**Regular Meeting**

**THURSDAY April 3rd, 2025 – following Weed District Mtg**

**Snively Law Office – Hardin, MT**

**802 West Third Street**

1. **Call to Order:** The Big Horn Conservation District meeting was called to order by Chairman Steve Schanaman at 2:28 p.m. on Thursday, April 3rd, at Snively Law Office in Hardin, Montana. Other supervisors present was Vice Chairman Phillip Miller, supervisors Roy Neal, Dan Lowe, Kent Murdock, Austin Pitsch, Jerry Lunde and associate supervisor Bill Hodges. Also present was Big Horn County Extension agent Andrea Berry, NRCS representative Seanna Torske, and BHCD Admin Kylie Shumway.
2. **Public Comment:** As there was no response to call for public comment, the chairman proceeded with the meeting.
3. **Approval of Minutes:** Jerry Lunde motioned to approve the March minutes as emailed/mailed. The motion was seconded by Roy Neal; as there was no opposition or discussion, the motion carried.
4. **Officers’ Report:**
	1. Treasurer: Kylie Shumway presented the following bank balances: County Mill Levy account $64,238.72, WIS Checking $77,118.10, First Interstate Checking $41,658.92, Certificate of Accounts $16,790.70.
	2. Phillip Miller motioned to approve the following bills to be paid:
		1. Cole Redger AIS Shed Construction $4000.00
		2. Ryan Hertzberg St. Xavier Shed Lease $5000.00
		3. Straight Talk Kylie’s Work Phone $369.44
		4. Kevin Shumway AIS Reimbursement $921.54
		5. Office Depot Printer Toner $238.19
		6. Cincinatti Liability Insurance $65.00
		7. REA St. Xavier Power $35.00
		8. IRS Unemployment Insurance $858.95
		9. Straight Talk Station Phones $426.00
		10. MACD Annual Dues $4000.00
		11. BPMC Bridger Plant Materials $35.00
		12. MT Dept. of Revenue MT Withholding $250.00
		13. Bill Hodges AIS Reimbursement $350.14
		14. Northwestern Energy Hardin Station Power $12.00
		15. Kylie Shumway Wages $1677.52
		16. Cole Redger AIS Shed Construction $4380.00
	3. Roy Neal seconded the motion. As there was no opposition or discussion, the motion carried.
5. **Board and committee reports:**
	1. Conservation District Bureau *– included in packet*
6. **New Business:**
	1. Field Report
		1. Seanna Torske presented the NRCS Field Report. She also presented some CPS applications for the Conservation District to approve. Roy Neal motioned to approve all the CSP applications. Phillip Miller seconded the motion; as there was no opposition or discussion, the motion carried.
	2. Summer Hours
		1. It was unanimously agreed to keep the meetings at 1 p.m. every first Thursday of the month.
	3. Montana Forest Products
		1. Jim Simpson is putting together a project to research the decline in Montana’s forest products. He is looking for donates to help with research, publication and distribution of educational pamphlets. Roy Neal motioned to donate $300 to the cause. Jerry Lunde seconded the motion; as there was no opposition or discussion, the motion carried. Dan Lowe would like a progress report.
	4. AIS 2025 Update
		1. Training
			1. Kylie Shumway gave an update on the employee training in Billings on March 22nd and 23rd. There were two employees that could not attend the training, and they will have to go to the second training.
		2. Construction
			1. The construction on the Hardin shed should be completed by Friday, April 4th. The wall inside of the shed had been moved, and the porch was started. Final payment was approved for signing.
	5. Signatures
		1. Snively Lease Agreement
			1. Roy Neal motioned to sign the Snively Lease Agreement for a year contract. The Board motioned at March’s meeting to pay the annual fee of $4800. Jerry Lunde seconded the motion; as there was no opposition or discussion, the motion carried.
		2. St. Xavier Lease Agreement
			1. Phillip Miller motioned to approve the lease with Ryan Hertzberg for the St. Xavier shed site at Big Horn Valley Ranch for $5000. Kent Murdock seconded the motion; as there was no opposition or discussion, the motion carried.
		3. CDA Admin Grant
			1. Roy Neal motioned to approve signature on the CDA Admin grant. Jerry Lunde seconded the motion; as there was no opposition or discussion, the motion carried. Kylie Shumway will apply for the Admin Grant.
		4. Roy’s County Planning Board Letter *- signed*
		5. AIS Invoice
			1. Jerry Lunde motioned to approve the AIS Invoice of $21,806.36 for reimbursement. Dan Lowe seconded the motion; as there was no discussion or opposition, the motion carried.
	6. Jacey – AFR
		1. Kylie Shumway presented to the board that some discrepancies were caught by the State with the FY 2021/2022 Annual Financial Report. That, in turn, has caused discrepancies with the following reports and the CD was fined every month that the issues were going unresolved. She has enlisted the help of local accountant Jacey Mitchell. Roy Neal motioned to approve paying Jacey Mitchell her hourly wage as an accountant to help get the CD caught back up. Phillip Miller seconded the motion; as there was no opposition or discussion, the motion carried. Austin Pitsch would like to see if Jacey Mitchell would be open to assist annually.
	7. 4H Flyer *- presented*
7. **Old Business:**
	1. 310 – Jeremy Devries
		1. Phillip Miller motioned to approve the 310 application as presented. Jerry Lunde seconded the motion; as there was no discussion or opposition, the motion carried. Kylie Shumway will contact Jeremy Devries.
	2. FIB Account
		1. Kylie Shumway was holding off on moving the FIB checking account to Little Horn State Bank until the Treasurer debacle was resolved.
	3. Treasurer
		1. Jerry Lunde nominated Dan Lowe to return as acting Treasurer. Bill Hodges will run for a supervisor position in 2026 but does not want to act as Treasurer until then. Phillip Miller seconded the motion; as there was no opposition or discussion, the motion carries.
8. **Other Business:** None
9. **Public Comment:** **As there was no public comment, Chairman Steve Schanaman adjourned the meeting at 4:21 p.m. The next BHCD meeting will be held on Thursday, May 1st at the new office location, the Snively Law Office at 1 p.m.**