

CATEGORY	DETAILS	Q1			RESPONSIBLE PARTY	FUNDING SOURCE	Q2			RESPONSIBLE PARTY	FUNDING SOURCE	Q3			RESPONSIBLE PARTY	FUNDING SOURCE	Q4			RESPONSIBLE PARTY	FUNDING SOURCE	
		JANUARY	FEBRUARY	MARCH			APRIL	MAY	JUNE			JULY	AUGUST	SEPTEMBER			OCTOBER	NOVEMBER	DECEMBER			
1	Education & Outreach	Envirothon	Contact with coaches of the team(s), preparation for event			Evans/Kremer-Herman	CD Budget	Event at the end of April; Joe could help if he has time			Kremer-Herman	CD Budget						Reach out to schools to determine need for assistance			Evans	CD Budget
		CD Rotunda Day at the Capitol	January 23-all day-bring project/program displays			Evans																
		Summer Ed Walk Series	Early planning with Helena CORE			Kremer-Herman	CD Budget	First Summer Walk			Kremer-Herman	CD Budget	Second Summer Walk			Kremer-Herman	CD Budget					
		Ag Ed Day	Early planning with Lewis & Clark County Farm Bureau			Kremer-Herman	CD Budget	Event with 4th Graders-Rolling Rivers Trailer			Kremer-Herman/Evans	CD Budget										
		Rolling Rivers Trailer	Planning for spring/summer/fall events; Trailer inventory and repairs as needed; Work on developing ideas for short videos			Kremer-Herman/Evans	CD Budget	Events as requested and available; Video recording/editing/upload as able			Kremer-Herman/Evans	CD Budget	Events as requested and available; Video recording/editing/upload as able			Kremer-Herman/Evans	CD Budget/Cost share from partners	Winterize Trailer; get numbers to grant holder			Kremer-Herman/Evans	CD Budget/Maint. Grant
		Seminar/Workshops	Pollinator Workshop-Venue, Speaker(s) etc. Rain Barrel Workshop			Evans/Kremer-Herman	Possible Education Grant	Host Pollinator Workshop Rain Barrel Workshop			Kremer-Herman/Evans	Possible Education Grant						Winter Workshop Planning			Evans/Kremer-Herman	CD Budget
		Lake Helena Watershed Festival										CD Budget	Event-RRT, Willow Display			Evans/Kremer-Herman/Ryan	CD Budget					
		Webinar Development	Soil Health, Pollinator			Evans		Webinar content research			Evans	Education Grant/CD Budget	Webinar content research			Evans/Kremer-Herman/Ryan	CD Budget	Webinar content research and development			Evans	CD Budget
		Social Media Posting	Content development			Evans	CD Budget	Content development and revision; posting			Evans	CD Budget	Content development, revision and posting			Evans	CD Budget	Content development, revision, posting			Evans	CD Budget
		Website Development/Updates	Comprehensive site review & revision as needed; Wake Boat Erosion Page/Update Stream project page			Evans	Education Grant/CD Budget	Website Content development as able			Evans	Education Grant/CD Budget	Website content development as able			Evans	CD Budget	Webiste content review and revision			Evans	CD Budget
		Stream Project Packet Updates	Update the packet handout with updated information and new project material			Evans	CD Budget										CD Budget	Incorporate updated monitoring photos and any new information			Evans	CD Budget
		Newsletter	April Quarterly newsletter prep, seek articles			Evans	CD Budget	July Quarterly Newsletter prep, seek articles			Evans	CD Budget	October Quarterly Newsletter prep, seek articles			Evans	CD Budget	January Quarterly Newsletter prep, seek articles			Evans	CD Budget
		Underserved Areas of County	Planning for Lincoln, Augusta and other areas of the county			Evans/Kremer-Herman	CD Budget	Outreach to underserved areas			Kremer-Herman/Evans	CD Budget	Outreach to underserved areas			Kremer-Herman/Evans	CD Budget	Planning for outreach for underserved areas			Evans/Kremer-Herman	CD Budget
		Montana Conservation Elders Event	Start planning for the Montana Elders Event			Ryan/Kremer-Herman/Evans		April 19, 2025 Montana Elders Event-Fairgrounds			Ryan/Kremer-Herman/Evans											
		Montana Native Plant Society Conference	Evans will contact to see if they're in Helena this year			Evans																
		Stewardship Week (Apr 27-May4)						Social media for Stewardship week										Plan for 2026 Pollinator Workshop?			Kremer-Herman	Education Grant
