

Flathead Reservation Water Management Board Meeting Minutes

May 19, 2022
3:30-4:30 PM
Virtual on Zoom

Board Members Present: Clayton Matt, Roger Noble, Ken Pitt, Georgia Smies, Brian Mercier (virtual)

1. Call to Order (Board Chair)

- 1.1. Opening Prayer
- 1.2. Attendance

2. Board Business (Board Chair)

2.1. Adopt agenda

- C. Matt: suggest holding off on approval of May 12, 2022 minutes.
Motion: R. Noble made motion to approve agenda without approval of May 12, 2022 minutes.
Second: G. Smies
Vote result: Approved (4 to 0)

~~2.2. Approve minutes for May 12, 2022 meeting~~

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

2.4. Board and Office of the Engineer Operations (CSKT-Melissa Schlichting)

2.4.1. Information Technology Services

- M. Schlichting: The new staff member Anna Butterfield will start May 23, 2022. Presented two proposals for short-term IT services which both provide similar services. The office needs computer services set up next week. I reached out to a few firms, only two could provide the needed IT services in this quick timeframe. Both offer rates consistent with general rates. I will get more proposals when we have more time.
 - Proposal 1: CSKT IT offers in-kind services that would be included in the tribes' contribution to the Board. CSKT would set up computers, the local area network, zoom subscription, and download other needed apps. They would also provide help desk services Monday through Thursday between 7:00am and 5:30pm and Friday from 8:00am to 4:30pm. Tier one and tier two tasks would be billed at \$75 per hour. Other tasks would be billed at \$100 an hour. CSKT would offer these services for a short period of time as a stopgap until the Board establishes an ongoing provider.

Key: Underline = Action item

Normal = Discussion, comment, and/or update

- Proposal 2: Exodus Interactive is a private company staffed by people who also work for CSKT IT. Exodus Interactive is separate from CSKT IT. Their hourly rate is \$100 per hour or as a monthly retainer of \$400 per month with five hours of labor included. Additional hours would be billed at \$80 per hour.
- C. Matt: My son is connected with Exodus Interactive, and I need to abstain from the decision on IT services. Asked K. Pitt to lead Board on decision.
- K. Pitt: Will Board have a quorum if C. Matt abstains? M. Schlichting read from Ordinance which says quorum is four. Ordinance doesn't specify what to do in this situation. The Ordinance says Board needs three affirmative votes for a decision. R. Noble: If three remaining Board members vote affirmative we would have a majority and enough to approve action.
- K. Pitt led discussion on differences between two proposals. C. Matt abstained from discussion. R. Noble asked for DNRC opinion on in-kind offer. A. Wick: Thank you to CSKT for offering these services. The state envisions offering in-kind services in a similar way and this type of in-kind work will be essential for implementation. M. Schlichting said both proposals will meet board's short-term needs.
- R. Noble and G. Smies suggested hiring CSKT IT to get equipment set up, because they are familiar with equipment and may be able to get it done more efficiently and ask Exodus Interactive to provide a proposal for ongoing services.
 - Motion: G. Smies made motion to hire CSKT IT to provide initial IT services to get office up and running on an in-kind basis.
 - Second: R. Noble seconded and suggested modifying motion to include acceptance of proposed internal memorandum of agreement for CSKT Tribes IT in-kind contribution. G. Smies approved R. Noble's amendment.
 - Vote result: Approved (3 affirmed, C. Matt abstained)
- M. Schlichting: Need to authorize the chairman to purchase laptop and cell phone for new employee starting Monday. We can get a basic Samsung \$100 for phone with \$50 for unlimited talk and text. A iPhone would be significantly more expensive. A yearly contract would cost at least \$50 a month. I have not looked at software prices. The employee could also use a tracphone with a three-month package. The office will get a landline and internet line next week, but A. Butterfield will need a cell phone to use.
- K. Pitt: We should set a cap on price for the purchases.
- The Board discussed various price cap considerations including the amount of memory needed to allow GIS capabilities, which cell service is better in the area, the need for an external hard drive, and the cost of software.
 - Motion: by K. Pitt authorize the chairman to purchase laptop, cell phone, and necessary initial software for employee to begin with a \$3000 cap. We can revisit software and hardware needs next week.
 - Second: R. Noble
 - Vote result: Approved (4 to 0)

