

MEETING SUMMARY

**2021 Q3 BOARD MEETING**

Wednesday, October 20, 2021 1:00 PM (MDT)

FWP Giant Springs, 4600 Giant Springs Rd, Great Falls

ATTENDEES:

Linda Berger

John Chase

Steve Leathe

Laura Ziemer

Perk Perkins

Erling Juel

Tanner Tompkins

Tracy Wendt

Autumn Holzgen, Missouri River Watershed Program Coordinator

Morgan Marks, Montana Wildlife Federation

- Determined a quorum is present
- Approval of SRWG Q3 Meeting Summary
  - John Chase moved to approve meeting summary; Linda Berger seconded; Board unanimously voted to approve.
- Coordinator Update
  - Tracy provided a recap of events since the last meeting, which included:
    - Bashin' Trash, boat ramp painting at Pishkun and Willow Creek reservoirs, Grayling Rescue, and attendance at partner organizations
  - Water Quality Monitoring – Complete for 2021; just need to wrap up data and reporting. See report attached to this summary.
  - See Project Status Report attached to this summary. Tracy provided an overview of current projects. Items in bold on the summary are updated since the last SRWG meeting.
  - Resolution for Reclamation grant – Tracy recommended SRWG apply to the WaterSMART program (Reclamation) to implement top-priority projects identified in the draft Muddy Creek Master Plan. (note: plan is not yet complete. One of the early tasks was for the consultants to identify top-priority projects to include in this grant proposal). Proposal would include 3 miles of stream restoration in the most degraded portion of Muddy Creek and water conservation work through irrigation infrastructure improvements on GID. These improvements on GID will help reduce flow fluctuation that exacerbates erosion. Grant can be up to \$2M, but our ask will probably come to less than that. Grant requires a resolution by the board. Tracy circulated a copy of the proposed resolution of the board (attached to this summary).
    - Laura moved for SRWG to submit Reclamation proposal as described; John seconded; Board voted unanimously to approve.
  - BSWC Member – to be shared in 2022 by Lewis & Clark CD and SRWG. Interviewing candidates in November. BSWC will begin their term in January 2022 and run through November. Will be housed in the Lewis & Clark CD office. Major tasks for SRWG include water quality monitoring and organizing outreach/education events. This is a good

opportunity for SRWG to determine how a second full-time employee could be useful and what their responsibilities/work plan might entail.

- Board – Staff communication
  - Tracy said one outcome of her performance review (discussed next) was that at least one board member noted they would like more frequent, personal communications with the Coordinator. Tracy let the board know she would be reaching out to each of them to find out what level, format, and frequency of communications they prefer. Tracy also stated that though she used to provide weekly or bi-weekly updates to the board, updates have become irregular because sometimes she is too busy and sometimes there are no major updates as tasks are sometimes long-term and ongoing. She would like to provide regular updates and will discuss frequency of updates with members as well.
  - *Update: Since the meeting, it was determined that Tracy will provide monthly email updates to the board. Most board members said they anticipated getting enough engagement as committee members and would contact Tracy if they have questions or want to check-in. John requested monthly one-on-one calls; Erling requested in-person meetings every couple weeks.*
- Committee Updates
  - Executive Committee
    - Staff performance review update: Erling and Tracy met to discuss performance review. Several board members provided input. Board thanked Tracy for providing her self-evaluation and commented that they appreciated all the work completed this period, and are largely pleased with Tracy's performance. Erling suggested changing Tracy's job title to Executive Director to better reflect her role in the organization as we grow in upcoming years. He also stated that the raise included in the budget is appropriate to that title and the work Tracy is already performing. John commented he is very impressed at the improvements to SRWG's financial stability under Tracy's leadership and said he supports the raise and title change. Tracy stated that if SRWG continues to grow, she anticipates finances will support another staff person in the next 3-5 years, maybe sooner.
      - John moved to change Tracy's job title to Executive Director and approve the raise of \$5,000/year; Linda seconded. Board voted unanimously to approve
    - Board thanked Laura Ziemer for her service. This was Laura's last board meeting, as her term ends December 31, 2021. Erling especially thanked Laura for extending her involvement long beyond her original one-year commitment. SRWG looks forward to Laura's continued involvement through working groups.
    - With Laura leaving, SRWG will no longer have an "at large" Director. This position was added to the board Executive Committee in December 2018 because we did not have a Secretary-Treasurer and needed a third committee member in case of tie votes. Board decided not to immediately name a new at-large director and to postpone discussion of at-large director.
  - Finance Committee
    - 2021 Budget update – SRWG is in good shape this year.
    - Cashflow through end of year –Anticipate good roll-over into 2022.
    - Tracy and Perk presented 2022 proposed budget. Tracy pointed out there are not a lot of project funds in the 2022 budget, and that the project committee

will be important this year in helping identify and prioritize projects for upcoming year. Perk stated that the budget is sound and ready to approve.

- Linda moved to accept the 2022 budget as presented; Laura seconded; board voted unanimously to approve.
- MACD sponsorship request
  - SRWG received a sponsorship request for the MACD Convention, occurring in November 2021. Tracy recommended SRWG sponsor a break at the convention for \$400 and said the SRWG 2021 budget can tolerate the expense. Because this is not a budgeted expense, a motion is required.
  - Laura moved that SRWG sponsor a break at convention for \$400; John seconded.
  - Discussion: SRWG would gain attention through sponsor recognition at the event. This would help raise our profile and facilitate new contacts, and would also be a good way to show how well SRWG is performing, that we can afford to make a sponsorship, giving potential partners and funders confidence in the watershed group. Cascade Conservation District said SRWG would also get a vendor table at the event, should we sponsor at any level.
  - Board unanimously voted to approve
- Next steps for committee: Tracy and Perk will continue working on financial policy document, started in 2020. It is important, especially if we anticipate adding staff and doing more projects, that we document our financial and procurement procedures. Some federal grants require these documents as conditions for funding.
- Projects Committee
  - Tracy presented the Project Matrix and restated the importance of this committee in 2022 for getting projects lined up for late in the year and in future years.
  - Tracy will contact committee members to set up a meeting/call.
- Governance Committee
  - Erling and Tracy discussed the need for SRWG's board to diversify and solicit new members who represent the demographics of the watershed. SRWG's board is lacking in producers and representation around Augusta and in the canyon. Committee should recruit people from this area to our board.
  - Tracy will contact Dean Pearson to see if he will have more time to participate as a board member next year or if he would prefer we find someone else to take his place. If he leaves the board, we need to find someone else to represent the ag community and Teton County.
  - Tracy noted that in this year's DNRC Watershed Management Grant application, she included funding to "reinvigorate and grow" the SRWG board. This potentially includes a watershed tour and board retreat, team-building activities, and SRWG swag for board members. This is intended to 1) help the board become better acquainted with our projects and watershed concerns; 2) build commitment and investment in SRWG for board members, renew excitement and engagement in SRWG's work; 3) entice new board members and help acquaint new and old board members with one another and the staff.
  - Tracy will set up a call for the committee
- Board Administration
  - Future board meetings

- *Update: Meeting moved to January 26 at 1 pm at TD&H meeting room*
  - April 20, 2022, 1 pm (WMWG meeting prior)
  - July 20, 2022, 1 pm
  - October 19, 2022 (WMWG meeting prior)
- Public Comment: None

October 20, 2021 Board Meeting Summary Accepted by:

  
Board Officer Signature

  
Date approved by SRWG board