Workshop on Algae that replaces fertilizer	Work with John Baucus and Karl Christians to plan a late fall workshop			Evans/Kremer-Herman																		
LOTB Website-Realtor Outreach	Explore potential for REaltor Workshop to offer Continuing Education Credits			Evans																		
2	Projects	Website-Project Page	Update stream restoration project page			Evans/Kremer-Herman	CD Budget	Updated Monitoring Photos			Kremer-Herman	CD Budget	Updated Monitoring Photos			Kremer-Herman		Updated Page			Evans	CD Budget
		Bashin' Trash	Start Planning with SRWG and local orgs			Kremer-Herman	CD Budget	Social Media posts, emails to volunteer list; find team captains, decide on sites, event in August?			Evans; Kremer-Herman	CD Budget	Newsletter Article			Evans						
		Project Evaluation System	Develope checklist for evaluating projects			Staff/Board																
		Partner/Landowner Project Collaboration	Newsletter notice in January about project request deadlines for grant applications-Deadline February 1 Information on website about project requests			Staff/Board	CD Budget	Collaboration with partners on projects			Evans/Kremer-Herman	CD Budget/Partner funds	Newsletter notice in July about project request deadlines for grant applications-Deadline September 1 Information on website about project requests			Evans/Kremer-Herman	CD Budget/Partner Funds	Collaboration with partners on projects			Evans/Kremer-Herman	CD Budget/Partner funds
		Wake Boat Signage Project	Placement of sign(s)			Kremer-Herman/Christians	Education Grant/CD Budget	Wrap up grant			Evans	Education Grant/CD Budget										
		Threemile Project	Grant report; project & planning work			Evans/Kremer-Herman	DNRC Grants/CD Budget	Grant report; project & planning work			Evans/Kremer-Herman	DNRC Grants/CD Budget	Grant report; project & planning work			Evans/Kremer-Herman	DNRC Grants/CD Budget	Grant report; project & planning work			Evans/Kremer-Herman	DNRC Grants/CD Budget
		Willow Creek Feeder Canal	Prep for April/May Trial			Evans		Trial with GID/FSID			Evans											
		Bank/Shoreline Restoration Trials	Work with Lake Helena and other landowners to trial new techniques for restoring bank/shorelines			Ryan/Kremer-Herman																
		Bill Gehring Project	Start discussion with NWE			Jeff Ryan/Joe Kremer-Herman																
3	Programs	Pollinator Initiative	Start organizing and advertising for 2025 Order Seed for 2025 Montana Native Plant Society Conference (Feb)			Evans/Kremer-Herman	Grant from DNRC	Seed distribution days-Helena, Augusta, Wolf Creek in April/May			Evans/Kremer-Herman	DNRC Grant/CD Budget	Finalize program; Grant report			Evans		Write grant application for 2026; begin planning for 2026 program			Evans	
		Solar Pump Trailer	Update website with this information; Newsletter article on program			Evans	CD Budget	Use trailer; work with landowners who want to lease it			Kremer-Herman/Christians	CD Budget/Usage fees										
		Well Test Cost Share	Reimbursements for water tests; Share results with WQPD			Evans		Reimbursements for water tests; Share results with WQPD			Evans	CD Budget	Reimbursements for water tests; Share results with WQPD			Evans		Reimbursements for water tests; Share results with WQPD; report for LCCD Board			Evans	
		Local Work Groups	Host Local Work Group(s) this quarter			Evans/Board	CD Budget											Plan locations for Local Work Groups 2026			Evans	

	Rolling Rivers Trailer-Other Entities	Order needed materials/repairs for trailer; Set up damage deposit policy for 2025	Evans/Kremer-Herman	DNRC Grant/CD Budget	Provide trailer at various events	Kremer-Herman	CD Budget/cost share from other users	Provide trailer at various events; Report to Julie Goss, Richland CD	Kremer-Herman	CD Budget/Cost share from other users	Winterize Trailer; Assess needs for next trailer season	Kremer-Herman	
	Sponsors/Fundraisers	Send out sponsor notices; locate new potential sponsors;	Evans/Supervisors	CD Budget							Research/locate potential sponsors	Evans/Kremer-Herman/Board	CD Budget
