MONTANA WILDLIFE AND TRANSPORTATION

STEERING COMMITTEE
Meeting Notes
February 10, 2020

PURPOSE: To refine and approve the steering committee's 2020 work plan and outline next steps for high priority action items in the work plan

OBJECTIVES:

- Finalize the charter and assign proxies
- Finalize the work plan and outline next steps for high priority action items
- Finalize 2020 meeting dates
- Share and discuss high-level feedback on the MOA between MDT and FWP
- Understand and provide direction on communications related to wildlife and transportation

ATTENDEES:

- Steering Committee (Committee)- Stephanie Adams (MSWP); Lynn Zanto (MDT); Charlie Sperry (FWP); Mike Tooley (MDT); Kylie Paul (MSWP)
- Agency Staff- Bill Semmens (MDT); Tom Martin (MDT)
- Planning and Implementation Team (PIT Crew)- Deb Wambach (MDT); Hannah Jaicks (MSWP – Via Phone); Renee Lemon (FWP); Nick Clarke (MSWP); Laramie Maxwell (MSWP – via phone)

AGENDA:

1. **INTRODUCTION**
    a. Introduce new member – Charlie Sperry. FWP appointed Charlie to the committee given Paul Sihler's retirement.
    b. Purpose and objectives of this meeting outlined (See above)

2. **STEERING COMMITTEE CHARTER**
    a. **Discuss and make decision on charter**
        i. MDT requested that the section regarding MDT's authority be modified to read "MCA Title 60 and USC Title 23". *All agreed.*
        ii. MDT requested that the document state the Committee will *strive* to meet four times a year. MSWP agreed but asked that there be a commitment to have a phone call if meeting in person is not possible during a busy time. *All agreed.*
        iii. FWP requested that in the first paragraph, spell out FWP and MDT, then put the acronyms in parenthesis. *All agreed.*
        iv. There was discussion around elevating the significance of the work plan. *All agreed* that there should be a new first bullet under Process and

Decision-Making about highlighting that the Committee will develop and implement a work plan. Combine second-to-last bullet (*Progress will be monitored and evaluated using the work plan and agreed upon measures of success, which will be updated annually)* with the new first bullet.

v. MSWP proposed modifying the bullet related to media inquiries: "When responding to media inquiries pertaining to the partnership or the Committee, *a representative from each of the Committee entities* must be consulted to provide a coordinated response. *All agreed.*
vi. The group talked about the need to clarify the intent of consensus and majority vote for decision-making. The Committee decided that decision-making should be by consensus only. FWP offered a definition for consensus: "all members support the decision or agree not to oppose the decision." *All agreed.*
vii. The Committee requested that the charter and membership review period remain every three (3) years, but language similar to the Memorandum of Agreement between MDT and FWP be added: "Amendments to this charter or Committee membership may be proposed by any Committee member at any time and shall become effective upon agreement by all Committee members." *All agreed.*

b. **Assign proxies**
   i. Each entity will select two proxies who will serve as the designated alternate for consistency.

3. 2020 WORK PLAN

a. **Status, discussion, decisions, next steps on the 2020 workplan**
   i. The PIT Crew walked through the workplan status and asked the Committee to review and confirm the top priorities. *All agreed.*
   ii. There was discussion about ensuring clarity of action Items. The PIT Crew suggested the group first agree more broadly on the workplan and then decide upon details and identify the steps needed to move each item forward. *All agreed.*
   iii. All agreed that Committee members could serve on workgroups as appropriate. The PIT Crew would assist in organizing the workgroups and act as a liaison between the workgroups and the Committee.
   iv. The Committee discussed the overall progression of the annual workplan and what items needed to happen linearly versus concurrently. MSWP suggested outlining long-term goals for the Committee. In addition, MSWP offered that MSWP committees stand ready to contribute. MDT identified capacity concerns for tackling too much at once and noted that some action items are interdependent and need to happen in a linear fashion while other actions can get underway concurrently. These opportunities would become clear once some of the initial workgroups got underway.

