

**Powder River Conservation District
 Monthly Board Meeting
 April 10, 2018**

Supervisors Present:

Bill Jones
 Kevin Lund
 Dan Mahoney
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Charlie Bradshaw, Soil Conservationist, NRCS
 Linda Greenough, JC Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:30 p.m. Kevin Lund moved to accept the minutes from the March 13, 2018 regular Board Meeting. Dan Mahoney Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 470,540.59
Savings	\$ 403,592.54
Petty Cash	\$ 9.03
Liquid Liability Fund	\$ 21.43
Total	\$ 874,163.61

APRIL MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
7313	WY PLT	Training	\$ 45.00
7314	USPS	VOID	\$ -
7315	USPS	Newsletter	\$ 107.03
7316	Jack Schirmer	Snow removal	\$ 60.00
7317	Visa		\$ 156.33
7318	Blue Cross Blue Shield of WY	Insurance	\$ 677.94
7319	Energy Laboratories	water testing	\$ 127.00
7320	CenturyLink	conference Line	\$ 4.52
7321	Wyoming.com	website	\$ 20.00
7322	Anita M Bartlett	Mileage	\$ 325.37
7323	Anita M Bartlett	Salary	\$ 1,458.99
AP	IRS	Tax Deposit	\$ 865.78
7324	WY Dept. Of Workforce Services	1Q WC/UI	\$ 299.46
7325	Joyce Black	janitorial	\$ 250.00
7326	Susan Anderson	rent	\$ 443.02
7327	Top Office Products	copy charge	\$ 58.28
7328	Kaycee General Store	office supplies	\$ 13.30
7329	Montana-Dakota Utilities Co	utilities	\$ 42.72
7330	RT Communications	utilities	\$ 86.82
7331	Kaycee Community Voice	year subscription	\$ 24.00
7332	Lincoln Financial	2nd Q Life Insurance	\$ 10.12
7333	Barnum Inc.	Final HJP EWP Payment	\$ 94,443.39
7334	Anita M Bartlett	mileage	\$ 49.05
7335	Anita M Bartlett	salary	\$ 1,459.00
Grand Total			\$ 101,027.12

George Renkert moved to approve the Treasurer's Report, reconciliation of the March Checking Account Statement and to accept payment of all bills, Kevin Lund second. Motion Carried.

BUSINESS:

1. EWP Update

-Harold Jarrard Park

-Anita Bartlett stated that Barnum Inc.'s final payment was included in this month's bills. They are completed with their contract, though they did not plant all of the willows. They were only paid for the willows they did plant and we will work on getting the rest (400 willows) planted in the next few weeks as time and weather allows.

-Anita Bartlett informed the Board that in order to fix the soil lift at HJP it will take approximately 4 rolls of TRM. The rolls of TRM cost \$271.99 each. The NRCS will be providing the wooden stakes to fix the soil lift & anchor the coir logs. Anita stated that this work would need to be hired out as she and the NRCS ladies were not physically capable of completing the work on their own in a timely manner. Dan Mahoney moved to purchase 4 rolls of TRM and to hire a crew to install the TRM and to stake the coir logs. George Renkert second. Motion Carried.

2. Local Work Group Meeting

-Anita Bartlett and Allison McKenzie informed the Board that the LWG Meeting was set for Thursday, May 10th at 10 am in Buffalo.

3. Household Hazardous Waste Day

-Anita Bartlett stated that in the past the District has contributed \$1,000 and sent her up to assist for the day. Dan Mahoney moved to once again contribute \$1,000 and send Anita Bartlett up to assist with the Household Hazardous Waste Day. George Renkert second. Motion Carried.

4. Risk Management Form

-Anita Bartlett presented the Risk Management form provided by the WY Department of Ag. This form states that our Risk Management Policy is:

- Two original signatures one of which shall be a supervisor, are required on each check issued by the district, and to withdraw funds from any other accounts held by the district.
- Each voucher submitted to a district must be signed and contain the following perjury statement.
 - Certification: I hereby certify, under the penalty of perjury, that this voucher, and the items included herein for payment, are correct and just in all respects.
- Blanket vouchers may be used, but the perjury statement shall be placed on each individual invoice and signed and dated by the vendor or conservation district employee responsible for the purchase.

- Bank statements must be reconciled each month. The Board shall, at a minimum on a quarterly basis review, at a regularly scheduled meeting, the district's reconciliation report and original bank statement.
- Authorization to incur debt. The Board shall take formal action, which shall be recorded in the district minutes, to authorize the district employees and supervisors to incur debt on behalf of the district and establish limits on such debt. Such designees and limits shall be provided to businesses in which the district intends to establish accounts.
- No District shall obtain or utilize a debit card.

-Dan Mahoney moved to approve the Risk Management Form provide by the WDA. Kevin Lund second. Motion Carried.

5. Proof of Bonding Form

-Anita Bartlett presented the Proof of Bonding Form provided by the WDA. Anita stated that the District is bonded by Aspen Agency and this paper work had already been filed with WDA and WACD just the form needed to be turned in. Kevin Lund moved to approve the Proof of Bonding Form provided by the WDA. George Renkert second. Motion Carried.

6. Legal Fund

-Anita Bartlett stated that at WCDEA Training Bobbie Frank, Executive Director for WACD asked if Districts would consider contributing to the WACD Legal Fund on an annual basis. In the past the District has just contributed when asked. Bobbie Frank stated this often doesn't work as many legal issues come up and need immediate attention. George Renkert move to contribute \$500 for the FY 2017-2018 Fiscal Year. Dan Mahoney second. Motion Carried.

7. District Report

-The District Manager's Report was discussed. Anita Bartlett requested leave for the week of July 16-20, 2018. Dan Mahoney moved to approve Anita Bartlett's leave request for the week of July 16-20, 2018. Kevin Lund Second. Motion Carried.

8. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

9. Annual Employee Review

-George Renkert move to go into executive session for the purpose of discussing the employee review and employee salary. Kevin Lund Second. Motion Carried at 7:27 pm.

-Executive session ended at 8:20 pm.

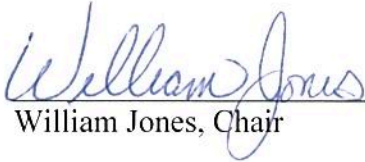
-George Renkert moved per executive session decision to give a \$4,000 salary increase to Anita Bartlett effective July 1, 2018. This salary increase will bring Anita's total annual salary to \$46,178.50. Kevin Lund Second. Motion Carried.

The next regular Board Meeting was scheduled for Tuesday, May 8, 2018 at 6:30pm. George Renkert moved to adjourn the meeting, Kevin Lund Second. Motion carried 8:30 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer