



625 E Madison Avenue Suite 1
Riverton, WY 82501
lowerwindrivercd.org
(307) 463-0636

PROCUREMENT AND PURCHASING POLICY

Policy Principle - LWRCD's Procurement Policy is based on the principle of assuring the most cost-efficient, time efficient and rational use of resources for goods or services that will best serve the district with the expenditure of public funds, in both the immediate and long-term. Procurements shall be conducted in a manner to provide open and free competition to the maximum extent practical. All fiscal expenditures must be approved by the Board of Supervisors, who shall ensure a good faith effort to keep expenses low as reasonably prudent.

In State Preference – Pursuant to Wyoming §16-6-105, whenever bids are solicited, the award shall be made to the resident making the lowest bid if such bid is not more than (5%) higher than that of the lowest responsible non-resident bidder and provided that articles bid are not of inferior quality to those offered by competitors outside the state. Awards should be made to the bidder whose offer is responsive to the solicitation and is most advantageous to the recipient, with price, quality, experience, and other factors being considered. Procedures to avoid unnecessary purchases or duplicative items should always be in place.

Conflict of Interest - Board Supervisors, the District Manager, and staff should be alert to organizational conflicts of interest as well as noncompetitive practices among vendors that may restrict or eliminate competition or otherwise restrain trade. No employee or agent should participate in the award of a contract if a real or apparent conflict of interest is involved. A conflict of interest originates when a Board Supervisor, the District Manager or staff, or any member of his/her immediate family, has some interest, economical or not, in the procurement of a specific business or hiring the service of a particular person or business.

The District Manager should ensure that LWRCD only contracts with responsible parties. This principle applies to all project transactions.

When LWRCD does not obtain competitive bids or offers, written justification will be given.

Disposition of LWRCD Property - When property of the LWRCD has reached the end of its useful life, the property will be recycled, traded in on other property or advertised and sold at a public sale for no less than fair market value. The retired equipment will be recorded on LWRCD's AR-14 form as per Wyoming State Archives requirements.

This Procurement Policy was adopted by the Board of Supervisors on July 10, 2025 during a regular Board meeting.


Rod Rivers, Chairman

Richard Denke, Vice-Chairman


Ron Lucas, Secretary/Treasurer

Scott Pettit, Member


Nick Bilotto, Member



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RECORDS REQUEST POLICY

Authority—This policy is promulgated by the Lower Wind River Conservation District (District) pursuant to the Wyoming Public Records Act (S. S. 16-4-201 through 205).

Applicability—This policy applies to all requests for inspection of public records maintained by the District.

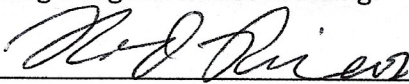
Requests—All requests for inspection of District records shall be in writing and submitted to the District at the above address or to cathy.rosenthal@lowerwindrivercd.com. Requests must be specific and contain details sufficient to identify the records requested.

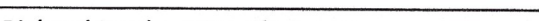
1. All public records shall be released no later than 30 calendar days from the date of acknowledged receipt of the request unless good cause exists to prevent release by that deadline. If good causes exist, records shall be released on a specified date mutually agreed to by the applicant and the governmental entity.
2. The LWRCD may charge for producing copies of the records request if the requester requires a hard copy or if an ample amount of time is needed to fulfill the request, at the discretion of the LWRCD staff and the Board of Supervisors. LWRCD will notify the requester before fulfilling the request if a charge for hard copies or time is warranted.

Disclosure—Access to District records and responses to requests will be in accordance with the Wyoming Public Records Act.

This Records Request Policy was adopted by the Board of Supervisors on

July 10, 2025

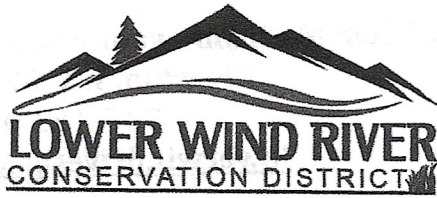

Rod Rivers, Chairman


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STATEMENT OF INVESTMENT POLICY

Authority—This policy is promulgated by the Lower Wind River Conservation District (LWRCD) Board of Supervisors pursuant to Wyoming § 9-4-817- 831.

Applicability—This policy applies to all available cash of the LWRCD.

Deposits—All LWRCD funds will be deposited within any financial institution that accepts public fund deposits.

Reserves—The Lower Wind River Conservation District will maintain the following balances for the respective accounts:

1. **Depreciation Reserve**--\$125,000.00; Funds to replace depreciated equipment
2. **Operations Reserve**--\$470,000.00; Funds to cover obligated but not paid expenses
3. **Emergency Reserve**--\$100,000.00; Funds to be used for one-time natural disasters such as floods, fires, tornadoes, or other emergencies as identified by the Board of Supervisors.
4. **Land and Property Reserve**--\$50,000.00; Funds to be used to purchase a building and/or land for office space, or to maintain and enhance current office space of the LWRCD.

The amounts in these reserves will be reviewed annually.

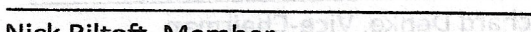
Investments—LWRCD Funds will be deposited in one or more interest-bearing accounts or certificates of deposit.

This Investment Policy was adopted by the Board of Supervisors on July 9, 2026 during a regular Board meeting.


Rod Rivers, Chairman


Scott Pettit, Member


Richard Denke, Vice-Chairman


Nick Biltoft, Member


Ron Lucas, Secretary/Treasurer