

Lake County Conservation District Meeting Minutes

Regular Meeting, 6:30 pm

Thursday, September 11, 2025

Location: 64352 US HWY 93, Ronan



Attendance:

Present Supervisors and Associate Supervisors:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Curt Rosman, Chair | <input checked="" type="checkbox"/> Zoe Lilja | <input type="checkbox"/> Steve Hoffman, Assoc. Excused |
| <input checked="" type="checkbox"/> Sigurd Jensen, Vice Chair | <input type="checkbox"/> Craig McClure Absent | <input checked="" type="checkbox"/> David Sturman, Assoc. |
| <input checked="" type="checkbox"/> Jan Niemeyer, Treasurer | <input type="checkbox"/> Susan Gardner Absent | <input type="checkbox"/> Jim Simpson, Assoc. - Excused |
| | <input checked="" type="checkbox"/> Allen Branine, via zoom | |

LCCD Staff and Partners:

- ☒ Caroline McDonald, LCCD
- ☒ Ashley Stivers, BSWC Member
- ☒ Dillon Martini, NRCS
- ☐ Leo Rosenthal, FWP
- ☒ Amy Elkins, NRCS

Guests:

1. OPENING

- a. Call to order: Caroline called the roll. Observing a quorum, Curt called the meeting to order at 6:30PM.
- b. General Public Comment – None
- c. 10-Minute Training: Caroline reviewed Google Drive and tablet operations. Board members noted that they would like all board packet materials numbered.

2. APPROVAL OF MINUTES: Minutes from the August meeting were reviewed and approved.

FIRST	Jan	SECOND	Sigurd
DISCUSSION	None		
RESULTS	Passed, unanimous		

3. SB-310 PERMITTING:

- a. Caroline reviewed the 310 Permit Flow Process with supervisors based on training from SET.
- b. LA24005 Golden, Swan River: The original incomplete application was received in November 2024. The board established a deadline for design materials submission to complete the application. If the application is not complete by November 30, 2025, the application will expire and a new application will have to be submitted when design materials are received.

FIRST	Allen	SECOND	Jan
DISCUSSION	None		
RESULTS	Passed, unanimous		

- c. *Other open 310s—no action required:* LA25001 Andrews, Crystal Creek; LA25002 Bliss, Forrey Creek; LA25003 Hubbard, Kaser Creek

4. FINANCIALS

- a. The monthly financial reports were presented and reviewed along with checks to be approved. It was moved that the reports and checks be approved as presented.

FIRST	Jan	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed, unanimous		

5. COORDINATOR REPORT:

Caroline reviewed the status of existing projects and ongoing outreach activities.

6. BUSINESS

- a. Personnel Committee Report on Coordinator's Review & FY26 Salary Recommendation
Personnel Committee met and conducted Caroline's annual review. Committee recommended a salary increase to \$62,222 annually, which aligns with the FY26 payroll budget. This increase will take effect during the next submitted pay period. The committee noted their enthusiastic approval for her management and project execution over the last year with a special note of the success she has had with raising LCCD's profile with local news coverage and participation efforts that have broad conservation impacts beyond Lake County.

FIRST	Jan	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed, unanimous		

- b. Annual Workplan Review for Adoption

Caroline presented the draft FY26 work plan for consideration and adoption. The following changes/additions were made to the submitted draft. Caroline will step down from the WMGAC committee after the conclusion of the conference in January 2026. She will instead use her time to pursue more local education and outreach for farmers and ranchers. She will actively work with Amy Elkins, NRCS, to accomplish this moving forward. Caroline will also pursue a leadership position within the Employee Organization. It was also noted that Caroline needs to develop an outreach plan to disseminate existing Junior Conservationist curriculum to local schools. It was moved to adopt the annual plan with the above modifications.

FIRST	Jan	SECOND	Sigurd
DISCUSSION	None		
RESULTS	Passed, unanimous		

- c. Operations Policy Final Revisions and Adoption - Postponed for consideration in October.
- d. Flathead CD MOU for Septic Program Implementation

It was moved that LCCD approve the MOU with Flathead CD for financial support to be provided for LCCD's continued administration of the Septic Maintenance Cost Share Program in Flathead County.

FIRST	Sigurd	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed, unanimous		

e. Area V Meeting & Convention Attendance

The following Supervisors and staff will attend the Area V meeting: Curt, Zoe, Jan, Sigurd, Allen, David, Jim, Caroline, and Ashley.

There is currently no interest in any supervisors attending the upcoming MACD convention in Billings. This issue will be revisited in October.

f. Develop District Position on Draft Resolutions

Missoula – resolution to require CDs to use the existing resolution process to introduce/support legislation.

FIRST	Jan	SECOND	Sigurd
DISCUSSION	None		
RESULTS	Passed, unanimous		

Green Mountain – resolution to support efforts to reinvigorate MT forest industry

FIRST	Sig	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed. Curt abstained		

g. Designate Representative and Alternate for Area V Meeting

Curt nominated Sigurd to be the primary representative at Area V

FIRST	Curt	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed, unanimous		

Sigurd nominated Curt as alternate

FIRST	Sigurd	SECOND	Jan
DISCUSSION	None		
RESULTS	Passed, unanimous		

h. Follow up on Evergreen Donation – Postponed

i. Proposed Supervisor Mileage Reimbursement Change

Caroline requested that the policy of paying supervisor mileage for meetings be changed from quarterly to every 6 months. Any supervisors incurring large travel expenses may continue to submit for reimbursement at any time.

FIRST	Jan	SECOND	Sigurd
DISCUSSION	None		
RESULTS	Passed, unanimous		

7. COMMUNICATION/DISCUSSION

- a. NRCS District Conservationist— Amy provided information from the NRCS Communications Office. NRCS staff are currently doing integrated pest management training. Dillon Martini is now the Acting Supervisory District Conservationist for the Ronan Work Unit. Dillon noted the value of the continued partnership between NRCS and the Conservation District.
- b. County Planning: Sigurd, did not attend meeting
- c. Rangeland Resource Executive Committee: Sigurd, there is a meeting in Helena first week of October. Currently, there are two vacancies on the committee.
- d. City-County Planning: Jan, no meeting.

9. Final Public Comment

- Lena is off to MSU!
- Board members indicated interest in reviewing study opportunities as in the past.

Adjourn

There being no further business, Supervisors adjourned the meeting at 7:55 pm.

FIRST	Jan	SECOND	Zoe
DISCUSSION	None		
RESULTS	Passed, unanimous		

The next regularly scheduled meeting of the supervisors will be October 11th at 6:30 pm at the District Offices in Ronan

(Date)

(Supervisor Signature)

(Date)

(Preparer Signature) Caroline McDonald