$407,473.00	\$406,392.00	\$416,226.00	\$432,640.00
Total Expenses	\$546,932.00	\$518,907.00	\$498,576.00	\$489,157.00	\$513,447.00
Personnel	\$360,326.00	\$347,811.00	\$366,527.00	\$375,903.00	\$395,927.00
Fixed	\$57,456.00	\$45,196.00	\$77,214.00	\$43,654.00	
WQPD O & M	\$129,150.00	\$125,900.00	\$54,835.00	\$69,600.00	

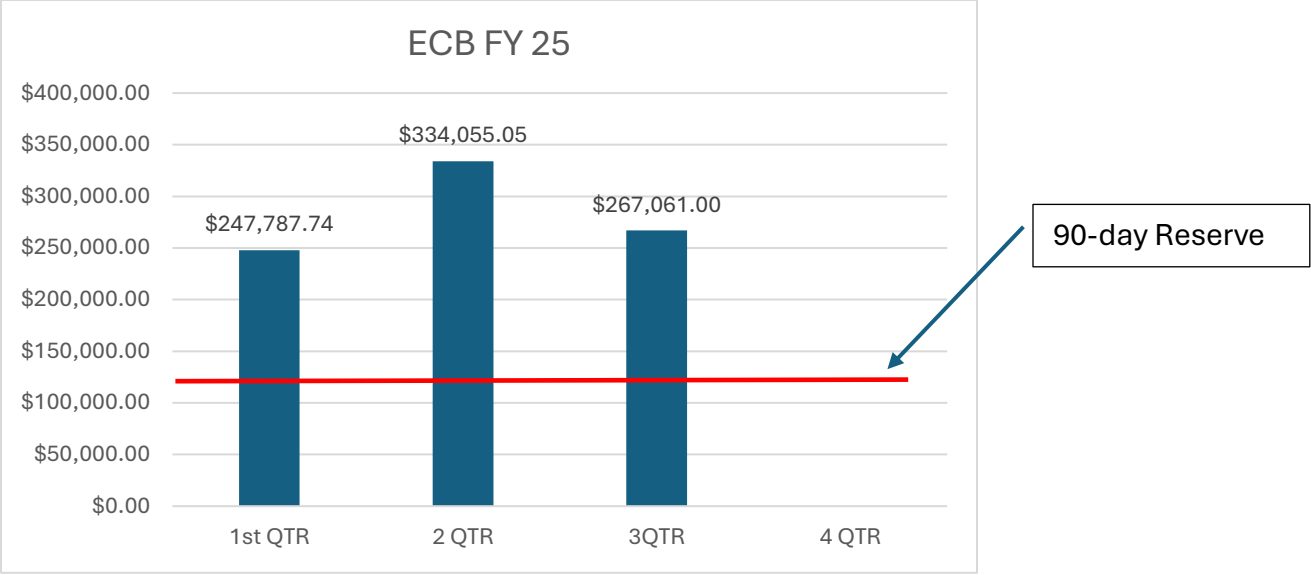
Expenses trending downward from 2023

Total revenue increasing slightly

Fixed costs vary (Increase in Capital transfer in FY 25)

WQPD O & M increases slightly in FY 26







# Lewis and Clark County

## Water Quality Protection District

### Strategic Plan FY2024-2026

July 1, 2023 - June 30, 2026

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#### MISSION

*To preserve, protect, and improve water quality and quantity within District boundaries.*

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#### VALUES

We strive for **competent, knowledgeable stewardship** of the environment.

We practice **transparent** and **accountable** service.

We maintain a **culture of leadership, service, commitment, and integrity.**

We **collaborate** with partners, customers, and our community to preserve, protect, and improve water resources.

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#### VISION

Every resident has access to sustainable and clean water and uses the water responsibly.

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#### WQPD is best at:

- Leader in identifying and sharing important water quality and quantity issues and information
- Technical studies and monitoring
- Interpreting technical information and translating it for a wide variety of audiences, from community leaders to individual well owners
- Education and Outreach
- Partner or lead in restoration projects

- Partner in water quality and water quantity education, outreach, and decision-making
- Responsiveness to public and leadership questions and critical issues
- Trusted resource

**Priorities:**

1. Ensuring leaders, landowners, and citizens understand and are empowered to make good water decisions
2. Understanding climate change, hydrologic and meteorologic conditions, and weather extremes
3. Addressing water related implications of growth and water quality
4. Data are collected, understood, and shared. The WQPD is a long-term compiler and authority on high quality data.

