

**LINCOLN CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
NORTH LINCOLN COUNTY ANNEX, Eureka  
March 17, 2022, 2:30 p.m.**

**Attendance:**

Board of Supervisors: Kathleen Johnson, Chairperson; Mike Garner, Vice Chairperson; Laura Garner; Don Crawford, Darris Flanagan.

Absent: Katrina Newton

Guest(s): Mark Bostrom, DNRC; Hailey Graf, DNRC; Stephanie Criswell, DNRC

**Called to order:** 2:30 p.m. by Chairperson, Kathleen Johnson

**Public Comment:** None

**Minutes:**

- **Introduction:** Introduction of Board Members and Guests
- **View of Conservation District**
  - Mark spoke about the leeway that CDs have in terms of what they are permitted to do, including such things as creating land use ordinances, advocacy, and making public policy
  - Hailey read from the Conservation District Supervisor Manual, page 5, part 2, which is the Declaration of Authority from the legislature, which outlines the roles played by CDs.
  - Mark discussed the changing nature of funding for CDs, which has been and will continue to change as the tax funding from coal and timber has been reducing. This may result in some CDs being consolidated and most certainly will affect how CDs determine the roles they play in their communities.
- **Governance**
  - Hailey gave out a handout on best practices for CD Boards
  - Hailey explained the variety of support systems available from the Montana Employee Organization, as well as DNRC, to assist CDs with the hiring process of a new administrator, training, and a lot more.
- **Direction of the Board**
  - Strategic plan created during planning meeting and a similar document presented to the Board by Don Crawford prior to meeting were compared.
  - Duties of the new administrator were discussed and it was determined that duties should include
    - Secretarial/office = answering phones, emails, preparing for meetings, forwarding of information to CD board members, maintaining financial records through QuickBooks, paying of bills, etc.
    - Continuing programs currently provided by the CD, ie: the Tree program and Pollinator program, but also administer future programs as determined by the Board, depending on several factors including time, funds, abilities of the administrator, needs of the county, etc.
    - Seek out and administer grants for projects determined by the Board

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- **Personnel = hiring a new administrator**
  - A timeline for the hiring of a new administrator was discussed
    - March 21 = Ad will be placed in papers and other sites for recruitment
    - April 11-15 = Interviews will be performed
    - April 20 = Board will approve a new administrator
      - Dates subject to change if there are not enough qualified candidates to consider.
  - Hailey will help with the writing of the employment ad and placement into papers/web sites
- **Board Business**
  - Accept resignation of Rae Lynn Hayes as Administer effective 3/31/2022
    - Motion by Darris F to accept resignation of Rae Lynn
    - Seconded by Don C
    - Kathleen J abstained from the vote
    - All in favor, motion carried
  - Creation of hiring committee for position of new District Administrator
    - Motion by Mike G to create a hiring committee of 3 people to organize and review applications, perform interviews, and make recommendation for hiring to the Board
    - Seconded by Darris F
    - All in favor, motion carried
    - Volunteers for the Committee were Laura G, Kathleen J, and Darris F, but Kathleen will contact Katrina to see if she wants to be on the committee
  - Accept resignation from Tom Maffei from his position as LC Board Supervisor
    - Motion by Mike G to accept resignation of Tom M
    - Seconded by Don c
    - All in favor, motion carried
  - Meeting Adjourned
    - Motion by Darris F to adjourn meeting
    - Seconded by Mike G
    - All in favor, motion carried

Respectfully Submitted,

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Kathleen Johnson, Chairperson

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Laura Garner, Treasurer

Date: 3/19/2022