v. It was suggested that the Committee discuss the prioritization process (2020 workplan priority 3) at each Committee meeting in 2020 and look for opportunities to refine and evolve it given progress made on other action items.
vi. Committee members discussed the priority of establishing the Data and Information Workgroup. MSWP organizational structure has existing subcommittees prepared to work on this as well as the other action priorities. Each entity will need to appoint 2-3 staff to the Data and Information Workgroup. The PIT Crew agreed to organize the first workgroup meeting prior to the next April 28th Committee meeting.
vii. The Committee recommended the PIT Crew prepare a white paper identifying the resources and capacity that each entity can provide to engage in communication and outreach. The PIT Crew should work on this as they are able and could present this information at the next Committee meeting.
viii. MSWP proposed that their coalition's funding subcommittee could draft a white paper on funding opportunities, thoughts and questions on limitations, and questions for the agencies. This paper could be presented and discussed at the next Committee meeting.

b. **2020 Committee meeting schedule**
   i. The Committee decided on the following 2020 meeting dates:
      a. Tuesday April 28th (proxy needed for Lynn Zanto)
      b. Wednesday August 5th (all members available)
      c. Tuesday November 17th (all members available)

4. MEMORANDUM OF AGREEMENT BETWEEN MDT AND FWP

a. **Status, timeline, and overview of MOA**
   i. MDT and FWP researched MOAs from other states and then drafted a MOA to formalize the existing working relationship between the two agencies and highlight areas of mutual agreement and cooperation regarding wildlife and transportation issues.
   ii. After upper level management and legal review from both agencies, the directors reviewed it and provided the final draft for MSWP review and discussion at the Committee meeting.
   iii. MSWP was excited about the MOA and thanked the agencies for their hard work. MSWP asked how the MOA relates to the Committee and the charter because the coalition wants to ensure that the Committee and charter continue no matter what happens with the MOA. The group agreed these are independent yet complimentary documents and that the dissolution of one does not necessarily mean the end of the other.

5. **UPDATES**
    a. **Media and Communications**
        i. Wildlife movement communication plan - A group of partners are working on a wildlife movement communications plan. This effort came out of a workshop related to Secretarial Order 3362 sponsored by FWP in late 2019. It is meant to address the broader topic of wildlife movement, which includes transportation as one of several components. This communications plan can compliment any communications efforts related to wildlife and transportation. The Committee offered to review and provide input on the plan, specifically as it relates to transportation.
        ii. Is there a need for coordinated communications with the governor's office and summit participants? The Committee discussed adding the charter, workplan, agenda and minutes to the website. The PIT Crew should draft two separate emails, one to summit participants and one to governor's office with status updates and links to the website. MDT requested that high-level talking points pertaining to content of governor's office email be provided to the agency directors and MSWP Committee members to ensure everyone has the same information.

6. **Review and Close**

ACTION ITEMS:

- The PIT Crew will draft the February 10 Committee meeting minutes. The Committee will review and edit the notes. MDT will post final meeting minutes on the website.
- The PIT Crew will make final edits to the charter for Committee review and approval. MDT will post the final charter on the website.
- Committee members will provide designated proxy names to PIT Crew.
- Committee members will appoint 2-3 staff members to the Data and Information Workgroup. The PIT Crew will strive to organize the initial meeting of the workgroup prior to the April 28th Committee meeting.
- The PIT Crew will draft white papers outlining their organization's resources and capacity for communication and outreach, as time allows.
- MSWP will draft a white paper providing ideas and questions on funding opportunities, constraints, challenges for presentation and discussion at next Committee meeting. MDT and FWP will provide funding contacts to help MSWP.
- The PIT Crew will draft two "update" emails after latest postings (e.g., charter, workplan) are made to the website: one for summit participants and one for the governor's office. The PIT Crew will provide talking points to the directors and MSWP Committee members.