4	Stream Permitting & Riparian Health	Stream Permitting Law	Database entry (catch up); Report in February on numbers; work with applicants; work with applicants	Kremer-Herman	CD Budget	Database Entry; work with applicants; project verifications	Kremer-Herman	Database Entry; work with applicants	Kremer-Herman		Database Entry; work with applicants; wrap up 2025 numbers	Kremer-Herman	
		Compliance Monitoring	Project Verification Form tracking from applicants	Kremer-Herman	CD Budget	Project Verification Form tracking from applicants	Kremer-Herman	Project Verification Form tracking from applicants	Kremer-Herman		Project Verification Form tracking from applicants	Kremer-Herman	
		Floodplain Permitting Issues	Continue collaboration with Joint Stream Restoration Committee	Staff/Ryan/Christians	CD Budget	Continue collaboration with Joint Stream Restoration Committee	Staff/Ryan/Christians	Continue collaboration with Joint Stream Restoration Committee	Staff/Ryan/Christians		Continue collaboration with Joint Stream Restoration Committee	Staff/Ryan/Christians	
		Living on the Bank	Work with Fergus and MRCDC on analytics and page content	Evans	CD Budget/Grant to Fergus	Work with Fergus and MRCDC on analytics and page content	Evans	Work with Fergus and MRCDC on analytics and page content	Evans		Work with Fergus and MRCDC on analytics and page content	Evans	
		Stream Project Coordination	Assess and Prioritize project requests from landowners	Kremer-Herman/Ryan	CD Budget	Assess and Prioritize project requests from landowners	Kremer-Herman/Ryan	Assess and Prioritize project requests from landowners	Kremer-Herman/Ryan		Assess and Prioritize project requests from landowners	Kremer-Herman/Ryan	
5	Capacity	Annual Operations & Strategic Plans	Approve 2025 Plans; review 4th quarter work	Board		Review previous Quarter	Board	Review Previous Quarter	Board		Review Previous Quarter; Create draft 2026 operations plan; draft updates to Strategic Plan	Board/Evans/Kremer-Herman	
		Board Communication & Training	Ten Minute Trainings from CDB; Assess needed supervisor training; track new available training;	Evans		Ten Minute Trainings from CDB; Assess needed supervisor training; track new available training;	Evans	Ten Minute Trainings from CDB; Assess needed supervisor training; track new available training;	Evans		Ten Minute Trainings from CDB; Assess needed supervisor training; track new available training;	Evans	
		Skills Assessment of Board											
		Supervisor & Staff Succession Planning	User of Governance Calendar; development & maintenance of Policy & Procedure Manuals	Board/Evans		User of Governance Calendar; development & maintenance of Policy & Procedure Manuals	Board/Evans	User of Governance Calendar; development & maintenance of Policy & Procedure Manuals	Board/Evans		User of Governance Calendar; development & maintenance of Policy & Procedure Manuals	Board/Evans	
		Policy Development	Identify need for and creation of policies	Evans/Board		Identify need for and creation of policies	Evans/Board	Identify need for and creation of policies	Evans/Board		Identify need for and creation of policies	Evans/Board	
		Staff Professional Development	Seek training opportunities within the CD Budget	Evans/Kremer-Herman		Seek training opportunities within the CD Budget	Evans/Kremer-Herman	Seek training opportunities within the CD Budget	Evans/Kremer-Herman		Seek training opportunities within the CD Budget	Evans/Kremer-Herman	
		Grant Writing	Start planning grant applications for April deadline	Evans		Grant applications, April 15th	Evans	Start forming grant applications for October deadline	Evans		Grant applications October 15th; Education Grant Application for 2026	Evans	
		Grant Management	Grant reporting 4th quarter;	Evans		Grant reporting 1st quarter;	Evans	Grant reporting 2nd quarter;	Evans		Grant reporting 3rd quarter;	Evans	
Montana CD Employee Org	Lead Employee Org; development of structure; prepare for succession	Evans		Lead Employee Org; development of structure; prepare for succession	Evans	Lead Employee Org; development of structure; prepare for succession	Evans	DNRC Grant/CD Budget	Evans	DNRC Grant/CD Budget	Lead Employee Org; development of structure; prepare for succession	Evans	DNRC Grant/CD Budget