

Flathead Reservation Water Management Board

Meeting Minutes

May 26, 2022; 2:00-4:00 PM

In-person & Virtual [Zoom Link: <https://bit.ly/FRWMB-Mtg11>]

Kwat'aq'nuk Resort and Casino
49708 US HWY 93 E
Polson, MT 59860

Board Members Present: Clayton Matt, Roger Noble, Kenneth Pitt, Georgia Smies, Teresa Wall-McDonald
(virtual)

1. Call to Order (Board Chair)

- 1.1. Opening Prayer
- 1.2. Safety procedures and Covid-19 protocols
- 1.3. Attendance

2. Board Business (Board Chair)

2.1. Adopt agenda

Motion by T. Wall-McDonald to adopt agenda with removal of item 4.1

Second by K. Pitt

Vote result: Approved (5 to 0)

2.2. Announce meeting recording on DNRC & CSKT websites (bit.ly/FRWMB-Meetings-Page)

2.3. New Water Management Board staff - Anna Butterfield

- Anna Butterfield introduced as the new board staff member.

2.4. Board and Office of the Engineer Operations

2.4.1. Office hours for Ronan office and Anna's schedule

- Anna Butterfield introduced as the new board staff member.

2.4.1.1. Proposed office hours:

Monday – Thursday 8:30 am to 4:30 pm; closed for lunch from 1:00 pm to 1:30 pm;
Office closed on Fridays. A. Butterfield would work from home Fridays to process applications for first 2 weeks (May 31 – June 9).

2.4.1.2. At least 2 people in the office for the first 2 weeks - CSKT/DNRC staff will be on site

- Technical team recommends having CSKT and DNRC staff onsite for the first two weeks for the days the office is open. S. Makepeace (CSKT) and E. Mace (DNRC) can help people fill out applications and also ensure that A. Butterfield is not alone in the office.

2.4.1.3. Sign up for pre-application meetings (FRWMB-Anna Butterfield)

- A. Butterfield will be available to meet with people who sign up for pre-application meetings.
- The board discussed the proposed office hours schedule, staffing plan, and technical assistance plan.

2.4.2. Office furniture and Supplies (FRWMB-Anna Butterfield and CSKT-Melissa Schlichting)*

- M. Schlichting presented a spreadsheet of office equipment prepared by A. Butterfield and emailed to the board before the meeting. A. Butterfield checked different locations for pricing and availability. The spreadsheet included tables, floor protectors, and chairs. These office supplies are estimated to cost \$2900. K. Pitt clarified that this request is in addition to the request for laptop and phone.

2.4.3. Procurement Card – authorization from the Board for A. Butterfield (CSKT-Melissa Schlichting)*

- M. Schlichting: A. Butterfield requested a procurement card to purchase office supplies for the board. C. Matt: Can we use the existing card the board has for office supplies? M. Schlichting: we can continue using the existing card until the bank can provide one for A. Butterfield.

2.4.4. Phone system – discussion and decision on internet phone services*

- M. Schlichting: Spectrum cannot install phone services to the building, so I started looking for other providers. I priced a couple options that I sent to the board. One is Nextiva and one is Ooma. Ooma will transcribe voicemails and email them. Proposals include pricing for three lines (three phones and three numbers so two are available to assign to other staff). The phones can be linked to the office cell phone. Nextiva has a different pricing system but both proposals end up being similarly priced at about \$25 per month. The services are comparable. Nextiva was more responsive and can put the phones in the mail so they arrive Tuesday. C. Matt: Do they both offer technical assistance? M. Schlichting said both offer technical assistance.

2.4.5. HR discussion of priorities – job descriptions, policies and procedures manual (CSKT-Melissa Schlichting)

- C. Matt: The HR firm told me they are sending an introductory package by mail.
- M Schlichting: The HR firm wants to know where board would like to start. What do you want HR firm to focus on? POOR AUDIO FOR K. PITT'S REMARKS. T. Wall-McDonald: The position descriptions are very important, but next to that the personnel policies and procedures are important because as we start recruiting, we need to have some established policies and procedures to guide discussions and negotiations with those individuals. M. Schlichting: the HR firm can put together benefit package proposals, but they can't provide health insurance quotes until there are actual employees because your insurance quote is based off the health of your pool. They can help us join their existing insurance policies or they can help us solicit from other insurance companies. R. Noble: it's a catch-22 because people are going to want insurance benefits when they start. C. Matt: we can talk with the HR firm about this timing issue. G. Smies: Can HR firm provide all these services at once? M. Schlichting: Yes, we get 5 hours per month for the regular fee we pay, so if want to have them to everything simultaneously that may cost more than our regular amount. G. Smies: It seems like we will need to have all of these in place to hire employees, such as the business manager. C. Matt suggested looking at the draft organizational chart to help us get started. Arne Wick (DNRC) we have prepared two draft organization charts and we will circulate those to the board.