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## GOALS AND OBJECTIVES

### **Goal 1: Improve the public's support for and understanding of WQPD mission.**

#### **Objective 1.1: Provide education to improve and enhance understanding of water issues.**

<b>Actions</b>
1.1.1: Work with strategic partners to provide information on important water issues.
1.1.2: The WQPD will develop annual outreach programs
1.1.3: Develop and implement - Water Conservation Plan

#### **Objective 1.2: Provide access to clear, concise data and information on public platforms.**

<b>Actions</b>
1.2.1: Update Quality Assurance documentation for WQPD data collection activities as needed. Update with SOPs to include wells, SW, data management as appendices
1.2.2: Reassess the network to ensure priority areas are being monitored
1.2.3: Create and maintain a data management system for the WQPD surface and groundwater data
1.2.4: Create and maintain ESRI tools to display WQPD collected data

#### **Objective 1.3: Encourage public participation in all district activities.**

<b>Actions</b>
1.3.1: Promote activity through social media, printed materials, earned media, and other channels
1.3.2: Distribute water quality sampling options to interested residents

**Goal 2: Design and implement projects that protect and improve water quality and water quantity.**

**Objective 2.1: Reassess and operate WQPD's surface water and groundwater monitoring network.**

<b>Actions</b>
2.1.1: Develop and review written work plans on monitoring networks on an annual basis
2.1.2: Collect groundwater measurements and sampling based on the annual plan schedule
2.1.3: Collect surface water measurements and sampling based on the annual plan schedule
2.1.4: Provide groundwater sampling at residential locations as needed

**Objective 2.2: Identify, prioritize, and implement project opportunities.**

<b>Actions</b>
2.2.1: Work with landowners and strategic partners to improve riparian areas and other water related projects
2.2.2: Work with partners on water resources, research, and other related projects.

**Objective 2.3: Encourage public participation across all WQPD activities.**

<b>Actions</b>
2.3.1: Develop and implement a volunteer effort in the Lake Helena Watershed

**Objective 2.4: Identify, prioritize, and implement funding opportunities.**

<b>Action</b>
2.4.1: Research and apply for appropriate grant opportunities

**Goal 3: Inform public policies for the management of water quality and quantity.**

**Objective 3.1: Provide issue-specific information to stakeholders and decision makers**

<b>Actions</b>
3.1.1: Provide information to the general public
3.1.2: Collaborate with City and County planning, sanitation, and developers on new developments
3.1.3: Collaborate and provide information to County Commissioners

**Objective 3.2: Advocate for legislation that supports the WQPD's activities.**

<b>Actions</b>
3.2.1: Provide or present information to Legislative committees during the session
3.2.2: Research and track bills that affect the WQPD

**Goal 4: Optimize internal organizational capacity to support the WQPD's activities.**

**Objective 4.1: Maintain staffing and capacity levels to ensure ability to carry out WQPD priorities, within the base budget.**

4.1.1: Ensure that adequate technical and supervisory staffing is funded annually
4.1.2: Create Updated recruiting and retention (check – in) plans as needed

**Objective 4.2: Provide for training to WQPD staff and Board**

<b>Actions</b>
4.2.1: Provide WQPD staff with adequate training
4.2.2: Provide WQPD board orientation and ongoing board development and education

**Objective 4.3: Develop internal policies and procedures that enhance WQPD operations**

<b>Actions</b>
4.3.1: Write and maintain updated policy that directs WQPD responses to public requests and queries
4.3.2: Develop and maintain procedures for external and internal review of documentation for public dissemination
4.3.3: Develop, implement, and evaluate staff work plans
4.3.4: Project protocol – Procedure, budget, and reporting process including research and data review procedures for funding requests
4.3.5: Update the Outreach & Education process and protocols for dissemination

**Objective 4.4: Identify and implement Quality Improvement projects**

<b>Actions</b>
4.4.1: Evaluate WQPD protocols and conduct a Plan, Do, Study, Act when necessary
4.4.2: Update QI project to track customer service

**Objective 4.5: Study and plan for WQPD Boundary Expansion to meet needs of the community and resources.**

<b>Actions</b>
4.5.1: Investigate scientific case for boundaries that support mission of the WQPD
4.5.2: Conduct activities to understand options for District expansion

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**5**

☐ Minutes    ☒ Board Member Discussion    ☒ Staff & Other Reports    ☐ Action    ☐ Hearing of Delegation

**AGENDA ITEMS:** Notify WQPD

**PERSONNEL INVOLVED:** Jennifer McBroom

**BACKGROUND:** City of Helena WT changes

☐ ADDITIONAL INFORMATION ATTACHED

**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						
A. Johnson						

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**6**

☐ Minutes    ☒ Board Member Discussion    ☒ Staff & Other Reports    ☐ Action    ☐ Hearing of Delegation

**AGENDA ITEMS:** Grizzly Gulch Update

**PERSONNEL INVOLVED:** Jennifer McBroom

**BACKGROUND:** Grizzly Gulch Project

**ADDITIONAL INFORMATION ATTACHED**

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
C. Payne						
J. Ryan						

**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**7**

☐ Minutes    ☒ Board Member Discussion    ☐ Staff & Other Reports    ☐ Action    ☐ Hearing of Delegation

**AGENDA ITEMS:** Board Member Discussion

**PERSONNEL INVOLVED:** Board Members

**BACKGROUND:** This time has been set aside for the board members to bring up any topics they would like to discuss or add to the agenda for future meetings.

