

**SWCC Executive Committee**  
**Meeting Notes**  
August 24, 2011

**Present:** Scott Brennan\*, Keith Stockmann, Mo Bookwalter\*, Sandy Mack, Cory Davis, Gary Burnett\*, Anne Dahl, Megan Birzell, Debbie Austin\*, Amber Kamps\*

*\*Indicates voting member.*

**Action Items:**

- **Scott and Debbie** will attend the next Lolo RC meeting on September 13th.
  - **Megan** will ensure that Scott and Debbie have space on the Lolo RC agenda to discuss integration.
  - **Cory** will report at the next SWCC meeting about Monitoring meeting after-action discussion (which will take place on Sept. 1), with specific responses to Executive Committee suggestions enumerated in the July 29<sup>th</sup> Executive Committee notes.
  - **Sandy** will check FS CFLR website to be sure the updated work plan has been posted.
  - **Keith, Sandy, Megan, and Cory** will meet on Wednesday, September 21<sup>st</sup> at 11am at the Lolo SO to go through the template and assign tasks for completion of the report.
  - **The Communications Committee** will work to develop a 2011 Update Report using information from the Annual Report but reformatting it in a way that is more user friendly.
  - **Sandy** will confirm the date and time for the FACA/NEPA/FOIA Training with Julia Riber.
  - **Megan** will send an email to SWCC members and participants asking them to submit any questions they have in order to help focus the training.
  - **Mo and Cory** will attend the FSC meeting on behalf of the SWCC.
- I. Review/approve notes from last meeting
- a. The notes were approved unanimously.
- II. Update on action items from last meeting
- a. Integration between the MFRC subcommittees and SWCC.
    - i. Megan and Scott addressed integration between the Lincoln RC and SWCC at the last Lincoln RC meeting in Early August. There is interest in a joint meeting between the two groups or subsets of the two groups (i.e. co-chairs of Lincoln RC, co-chairs of SWCC Monitoring Committee, chair of SWCC Prioritization Committee, co-chairs of SWCC, and SWCC staff).
    - ii. Megan has not yet discussed integration with the Lolo RC due to that committee's summer break. The next Lolo RC meeting is on September 13<sup>th</sup>.

1. ACTION ITEMS:
    - a. Scott and Debbie will attend the next Lolo RC meeting on September 13<sup>th</sup>.
    - b. Megan will ensure that they have space on the agenda to discuss integration.
    - iii. It may be beneficial to revisit Keith's flowchart explaining how the MFRCs and SWCC could interact to use as a guide for conversations with the MFRC committees.
  - b. Monitoring Proposal After-Action Discussion
    - i. ACTION ITEM: Cory will report at the next SWCC meeting about Monitoring meeting after-action discussion (which will take place on Sept. 1), with specific responses to Executive Committee suggestions enumerated in the July 29<sup>th</sup> Executive Committee notes.
  - c. Work Plan Amendments
    - i. Sandy and Megan have successfully amended the SWCC Work Plan to correct an erroneous reference to the UM Biomass Facility as "needed infrastructure."
    - ii. ACTION ITEM: Sandy will check FS CFLR website to be sure the updated work plan has been posted.
- III. 2011 Annual Report preparations
- a. A draft template for this report is currently being circulated. It includes more questions than last year's template. We expect a final template by October 1 with a due date of November 15<sup>th</sup> for the final report.
  - b. ACTION ITEM: Keith, Sandy, Megan, and Cory will meet on Wednesday, September 21<sup>st</sup> at 11am at the Lolo SO to go through the template and assign tasks for completion of the report.
  - c. The Executive Committee directs the Communications Committee to develop a 2011 Update Report on the work of the SWCC, using information from the Annual Report, which will be more user-friendly for broader audiences.
    - i. ACTION ITEM: The Communications Committee will work to develop a 2011 Update Report.
- IV. Schedule FACA/NEPA/FOIA Training
- a. The SWCC will host a 3-hour training session for all participants (including subcommittees and MFRC committees) to better understand FACA, NEPA, and FOIA.
  - b. The tentative plan is for Julia Riber to lead the training on Wednesday, October 26<sup>th</sup> from 9am – 12pm at the Lolo SO.
  - c. VTC and webinar connection options will be available for those participating remotely.

- d. We will try to record the webinar and make it available for people to watch at a later time, as well.
- e. ACTION ITEMS:
  - i. Sandy will confirm the date and time for the FACA/NEPA/FOIA Training with Julia Riber.
  - ii. Megan will send an email to SWCC members and participants asking them to submit any questions they have in order to help focus the training.

V. Swan Lands FSC meeting Sept. 22<sup>nd</sup>, 9am, Condon

- a. The Swan Lands FSC is meeting on Thursday, September 22<sup>nd</sup>, at 9am in Condon. The group discussed whether anyone from the SWCC should be present at this meeting.
- b. ACTION ITEM: Mo and Cory will attend the FSC meeting on behalf of the SWCC.

VI. Other Items

- a. Anne raised a question of how to make sure that weed information being collected by the Flathead NF this summer is made available to Cory and others in the near future. Debbie suggested that Anne talk to Rich to work this out.
- b. Scott raised a question of what, if anything, we can do to ensure that implementation of CFLR projects happens in a timely manner, particularly with respect to the length of contracts to complete the work.
  - i. It was suggested that favoring a bidder who has a track record of finishing work early through best value criteria could be a way to encourage this.