

WRC UCF Minutes

March 3, 2015

Board Meeting

Those Present:

Susie Johnson – DLVCD/WRC, John Hollenback – DLVCD/WRC, Cheryle Wood – DLVCD, Noorjahan Parwana – WRC, Ted Dodge – WRC, Bruce Thomas – WRC/Landowner

Agenda:

- Invoices
- MHCD Fund Contribution
- Conservation Planner Position
- DEQ Letter for Reimbursement of Interest Expenses
- MOU with the CFC

Business:

- Invoices

The meeting was called to order and Susie went first with finances. Ted followed with the MHCD fund contribution, the Conservation Planner position, the DEQ letter, and the MOU with the CFC.

Business:

- Susie passed out her financial sheets to everyone to review; a copy is in the minutes. She also read aloud all of the invoices being presented for payment this month:
 - \$ 1,541.76 to Theodore E. Dodge for his salary from January's invoice
 - \$ 9.08 to Insty Prints for Browns Gulch copies
 - \$ 523.00 to Sarah Hamblock for her February salary from TU funding
 - \$ 350.00 to CFC for Will McDowell's time for NRDP Little Blackfoot work
 - \$ 350.00 to CFC for Will McDowell's time for Kohrs-Manning work
 - \$ 650.00 to CFC for Will McDowell's time for NRDP Browns Gulch work
 - \$ 400.00 to CFC for Will McDowell's time for NRDP Flint Creek
 - \$ 43.38 to Susie Johnson for Ted's printer part
 - \$ 500.00 to CFC for payment on old 2013 debt
 - \$ 80.47 to Verizon Wireless for Ted's internet card
 - \$ 708.75 to DLVCD for Admin on NRDP work

Everyone reviewed the financial sheets and invoices. Susie added that she is still waiting to get the final figure from Karen Knudsen and the CFC's bookkeeper, so she knows exactly what the WRC owes them on the 2013 debt, since the figure Karen gave at the last meeting was less than ours. Bruce Thomas made the motion to pay all the claims as presented, Susie Johnson seconded the motion, all approved, and the motion passed. Rem Mannix came to the Public meeting at 10:00 a.m. and he also approved paying all

the claims as presented.

MHCD Fund Contribution:

- Ted reported that he had a discussion with Cam Balentine after the last WRC meeting about the MHCD helping to contribute to some of the WRC's costs, since the WRC works on projects for them and the Butte area and some of the time spent on work for them is not reimbursable through our established grants. Cam discussed this with John Moodry at their last MHCD meeting on Monday last week. The MHCD has proposed giving the WRC \$10,000 towards costs that are not reimbursable. MHCD has added the condition that they are only paying work expenses for work in Butte-Silver Bow County.
- Ted has contacted Will McDowell about this and is waiting to see if Will has any unreimbursed claims from that BSB work area that can be submitted to MHCD for payment and then be paid towards the old CFC debt. Bruce Thomas stated that he was also in favor of having Will and the CFC go through their bills and see what applies to the old debt, so that it can be paid out of the MHCD funds to reimburse the CFC.
- Ted added that John Moodry is also willing to put a \$5,000 match amount in for work in Blacktail Creek, if NRDP will put in \$5,000 too.

Conservation Planner Position:

- ✓ Ted reported that he is still working on the Conservation Planner position continuing to be funded by NRCS, if the person in the position completes the NRCS training as a condition for the funding.
- ✓ Sarah is graduating this May and Ted is still waiting to hear from her about whether or not she is staying in Butte and wants to continue working for the WRC. Ted added that even though there is about \$18,000 remaining in the current NRCS funding, the WRC cannot use that funding to pay back the old CFC debt, even if the work was done in Butte-Silver Bow County. He checked with the WRC's accountant at Newland and Company and that is what the accountant told him. The WRC can roll the NRCS' \$18,000 over into the next funding amount to use for a new Conservation Planner, if Sarah leaves after graduation. Ted already has Glen checking on whether NRCS is willing to continue funding the Conservation Planner position with the WRC too. Ted added that the WRC could use the remaining \$18,000 as a match to a new NRCS contract for the position.

DEQ Letter for Reimbursement of Interest Expenses:

- Ted reviewed the problem he had with the DEQ and the 319 funding over paying the approximately \$500 in interest charges the WRC was charged by Zemljak due to the DEQ's delay in paying the WRC, which caused us to be late paying Zemljak's invoices. He sent the DEQ a letter requesting payment for the interest charges from their delay and they responded back to his letter that they are not going to pay the interest charges. Ted is going to check and see if we are able to use some of the MHCD funds for the interest charges.
- John, Ted, and Bruce all agreed that since the DEQ is getting a new Director and we will be applying for a new grant with them this year, it is not worth continuing to pursue getting the \$500 interest payment from them; the WRC will take care of it. Instead, it

was agreed that this type of problem needs to be addressed in all future WRC contracts with contractors for projects, so it doesn't happen again. Ted will check all the language in future contracts and make any changes or additions that are needed.

- John Hollenback added that he would like to see at least 10% of the MHCD funds used to cover Admin costs too. Ted added that his proposal for the MHCD funds will include catching up his salary, using 10% for Admin costs, and covering the \$500 interest charges from the DEQ project. Ted also noted that if NRCS decides that they don't want to continue funding the Conservation Planner position, he will use the remaining \$18,000 to hire a Conservation Planner for the WRC.

MOU with the CFC:

- Ted gave John the new WRC MOU with the CFC that Ted had already reviewed and approved, so John could review it and approve it too. Ted noted that all of Will's tasks and hours with the new NRDP contracts will be accounted for in the new MOU.
- After reviewing the MOU, John found some language issues that needed to be changed in the MOU. John wanted the language changed regarding when Will and the CFC will get paid for Will's time. It should not be 30 days from the receipt of Will's bills, instead payment will be when the WRC has received the funding from the grants or other sources that are paying for Will's time and also upon the approval by the WRC Finance Committee to pay the invoices submitted.
- Ted went over the contracts and hours remaining for Will, Will's salary of \$50 an hour, the days and times he works for the WRC, what is billed to NRDP, and how the new NRDP contracts will specify Will's tasks and hours, so all of his time is accounted for.
- There was a brief discussion on past problems with late invoices submitted months after the work was performed. Bruce added that he would like to see this problem addressed in the new MOU. Language needs to be added that all work performed in a month must be invoiced in full for that month and turned into the office at the end of the month in which the work was performed. There will not be any more back-billing at a later date of previous months' work. All billing must be current each month.
- Ted will see that the changes are made to the new MOU with the CFC and the changed MOU will be reviewed at the next WRC meeting.

Other:

- Charlene Bucha could not attend the meetings today, so Ted read her e-mail updates aloud to everyone regarding the East Deer Lodge Valley Stewardship Program; a copy of her e-mail is in the minutes.

The Board meeting was adjourned and the Public meeting started next.

Submitted by: Cheryle Wood April 14, 2015