**ADDITIONAL INFORMATION ATTACHED**

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						
A. Johnson						



**LEWIS & CLARK COUNTY  
WATER QUALITY PROTECTION DISTRICT  
Helena, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

**May 27, 2025**

**Agenda Item No.**

**8**

☐ Minutes    ☒ Board Member Discussion    ☐ Staff & Other Reports    ☐ Action    ☐ Hearing of Delegation

**AGENDA ITEMS:** Public Comment

**PERSONNEL INVOLVED:** Public and Board Members

**BACKGROUND:** Time is allowed for public comment on matters within the Water Quality Protection District's boundaries not mentioned on the agenda.

**RECOMMENDATION:** n/a

☐ ADDITIONAL INFORMATION ATTACHED

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**BOARD ACTION:**

**NOTES:**

	M O T I O N	S E C O N D	A Y E	N A Y	A B S T A I N	O T H E R
D. Hammer						
P. Johnson						
E. Kerins						
R. Leland						
B. MacLaurin						
T. Rolfe						
J. Ryan						
A. Johnson						



# Attendance Record for the Lewis & Clark County Water Quality Protection District FY 2025

	Jul	Aug	Sep	Oct	Dec	Jan	Feb	Mar	Apr	May	Jun
D. Hammer	O	X	X	X	OE	X	X		X		
P. Johnson	X	X	X	X	X	X	X	T	X		
E. Kerins	X	X	X	X	OE	X	X		X		
R. Leland	X	O	X	O	X	X	?	T	X		
J. Ryan	X	X	X	X	X	X	X	T	X		
J. Staldine	O	O	---	----							
C. Payne	X	X	OE	X	OE						
B. MacLaurin	O	X	X	X	X	X	X		X		
A. Johnson					X	X	X		X		
T. Rolfe							?	T	X		

## Legend:

X = Present  
 Xp = By phone  
 --- = Not a member of the board at that time.  
 \* = No meeting held  
 O = Absent  
 OE = Absent/Excused  
 T = Tour



# Lewis and Clark County Water Quality Protection District

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316 N. Park. Rm. 230  
P.O. Box 1723  
Helena, MT 59624  
Ph: 406.457.8584  
Fax: 406.447.8398

**Commissioner Tom Rolfe**  
316 N. Park Helena, MT 59623  
406-347-8303 (W)  
Email: [trolfe@lccountymt.gov](mailto:trolfe@lccountymt.gov)

Representing the Board of County  
Commissioners

**Vacant**

Representing the East Helena City Council

**Jeff Ryan**  
6425 Jasper Road Helena, MT 59602  
(406) 202-4003(C)  
Email: [jeff@rfryan.com](mailto:jeff@rfryan.com)

Representing the L & C Conservation District

**Ryan Leland**  
316 N. Park Helena, MT 59623  
(406)447-8433 (406)431-5689 (C)  
Email: [rleland@helenamt.gov](mailto:rleland@helenamt.gov)

Representing the Helena City Commission

**Diana Hammer**  
30 South Harrison Helena, MT 59601  
(406)461-4148 (C)  
Email: [diana.hammer.hcc@gmail.com](mailto:diana.hammer.hcc@gmail.com)

Representing the Helena Citizen's Council

**Brie MacLaurin**  
710 N. Davis St. Helena, MT 59602  
(406)461-0784  
Email: [briemacLaurin@gmail.com](mailto:briemacLaurin@gmail.com)

Representing the Board of Health

**Edward Kerins, Vice Chair**  
920 Peosta Ave. Helena, MT 59601  
(406)594-1040 (H)  
Email: [kerins@mt.net](mailto:kerins@mt.net)

Term ends 06/30/25 – General Public 1<sup>st</sup> Term

**Patrick Johnson, Chair**  
1271 Sawbuck Place Helena, MT 59602  
(406)465-3428 (C)  
Email: [pnjhnsn@gmail.com](mailto:pnjhnsn@gmail.com)

Term ends 06/30/27 – General Public 2<sup>nd</sup> Term

**Adel Johnson**  
647 N Rodney Street, Helena MT 59602  
406-431-4579  
Email: [Adel.Johnson@gmail.com](mailto:Adel.Johnson@gmail.com)

Term ends 06/30/26 – General Public 1<sup>st</sup> Term



# Lewis and Clark County Water Quality Protection District

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1930 Ninth Ave  
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Helena, MT 59601  
Ph: 406.457.8584  
Fax: 406.457.8990

## **MEETING DATES FOR FISCAL YEAR 2025**

January 28, 2025

February 25, 2025

March 25, 2025

April 22, 2025

May 27, 2025

June 24, 2025

All board meetings are held in room 72 of the Murray Building- Lewis and Clark Public Health, 1930 Ninth Ave, Helena, Montana and via Zoom at 4:00 p.m. The meetings are generally completed by 5:30 p.m. The public is always welcome to join and meeting.