

**LINCOLN CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
Weyerhaeuser Office, Libby, Montana
March 21, 2018**

Attendance:

Board of Supervisors: Darris Flanagan, Chairperson; Wayne Maahs, Vice Chairperson; Mark Romey; Mike Justus

Absent: Don Crawford

Associate Supervisor(s): Kathleen Johnson

Advisor(s): Laura Jungst, U.S.F.S.

District Administrator: Becky Lihme

Guest(s): Laura Garner

Called to order: 3:30 p.m. by Chairperson Darris Flanagan

Item Moved – Lincoln Conservation District Operations Review

- Darris Flanagan noted he and staff previously reviewed the document. The following items were determined to need discussion:
 - District Operations – Officers are rotated on a regular basis *recommended*:
 - Wayne Maahs stated our officers are rotated with the exception of Treasurer. Mike Justus has held that office.
 - District Operations – Minutes, rules, forms contracts and other documents are sent to DNRC *Required – 76-15-315*
 - Staff will send minutes to DNRC
 - Financial Management – An audit or outside review of the CD's books is conducted annually. *Required – 76-15-315*
 - After discussion it was agreed the End of the Year Financial Report by the Board is adequate.
 - Financial Management – All individuals with access to CD funds are bonded. *Required – 76-15-315*
 - Staff corresponded with Karl Christians from DNRC. Any District which participates within the MACD group insurance program is bonded. We (LCD) are in the program.
 - Financial Management - Petty cash has no more than \$50. *Recommended*
 - We currently have \$29.00 in petty cash. Staff does not use those funds for transactions.
 - Financial Management - Petty cash – 1) ledgers are kept, and receipts are required for use. 2) Board oversight is required. 3) Funds are safeguarded from personal use. *Recommended*.
 - Staff will follow these guideline when using petty cash funds.
 - Financial Management – If district has a credit card, pays balance off monthly and retain receipt for each expense. *Recommended*
 - Darris Flanagan noted the District now has a debit card; \$500.00 limit.

- Staff reported any transactions will be recorded in Quick Books; similar to our ACH payment for MPERA. The debit card has not been used as of yet so she doesn't know how it will appear in the Quick Books Monthly Reconciliation Report.
- Personnel Management – At least one supervisor is appointed to handle personnel matters. *Recommended.*
 - Staff noted the District Chairperson has supervised the District Administrator.
- CD has a written, current personnel policy. *Recommended*
 - Darris Flanagan noted the Board updated the Personnel Policy in January, 2018.
- Personnel Management – Leave and sick hours are charged to grant & placed into "termination account. *Recommended*
 - Staff reported DNRC staff recommended districts should maintain a savings to cover one year operation expenses, cover staff leave and sick hours payout after resignation and have funding for cost share project or workshops.
 - Mike Justus added as a state employee, sick leave is paid for 20% of the accrued hours.
- Personnel Management – Board has an orientation program in place for a new employee. *Recommended.*
 - Darris Flanagan reported staff noted an orientation is needed.
 - Staff noted at the time of her leaving the position she would train a new employee over a period of a few weeks. She received a total of 4 hours.
 - Staff will prepare an Employee Handbook for new staff.
- 310 Administration – All local rules are current. The CD has filed a copy of their rules with DNRC. *Required – 76—15-315 MCA*
 - Lincoln Conservation District Model Rules were updated in 2015.
- 310 Administration – CD uses team inspection reports to document and assess the potential impacts of projects. *Required -75-7-112*
 - Darris Flanagan noted these need to be completed for on-site inspections.

Public Comment:

- Darris Flanagan introduced the Board Supervisors to Laura Garner. She is a candidate in the 2018 election. Ms. Garner introduced herself and gave a brief background to the Board.

Minutes:

- a. February 2018
 - **Motion** by Wayne Maahs to approve the minutes of February 2018 as presented. **Second** by Mark Romey. **Motion passed.**

Financial Report:

- a. February 2018
 - Mike Justus reviewed the financial report. **Motion** by Mike Justus to approve the February Financial Report as presented. **Second** by Wayne Maahs. **Motion passed.**

NRCS Report – Brian Ressel

MTFW&P Report – Mike Hensler

District Administrator’s Report

- Volunteer hours were recorded.
- Newspaper articles are in the Board Packets.
- Staff, Barry Roose and Samantha Tappenbeck have been asked to make a presentation to the Clark Fork and Kootenai River Basins Council on April 16th for the grant we received for the interpretive sign at Mud Creek.
- Clark Fork and Kootenai River Basin Council staff are seeking comments on current resource issues they could consider.
- Valene Goff presented her letter of resignation. The Board discussed proceeding with coordinating with the Town of Rexford for an Urban Supervisor.
- The USACOE permit for the Tobacco River is under Public Comment.
- A Rangeland Workshop is scheduled for May 8th in Billings.

Planning Board Report – Mark Romey

- Mark Romey reported the Planning Board did not meet in March. The April meeting is yet to be determined.

GLID Report – Valene Goff

- No report.

SWCDM - Samantha Tappenbeck

- Report is in the Board Packet

310's

Li-03-01-18 – Dutton, Libby Creek

- Wayne Maahs reported he attempted to meet with Mike Hensler but was unable to set up an inspection.
- **Motion** by Wayne Maahs to approve Li-03-01-18 as presented; permit valid for two years; fifteen day wait period waived; follow standard rock harvesting guidelines.
Second by Mike Justus **Motion passed.**

Li-03-02-18 – Dutton, Big Cherry Creek (Granite Creek)

- Wayne Maahs described the project location. An on-site has not been completed. There should be no problem with the project. The area has easy access.
- **Motion** by Wayne Maahs to approve Li-03-01-18 as presented; permit valid for two years; fifteen day wait period waived; follow standard rock harvesting guidelines.
Second by Mark Romey **Motion passed.**

New Business:

- a. Lincoln Conservation District Operations Review
 - Item moved.
- b. National Watershed Coalition Membership
 - No action
- c. Spring 310 Permit Advertisement
 - Darris Flanagan noted these advertisements are generally paid out of our 310 Administrative funds. We did not receive these funds this year.
 - Mike Justus reported with the snow pack over 115%, the run-off should be high.
 - **Motion** by Mark Romey to advertise in the three local newspapers. **Second** by Mike Justus. **Motion passed.**
- d. Stream Trailer Educational Bags
 - Staff discussed we received donated promotional seed packages last year and we are now out of stock. To provide for this year \$300.00 should be sufficient.
 - **Motion** by Wayne Maahs to approve the purchase of promotional items for the stream trailer educational bags. **Second** by Mike Justus. **Motion passed.**
- e. Montana Fish Wildlife & Parks, Future Fisheries Improvement Grant
 - Staff reported this grant would be used as a supplement to the DNRC Reclamation and Development Grant for the Tobacco River Project, Phase II. The application is due June 1st.
 - Mike Justus noted the grant must be used for a specific purpose and to coordinate closely with Mike Hensler or Jim Dunnigan.

- **Motion** by Mike Justus to apply for the Montana Fish Wildlife & Parks Future Fisheries Grant with consultation with Montana Fish Wildlife & Parks staff. **Second** by Wayne Maahs. **Motion passed.**
- f. 2018 NACD Poster Contest
 - Staff reported the theme for this year is “Watersheds, Our Way Home”. Entries are due to MACD by June 1st. Posters will be due to the District Office by May 11th for scoring at the May Supervisors Board Meeting.
- g. 2018 Envirothon
 - Staff reported we have two teams of four from Lincoln County High School; a junior and a senior team. Derek Deshazer will be the primary chaperon this year. Darris Flanagan approved the payment of \$200.00 for the entry fee; reimbursement paid to Eureka School District.
 - Mike Justus reported the theme for this year is Range Management. The students are to find solutions to resource issues.
- h. Federal Government Shutdown – LCD Operations
 - Staff reported since our rent is paid through NRCS we must vacate the office during a government furlough.
 - After discussion, Darris Flanagan directed staff to take the computer home and change the answering machine to reflect the current information.
- i. Supervisor Forum, March 29th, Polson
 - Mike Justus and Kathleen Johnson will be attending.
- j. Ninth Annual Forest Landowner Conference, Friday, April 27th
 - Information is in the Board Packet
- k. Ties to the Land Workshop, April 28th
 - Information is in the Board Packet

Unfinished Business:

- a. Grant Update
 - i. Tobacco River – Kassler
 1. Phase I – DEQ 319 Grant
 2. Phase 2 – DNRC Reclamation Grant Re-submission
 3. Watershed Management Grant
 - The grant has been submitted. We have not been notified of a decision.
 4. Sweet Grass CD Watershed Grant
 - Staff is coordinating with Samantha Tappenbeck and John Muhlfeld in writing the grant. We are requesting \$20,000 for vegetation, of which, \$10,000 is for willow cuttings.

5. DNRC 223 Grant
 - We will be asking for \$20,000 for the Tobacco River project and staff would like to submit a second application for Mud Creek for browsing fencing.
- ii Mud Creek - Roose
 1. DEQ 319 Grant
 - Gary Decker from River Design Group and Barry Roose met this morning to review the new channel location.
 2. KRN / USF&WS Partners for Fish Wildlife Program
 3. Watershed Management Grant
 4. Clark Fork & Kootenai River Basins Council Grant
 - Staff was on-site this morning to meet with Mike Cole, County Commissioner and Barry Roose to select the location of the interpretive sign. The location will be on the landowners property.
- b. Clark Fork WRP, Thompson River Drainage
 - The WRP has been approved by DEQ.
- c. Conservation Districts Environmental Contingency Grant Program
 - Staff reported the information requested by DNRC Conservation Districts Bureau has been submitted. Brian Ressel completed a very thorough report with maps indicating the areas of high intensity, moderate and low. Karl Christians informed staff earlier this week he should know tomorrow or Friday of the funding. Based on the funding we receive, we may then need to rank our applicants.

Final Inspection Reports:

Li-08-02-17, Stimson Lumber, Fall Creek - No action

Li-09-01-17, Stimson Lumber, Smearl Creek – No action

On Sites Needed:

Open Mic and Other Business:

- Mark Romey announced the Planning Board is seeking for a member from Eureka.
- Laura Garner noted she is currently on the Planning Board.

The next Conservation District Board Meeting will be held Wednesday, April 18, 2018 at 4:00 p.m. at the U.S. Forest Service Office, Eureka, Montana.

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Meeting adjourned at 4:55 p.m.

Respectfully Submitted,

Darris Flanagan, Chairperson

Becky Lihme, District Administrator

Date: _____

