Powder River Conservation District
Monthly Board Meeting
May 10, 2016

Supervisors Present:
Amy Icanberry
Kevin Lund
Dan Mahoney
Bill Jones
George Renkert

Others Present:
Anita Bartlett, District Manager
Allison McKenzie, District Conservationist
Katie Schade, Range Management Specialist
Linda Greenough, County Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:37 p.m.

Dan Mahoney moved to accept the minutes from April 14, 2016 regular Board Meeting. George Renkert Second. Motion Carried.
The Treasurer's Report was reviewed as follows:

Checking	$ 214,132.50
Savings	$ 802,294.10
Petty Cash	$ 13.07
Liquid Liability Fund	$ 21.13
Total	$1,016,560.80

MAY MONTHLY EXPENSES

Check #	*TO*	*Memo*	*Amount*
6813	Blue Cross Blue Shield of WY	insurance	$ 677.94
6814	Wyoming.com	website	$ 20.00
6815	Visa		$ 358.90
6816	Anita M Bartlett	mileage	$ 64.80
6817	Anita M Bartlett	salary	$ 1,378.73
6818	Powder River Energy Corp	utilities	$ 127.01
6819	Susan Anderson	rent	$ 443.02
6820	Joyce Black	janitorial	$ 250.00
6821	L & L Oilfield Service	tree unloading	$ 748.00
6822	Wish Northwest	drip irrigation	$ 463.91
6823	Century Link	conference line	$ 45.62
6824	Harold Jarrard Park	meeting room	$ 30.00
6825	Town of Kaycee	utilities	$ 71.10
6826	Clifty View Nursery	trees	$ 2,046.69
6827	James Ullery	cost share reimbursement	$ 16,132.70
6828	Kaycee General Store		$ 31.81
6829	Top Office Products	copy charge	$ 58.83
6830	Montana-Dakota Utilities	utilities	$ 30.02
6831	RT Communications	utilities	$ 87.27
6832	WACD	May/June Dental Insurance	$ 74.50
6833	Anita M Bartlett	mileage	$ 97.20
AP	IRS	tax deposit	$ 916.10
6834	Anita M Bartlett	salary	$ 1,378.71
6835	Pershing LLC	FY 2015-2016 Retirement	$ 1,950.00
	Grand Total		**$ 27,482.86**

Kevin Lund moved to approve the Treasurer's Report, reconciliation of the April Checking Account and Savings Account Bank Statements, and to accept payment of all bills, Dan Mahoney second. Motion Carried.

BUSINESS:

1. **EWP Update**
   -Anita Bartlett stated that she had received the contract for the Emergency Watershed Protection Projects with the NRCS. The board needs to approve the contract and sign it. However, she stated before they did that the board needed to discuss how they wanted to handle the 25% the District is responsible for covering. The District will pay for the entirety of the project and then be reimbursed 75% by the NRCS. In the past for non-exigency EWP the District has asked the landowner/beneficiary (those who old the water rights for diversions) to pay 50% of the 25% the District has to cover.
   -Kevin Lund moved to request the water user for the Nolan Diversion to pay 50% (approximately $48,641.60) of the 25 % (approximately $97,283.19) the Conservation District is required to pay for the Nolan Diversion EWP Project (total project approximately: $389,132.77). If the water user for the Nolan Diversion refuses to pay the requested amount, the Conservation District will pick up the entirety of the cost due to safety reason to the Town of Kaycee. George Renkert Second. Motion Carried.
   -Dan Mahoney moved to request that the Sussex Irrigation District pay 50% (approximately $42,910.00) of the 25% (approximately $85,820.00) that the Conservation District is required to pay for the Sahara EWP project (total project approximately: $343,280.01). The Conservation District will apply their District Cost Share application to this cost as they had submitted an application for this project prior to it becoming an EWP Project reducing the cost by $20,000 bringing their total cost to approximately $22,910.00. As well, if the Conservation District is invoiced for the drain that is to be installed on the Diversion (addition work to be done while the contractor is implementing the EWP Design) the Irrigation District will reimbursed the Conservation District in full for that portion of the invoice. George Renkert second. Motion carried with Amy Icanberry and Kevin Lund abstaining due to a conflict of interest.
   -Kevin Lund moved that the Conservation District will pay the full 25% (approximately $196,835.68) required for the HJP EWP project (project total approximately: $787,342.72) as the PRCD had planned to pay for this project in full prior to it becoming funded under EWP. George Renkert second. Motion Carried.
   -Dan Mahoney moved to approve the EWP contract submitted to them by the NRCS. George Renkert second. Motion carried with Amy Icanberry and Kevin Lund abstained due to a conflict of interest.

2. **Cost Share Program**
   - Anita Bartlett presented a small programs cost share application that was submitted by Bill & Erin Walter. They are proposing a xeriscape project that will reduce fire hazard around their property, conserve water and also act as a beautification project for their property. Amy Icanberry moved to approve the application as submitted. Dan Mahoney second. Motion carried.

3. **Procurement/Bid Policy**
   -Anita Bartlett reviewed the Procurement/Bid Policy with the Board that was created based off of the discussion from last month's meetings. Dan Mahoney moved to accept the Procurement/Bid Policy as presented. Kevin Lund second. Motion carried.

4. **Reserve Account Policy**
   -Anita Bartlett stated that while she was at the WCDEA Winter Training it was strongly encouraged by WACD to have a reserve policy in place stating what our reserves are for and how much will be held for that purpose. Anita had drawn up as draft reserve policy for the board to review. The Board my some changes to the draft policy and asked Anita to prepare a new policy with those changes for the next meeting.

5. **MOU with NRCS**
   -Allison McKenzie reviewed the MOU between the NRCS and PRCD. George Renkert moved to approve the MOU between the NRCS and PRCD. Amy Icanberry second. Motion Carried.

6. **Cloud Peak Accounting Statement of Work**
   -Anita Bartlett presented the Statement of Work from Cloud Peak Accounting that contains the agreed upon procedures to complete the required financial checks for the Department of Audit. Dan Mahoney moved to approve the Statement of Work from Cloud Peak Accounting. George Renkert second. Motion Carried.

7. **KATS Bus**
   -Amy Icanberry asked if we would once again like to contribute to the KATS Bus silent auction as we do use the KATS Bus for tours and meetings. The board stated that they would be willing to contribute something to the silent auction and left that item up to Anita Bartlett to decide upon.

8. **Budget**
   - Anita Bartlett handed out a draft budget for the Board to review and work on. The Board discussed the budget and developed a draft FY 2106-2017 proposed budget to be submitted to the County Commissioners and the Department of Audit.

9. **District Reports**
   -The District Manager's Report was discussed.

10. **NRCS Field Office Report**
    -The NRCS Field Office Report was discussed.

The PRCD board of Supervisors scheduled a special board meeting for Tuesday, May 17, 2016 at 1pm at the Red Wall Community Center for the purpose of discussion the Emergency Watershed Protection Projects.

The next regular Board Meeting was scheduled for Thursday, June 9, 2016 at 6:30pm. Kevin Lund moved to adjourn the meeting, Dan Mahoney Second. Motion carried at 9:57 pm.

Respectfully Submitted:

Anita M. Bartlett, District Manager

William Jones, Chair

Amy Icanberry, Secretary/Treasurer