



PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM (PRRIP or Program)
Finance Committee Meeting Minutes
May 17, 2016

Meeting Attendees

Finance Committee (FC)

State of Wyoming

Harry LaBonde – Member (Chair)

State of Colorado

Suzanne Sellers – Member

State of Nebraska

Jeff Fassett – Member

Bureau of Reclamation (Reclamation)

Brock Merrill – Alternate

U.S. Fish and Wildlife Service (Service)

None

Environmental Entities

None

Colorado Water Users

None

Downstream Water Users

Don Kraus – Member

Brian Barels – Alternate

Welcome and Administrative

FC Chair LaBonde called the meeting to order at 2:09 p.m. Central Time. Kenny listed everyone on the call.

Fassett moved to approve the February 26, 2016 FC minutes; Merrill seconded. Kraus abstained from voting. Minutes approved.

PRRIP Procurement Policy

Kenny discussed potential revisions to the PRRIP Procurement Policy related to changes in federal government procurement policies as recommended by the Nebraska Community Foundation (NCF). The NCF worked with Reclamation auditors to review provisions related to the Program. Kenny said we are doing this so that we comply with federal standards to continue to receive federal funds. LaBonde asked what process the Program goes through to encourage minority and women-owned small businesses to participate in selection processes. Kenny said there are no restrictions to their pursuit of work currently, several firms that fall in that category are on the contact list for when Program RFPs are open for submission. Additional work would be required to actively solicit proposals from such firms. LaBonde said Wyoming follows a very specific process in this regard and keeping a list of those entities is a good



first step. Kenny said he will work with the NCF to see if there needs to be a more formal process implemented. Merrill said he would help with these issues.

Kenny said in the Program's standard form contract we will have to include reference to applicable federal provisions. There is also language that requires a cost or price analysis before going to bid or receiving proposals for any contracts that will be over \$150,000. Kenny believes we cover this through the work plan process. Merrill said he will send Kenny examples of cost and price analyses that the EDO can use to modify what is already being done to make sure we remain in compliance. Kenny said he will have to develop a form that all Headwaters/EDO employees will have to sign saying that we won't engage in conflicts of interest and we won't accept gratuities from contractors. Merrill said it wouldn't be limited to just Headwaters employees, it would also extend to anyone on a Proposal Selection Panel.

Kenny said he working to have all these changes in front of the GC by the June meeting but moving the item to September would work as well. Kraus asked about Section 9 and the cost that would trigger the cost and price analysis requirement. Right now, that language is in the "greater than \$50,000 section" so there needs to be some clarification as to when the cost and price analysis requirement applies. Kenny said he would clarify that with the NCF.

Kraus moved to recommend the GC review and approve the edited PRRIP Procurement Policy; Merrill seconded. Motion approved.

Closing Business

LaBonde requested that we set the next FC meeting date at a later time. Kenny said the EDO would submit a Doodle poll once items come up that require FC attention.

FC meeting adjourned at 2:33 p.m. Central time.

Summary of Action Items/Decisions from May 17, 2016 FC meeting

- 1) Approved February 26, 2016 FC minutes.
- 2) Recommended GC review and approved of the revised PRRIP Procurement Policy.