2.4.2. Website Services

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- M. Schlichting: We got one proposal from a local web designer to set up the website. In the meantime, CSKT IT can set up a bare bones site while a fully functional website is under construction. A fully functional website should have fillable forms and allow people to apply and pay online. Fully functional website development will be separate and apart from the initial IT services for setup.

2.4.3. Other places to post Water Manager/Engineer job announcement

- A. Mikkelsen: Position description is up and running in the national publication called Water Strategies of the National Water Resources Association. [POOR AUDIO] It's been sent to the Montana Water Resources Association and National Groundwater Association.
- The Board discussed keeping track of where it is posted.

2.4.4. Water Manager/Engineer screening process

2.4.4.1. Working with HR firm, screening committee members, timing, interview committee members

- M. Schlichting: The state and tribal technical team met recommends the board designate a screening committee and asking the HR firm for screening tools and other recommendations.
- K. Pitt offered to serve on the screening committee. C. Matt asked M. Schlichting to ask T. Wall-McDonald saying she would be instrumental on the committee. R. Noble offered to serve on the committee. G. Smies said she is interested if T. McDonald is not available but noted that her schedule is full.

2.4.5. Other administrative items

- M. Schlichting: We engaged CPA firm and are ready for A. Butterfield to start working Monday. The chairman informed me that the bank account is funded with tribal portion and the state portion is on its way. The utilities are transferred. The security firm gave us suggestions for upgrades to the system to make it more secure. We've arranged to have building cleaned before Monday. The furniture will be delivered next week. The plumber made sure everything was working. The furnace is being checked.
- K. Pitt: Asked for a handrail to be installed on stairs. M. Schlichting said she will ask the landlord to install one.

2.4.6. Public Comment on operations proposals

- No comments

2.4.7. Board Action on operations proposals

- See above.

2.5. Interim Process press release (CSKT-Rob McDonald)

- R. McDonald: Read the proposed press release. Asked board if they want the press release to go out on the May 25th to generate awareness and let people know forms will be available on May 31st or would they prefer waiting until the forms are available to put out the press release. He recommends telling people early so the information has time to disseminate.

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- C. Matt: Asked if getting it out early would get ahead of staff. M. Schlichting: Forms will not be ready on May 25, but with Memorial Day weekend coming up, it would be helpful to get the press release out earlier.
- C. Matt: Asked E. Mace if the press release is technically accurate. E. Mace said state staff reviewed press release and it is accurate. Staff is recommending we get it out ahead of time.
- G. Smies and R. Noble: It's a good idea to get message out sooner.
- The board decided by consensus to put the press release out in advance since it is technically accurate and won't get ahead of staff.

3. Updates

- R. Noble: The Montana Association of Realtors asked me to provide an update on the status of the board and its functionality at the association's June function. I am willing to do this. Is there a conflict with me doing something like this? Should someone else participate?
- C. Matt: Would it help if R. McDonald put together some talking points? R. McDonald said he would be glad to put together talking points, offer support, and/or attend the event.
- R. Noble: It's an opportunity to quell some misinformation. Talking points would be helpful.
- K. Pitt: I am not worried now, because we are in a formative stage. When the board moves into a quasi-judicial stage, we should have a specific process for speaking at events.
- C. Matt: Can E. Mace provide some slides? E. Mace: I can provide slides. Please provide more information about what you need.

4. Next steps:

- The next regular meeting will be in person on May 26, 2022 at Kwat'aq'nuk.

5. Public Comment:

- No public comment.

6. End meeting (Board Chair)

The meeting adjourned at 4:49pm

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