



"Local Common Sense Conservation"
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BROADWATER CONSERVATION DISTRICT
SPECIAL JOB INTERVIEW/HIRING MEETING MINUTES
December 19, 2019
6:00 PM
USDA Service Center Conference Room

SUPERVISORS PRESENT: Rick Van Dyken, Darrell Baum, Greg Field, Kelly Ingalls

SUPERVISORS ABSENT: Gary Flynn

ASSOCIATE SUPERVISORS PRESENT: N/A

ASSOCIATE SUPERVISORS ABSENT: N/A

ADVISORS TO THE BOARD PRESENT: Not required to attend; however Justin Meissner (NRCS) was present for a brief time.

GUESTS: *Karl Christians (DNRC) was present to serve on the hiring committee and assist with the proceedings*
Katie Mumford, applicant for the BCD District Administrator was present

- I. **Chairman Rick Van Dyken called to order the special job interview/potential hiring meeting of the Broadwater Conservation District at 6:00 p.m.**

- II. **INTERVIEW QUESTIONS:** *The following prepared questions were posed to Katie Mumford:*
 - 1) Why do you want this job and how does it fit into your career goals?
 - 2) Can you please summarize your past experience and how it has prepared you for this position?
 - 3) What are the most important natural resources in Montana, and what you feel would be a potential concern? Why?
 - 4) Describe your ability to work independently and do you consider yourself a self-motivated person?
 - 5) Are you willing to work evenings when necessary?
 - 6) Describe your experience working with a board of supervisors.
 - 7) Describe how you will communicate with your supervisors during the month when you receive important information they need to know.
 - 8) What type of supervision do you prefer? What type of environment do you prefer to work in?
 - 9) Have you organized public educational events? What do you think would be the most important tasks for a successful event?
 - 10) This job will require building positive working relationships with and coordinating, educating and getting engaged with a number of Federal, State and local governmental agencies plus private groups, conservation districts and others. How would you make this happen?
 - 11) How would you handle a situation where districts have adopted a position on a controversial piece of natural resource legislation and you personally disagree with the districts position?
 - 12) What are your strengths? Weaknesses?
 - 13) Are you willing to take a background check in order to access federal government internet services?
 - 14) When can you start, and are you willing to work evenings when necessary?
 - 15) Do you have questions for the District?

December 19, 2019 Special Meeting Minutes of the Broadwater Conservation District

- III. **Executive Session:** Katie stepped out of the room. BCD Board of Supervisors requested Karl Christians and Denise Thompson serve on the hiring committee, and provide a financial overview and any additional information that would be of benefit to the hiring process.

- IV. **NEGOTIATION:** Katie Mumford returned to the conference room. Miss Mumford and the board of supervisors reviewed and discussed the attached document and came to an agreement on the terms of a potential hire as the new District Administrator.

TERMS OF THE NEGOTIATION POINTS:

- 1. Employee will be evaluated by BCD at 3 months. Pass = start PERS (Retirement) process*
- 2. Employee will be evaluated by BCD at 6 months. Pass = \$1/hr. raise (will then be \$15/ hour)*
*(dependent upon employee evaluation results)
- 3. Employee will begin receiving the \$450/month health insurance stipend right away, as this is what the previous dist. administrator was receiving, along with the program coordinator
- 4. Employee's starting pay will be \$14/hour
- 5. Employee will be paid on a bi-weekly basis
- 6. Employee will work 35 hours/week on district tasks and will be paid via district general funds
- 7. Grant Work: Employee will be allowed to work an additional 5 hours/week, given those hours are funded via grant monies (not district funds).
*Year 1: DNRC 223 grant is already in place for employee to use for wages on the Crow Creek project
- 8. Grant Work: Employee will receive \$20/hour for grant work, as long as grant funds are available.
*Employee will track all grant funds.
- 9. Grant Work: Hourly wages on future grant projects will be negotiable.
- 9. Employee will begin working on January 6, 2020. She will work on the 6th and the 13th, while completing her work at the Gallatin CD; then begin her full-time position at BCD on January 21, 2020.

**It was noted that the average wage for Area 6 administrators is \$19.80

Board of Supervisors agreed to hire Katie Mumford as the new BCD District Administrator, based on the terms above, following a motion by Darrell Baum and a second by Greg Field. Passed

BCD granted Katie a few days to make her final decision. She agreed to inform the district of her decision by 5 pm, December 23, 2019; giving the district time to open the position up again in a timely manner, if Katie were to decline.

- VII. **ADJOURNMENT:** The special meeting was adjourned at 7:45 p.m.

Minutes submitted by:  Administrator/ Program Coordinator

Minutes approved by:  Chairman

ATTACHMENT TO 12.19.19 SPECIAL MEETING MINUTES

SALARY EXP TO CD @ FT (2080 hrs/yr)

Hours/wk	Alternative 3 w Grant wrk	per hour
35	BCD	14.00
5	crow crk	20.00
		\$25,480.00
		\$4,800.00
		\$600.00
		\$30,880.00
0.086		\$2,593.92
0.0877		\$2,234.60
		\$35,708.52
		\$1,500
		\$37,208.52
		\$6,092.84

Katie @ GCD

40	GCD	18.96
		\$39,436.80
		\$5,040.00
		\$44,476.80
		\$3,458.00
		\$44,495.76
		\$3,737.64
		\$3,458.61
		\$51,692.01

12.19.19 BCD Special Meeting for Interviews/ Potential Hire for District Administrator Position
Katie Mumford Interview and negotiation consideration
*Prepared by Karl Christians (DNRC) and Denise Thompson (BCD)

Annual wage \$30,680.00
Stipend \$4,800.00
Stipend \$600.00
Total \$38,771.00

2691 PERS \$3,458.00
Total \$44,495.76
PERS \$3,458.00
Total \$48,000.00

Annual wage \$39,436.80
Stipend \$5,040.00
Total \$44,476.80

Total \$43,134.00

-\$4,800.00 (travel exp to Man)

Total \$51,692.01

Income	FY2020	FY2021
BCD Mill	13363	13363
Permissive Mill	9900	9900
Admin Grant	19300	22050
310 admin	2005	2005
Checking reserve funds	5000	5000
Operating Exp	49568	52318
Available for Salaries	-14000	-14000
	35568	38318

crow creek	7000
ckbk balance	47000
savings	19000
do not consider	

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