2.4.6. Water Manager/Engineer recruitment – update (DNRC-Arne Wick)

- A. Wick: Asked if applications have started coming in. A. Mikkelsen has been the lead on this. We have the position announcement posted on the DNRC website that can be linked to other

postings. It is running in the Water Strategies daily, a national publication, and the Montana Water Resources website. We have inquiries into the National Groundwater Association. We are also working on getting it posted to the Water Center. You could also consider using the HR firm to push the recruitment. C. Matt asked M. Schlichting to ask the HR firm if they could assist with this and what it would cost.

2.4.7. Legal Services RFP – update (CSKT-Melissa Schlichting)

- M. Schlichting: The request for proposals has been circulated with the water law portion of the State Bar. It will also be on the website for Montana Lawyer. I have had a couple of attorneys ask questions about the RFP so it is already getting some attention.

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2.4.8. Public Comment on operations proposals

- William Slack: Water user, St. Ignatius, Post Creek. My concerns are with what used to be called secretarial water uses. I was informed the other day that there would be no such thing anymore. I'm concerned. I would like to remind you about the background of them. I see there isn't much written about them in the compact. They would be better represented as treaty-based water rights. They were developed and appropriated back before the project was ever invented or thought of. They were done by tribal members. They have a long history of priority. I'd like to take some time in a future meeting to present some background and history on them.
- C. Matt: We will take your comment for the record. That is a particular comment that the board is interested in at some point. We will probably have staff present and we will probably find a way to have people weigh in on that. We will certainly have that discussion at some point. I appreciate your comment.
- Dave DeGranpre (virtual): Charlo, Montana. I am looking for contact information for the office, the phone number and physical address. Will the forms be available Tuesday?

TECHNICAL ISSUE WITH MEETING RECORDING AND BROADCAST.

- A. Wick: Yes the forms will be available Tuesday and the contact information will be included on those forms when they get finalized. Those items will be finalized and clarified for you in the next section of the agenda.

RECESS TO ADDRESS TECHNICAL ISSUES.

2.4.9. Board Action on operations proposals

Motion on 2.4.1 by G. Smies to approved items.

Second: K. Pitt

Vote result: Approved (5 to 0)

Motion on 2.4.2 by R. Noble to approve up to \$3000 for office furniture and supplies.

Second: G. Smies

Vote result: Approved (5 to 0)

Motion on 2.4.3 by R. Noble to authorize a procurement card for A. Butterfield.

Second: K. Pitt

Key: Underline = Action item

Vote result: Approved (5 to 0)

Motion on 2.4.4 by R. Noble to approve Nextiva phone system

Second: K. Pitt

Vote result: Approved (5 to 0)

Board agreed by consensus on 2.4.5 to prioritize the creation of job descriptions and develop policies and procedures as a secondary task.

2.5. Finalize Interim Process for Domestic Allowances (DNRC and CSKT)

2.5.1. MOU between Board, CSKT, and State (CSKT-Melissa Schlichting)

- M. Schlichting: Provided to Board on 6/26. It provides that both CSKT and DNRC have allocated both staff time and resources toward meeting the interim process needs for the board in conjunction with working with the board staff. We intend to include the interim forms as attachments to the MOU.
- Board reviewed MOU and had opportunity to ask questions about the MOU.

2.5.2. Contact information for forms

- M. Schlichting: We have the PO Box for the board and will soon have a phone number and email address that we can put on the forms.

2.5.3. Website and form updates – Available online May 31st on DNRC website

- M. Schlichting: The forms will be updated with this contact information and will be available on the DNRC website on May 31, 2022.
- E. Mace: We are also set up to publish the applications on the DNRC site.

2.5.4. Public Comment on Interim Process

- No in person comment.
- No virtual comment.
- Announced email addresses where members of the public can provide comment later online.

2.5.5. Board Action on Interim Process

Motion on 2.5.1. by T. Wall-McDonald to approve and sign the MOU.

Second by G. Smies

Vote result: Approved (5 to 0)

3. Updates

3.1. Other Administrative Items (CSKT-Melissa Schlichting)

- M. Schlichting: A. Butterfield has done a create job of hitting the ground running and identifying office needs. R. Noble agreed.

Other Updates:

- K. Pitt: Flathead Lakers invitation to board. K. Pitt: I will get more information and ask R. McDonald to present with me. R. McDonald agreed. C. Matt: technical staff are available to provide more information if necessary.
- R. Noble: R. McDonald and I are presenting to realtors together next week.
- R. McDonald: About a dozen logos have come in for logo contest.

4. Next steps

~~4.1. Tribal housing authority and well drilling question (CSKT)~~

4.2. Set next general meeting and location: June 9, 2022 at Kwat'aq'nuk.

4.3. Choose meeting topics: Staff should choose topics based on what they need.

5. Public Comment

- No in person comment.
- No virtual comment.
- Announced email addresses where members of the public can provide comment later online.

6. End meeting (Board Chair)

The meeting adjourned.