**Regular Meeting**

**Thursday, May 2nd @ 7 p.m.**

**USDA Office – Hardin, MT**

1. **Call to Order:** The Big Horn Conservation District meeting was called to order by Chairman Roy Neal at 7:23 p.m. at the USDA Office in Hardin, Montana. Other supervisors present was Vice Chairman Steve Schanaman, Treasurer Dan Lowe, and supervisors Austin Pitsch and Phillip Miller. Also present was NRCS representative Seanna Torske and BHCD Administrator Kylie Martin.
2. **Public Comment:** As there was no response to call for public comment, the chairman proceeded with the meeting.
3. **Approval of Minutes:**  Austin Pitsch motioned to approve the minutes as mailed/emailed. The motion was seconded by Steve Schanaman; as there was no opposition or discussion, the motion carried.
4. **Officers’ Report:**
	1. Treasurer
		1. Treasurer Dan Lowe presented the Treasurer’s Report. The FIB Checking Account has a balance of $40,789.33, the County Account has a balance of $34,135.55, the LHSB AIS Account has a balance of $66,294.18 and the Certificate of Deposits sits at $16,419.20. The following bills were presented:

|  |  |  |
| --- | --- | --- |
| GlocalMe | Hotspot | $59.00 |
| Cincinatti | Liability Ins | $65.00 |
| IRS | Employment tax | $198.92 |
| IRS | Employment tax | $1,114.63 |
| Big Horn Valley Ranch | St. Xavier Lease | $5,000.00 |
| Bill Hodges | WIS Supply Reimb. | $366.85 |
| Kylie Martin | WIS Mileage | $403.00 |
| Paul Pryor | St. Xavier Construction | $5,500.00 |
| the, Briefs | Hire ad | $28.00 |
| Stacey Baumann | Accounting | $390.00 |
| Montana State Fund | Unemployment Ins | $493.18 |
| Kylie Martin | Wages | $1,341.12 |

* 1. Dan Lowe motioned to approve the following bills as presented. Phillip Miller seconded the motion; as there was no opposition or discussion, the motion carried.
1. **Board and committee reports:**
	1. Conservation District Bureau – presented to the board ed the Board with the update for DNRC *(see report)*
2. **New Business:**
	1. Field Report – Seanna Torske presented to the board.
	2. Kylie’s Government Access
		1. Seanna Torske presented to the board a proposal to change Kylie Martin’s government access. As it stood, NRCS was having to pay an annual due so that Kylie could have full access, and seeing as she works primarily remotely, this seemed a waste. Austin Pitsch motioned to move Kylie to option #2, which gives her the necessary access but saves the NRCS from paying the full amount. The motioned was seconded by Steve Schanaman; as there was no opposition or discussion, the motion carried.
	3. WIS Applications
		1. Steve Schanaman motioned to approve all the presented application for an **interview.** The motioned was seconded by Dan Lowe; as there was no opposition or discussion, the motion carried.
	4. AIS Invoice
		1. Austin Pitsch motioned to approve the presented invoice of $27,123.27 to be signed and submitted for reimbursement. Dan Lowe seconded the motion; as there was no opposition or discussion, the motion carried.
	5. NACD Membership
		1. Austin Pitsch motioned to approve the amount of $775, which puts the BHCD as Gold Status. The motion was seconded by Phillip Miller; as there was no opposition or discussion, the motion carried.
	6. AIS Update **–** Kylie Martin presented the board with a monthly update
3. **Old Business:**
	1. Station Phones
		1. Phillip Miller motioned for the BHCD to pay for the phones, and not turn them in for reimbursement. The motion was seconded by Steve Schanaman; as there was no opposition or discussion, the motion carried.
	2. Little Horn Bank Account
		1. The account is up and running!
4. **Other Business: None**
5. **Public Comment: As there was no public comment, Chairman Roy Neal adjourned the meeting at 8:32 p.m.**