



Draft SWCDM Committee Meeting

Date: June 12, 2017

Attendance:

SWCDM Board Members:

Others in attendance:

Jeff Wivholm	<input checked="" type="checkbox"/>	Elena Evans, MACD
Mark Suta	<input checked="" type="checkbox"/>	Ann McCauley, SWCDM
William Bernard	<input checked="" type="checkbox"/>	Monica Boyer
Dean Rogge	<input type="checkbox"/>	Bobbi Vannattan
Tony Barone	<input checked="" type="checkbox"/>	Carie Hess
Roddy Rost	<input checked="" type="checkbox"/>	Dusty Olsen
Bob Peterman	<input type="checkbox"/>	Kate Arpin
Bob Breipohl	<input checked="" type="checkbox"/>	Ian Cavigli
Steve Hedstrom	<input checked="" type="checkbox"/>	
Judi Knapp	<input type="checkbox"/>	
Shirley Parrot	<input checked="" type="checkbox"/>	
Don Youngbauer	<input type="checkbox"/>	
Mike Hansen	<input checked="" type="checkbox"/>	
Jim Simpson	<input checked="" type="checkbox"/>	
Pete Woll	<input checked="" type="checkbox"/>	
Gary Giem	<input checked="" type="checkbox"/>	
Daryl Stutterheim	<input type="checkbox"/>	
Dwight Crawford	<input checked="" type="checkbox"/>	

Monday, June 12, 2017

4:00 – 6:00 PM

Call to order

Approve November minutes – Roddy Rost moves to approve. Mark Suta seconds the motion. Motion passes.

Public Comment - None

Discussion

1) Financial Update –

Ann McCauley presents statement of financial position for 2016. There was a request to provide more information for accounts receivable in previous call – that information is presented here. Statement of activity showing profit and loss also included. Value of land at BPMC not listed as an asset but office is. Assets owned by SWCDM at BPMC are understated. Appraisal not done on land. Discussion about whether it is worth doing an appraisal on the facility and land. If value needed, could use property tax assessment as an estimate. Question concerning “deleted” line item for Envirothon – actually “archived” since Fergus CD is fully in charge of that program and associated funds. Steve Hedstrom moves to accept 2016 financial report. Roddy Rost seconds. Motion passes.

Approval of SWCDM’s 2016 990 – Elena Evans arrives (4:15PM) A 990 is the required document for the IRS. Discussion of line item programs. Overview of 990 layout. Jim Simpson comment on revenue disparity from 2015 to 2016; employees were swapped from MACD to SWCDM midway through 2015. Gene Evans from Dawson County arrives (4:42 PM). Preparing for potential of an audit as a result of receipt of Federal funds – there is a threshold value of \$75,000 from Federal sources for a single audit, which SWCDM is currently below (~\$55,000). Budgeted \$10k for this

potential audit. SWCDM will be seeking guidance on writing an RFP for this. Approval delayed until Wednesday.

2017 financial statements – question from Jim Simpson regarding PMC Opportunity line. This is a savings account for the Bridger PMC where the NRCS rent funds are stored (separate from other PMC funds because they are federal funds) and from which the seasonal staff and secretary are paid. A second account in Roundup receives the leftover amount after employees are paid. These funds are directed toward facility improvements. SWCDM office account also retained money for “rainy day” fund and office improvements. 2017 actuals statement reviewed. Dwight Crawford asks about Bridger office utilities – those are not reflected on this report because NRCS pays them. Jeff Wivholm asks about Department of Revenue status of the house. DoR reassessed the house last week and SWCDM is waiting to hear back about property tax exemption (currently paying them under protest). Approval delayed until Wednesday. Break taken for dinner.

5:30PM – Pete Woll arrives

2) Board and Organizational Policies – *Whistleblower and conflict of interest policies. Question from Jim Simpson about what exactly entails a conflict of interest. Document retention and destruction policy –applies to MACD/SWCDM but CDs have their own. Minor changes to personnel policy – including use of rental vehicles for travel. Question from Jim Simpson about who is eligible for rental vehicle use. Must be approved by immediate supervisor. SGI employees typically use NRCS vehicles and will rarely, if ever, be using rentals. Bobbi Vannattan suggests the purchase of a travel vehicle for the organization. Additional update to discrimination policy. Dwight Crawford moves to approve the document retention and destruction policy and the*

personnel policy. Michael Hansen seconds. Motion passed. Time taken to sign conflict of interest and employment policies.

3) Review and discussion of 2016/2017 annual report –
Introduction to the SWCDM annual report booklet. Roddy Rost moves to approve SWCDM annual report. Willie Bernard seconds. Motion passes.

Meeting Adjourned

DRAFT