

**Powder River Conservation District
 Monthly Board Meeting
 November 6, 2018**

Supervisors Present:

Dan Mahoney
 Kevin Lund
 Wade Curuchet
 Bill Jones

Others Present:

Anita Bartlett, District Manager
 Linda Greenough, JC Commissioner
 Allison McKenzie, District Conservationist

The regular board meeting was called to order by Board Chair Bill Jones at 6:30 p.m.

Dan Mahoney moved to accept the minutes from the October 9, 2018 regular Board Meeting.
 Kevin Lund Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 101,221.39
Savings	\$ 705,568.45
Petty Cash	\$ 10.78
Liquid Liability Fund	\$ 21.63
Total	\$ 806,822.25

NOVEMBER MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
7467	WACD	Convention Registration	\$ 470.00
7468	Blue Cross Blue Shield of WY	Insurance	\$ 705.06
7469	Powder River Energy Corp	Utilities	\$ 95.01
7470	Wyoming.com	website	\$ 20.00
7471	Anita M Bartlett	mileage	\$ 212.30
7472	Anita M Bartlett	salary	\$ 1,592.90
7473	Images of the West	Auction Item	\$ 200.00
7474	Montana-Dakota Utilities Co	Utilities	\$ 35.88
7475	Visa		\$ 57.96
7476	Town of Kaycee	Utilities/Stock rest	\$ 452.65
7477	RT Communications	Utilities	\$ 87.41
7478	Top Office Products	copy charge	\$ 58.28
7479	Susan Anderson	rent	\$ 443.02
7480	Joyce Black	janitorial	\$ 250.00
7481	Cloud Peak Accounting	Audit	\$ 1,000.00
7482	Energy Laboratories	water test	\$ 233.00
7483	WACD	Nov/Dec Dental Insurance	\$ 65.90
7484	Anita M Bartlett	mileage	\$ 130.80
7485	Anita M Bartlett	salary	\$ 1,592.91
AP	IRS	Tax Deposit	\$ 956.78
Grand Total			\$ 8,659.86

As part of the Treasurer's Report Anita Bartlett stated that \$100 has come up missing from the WNRFF Raffle Ticket money and \$5 has come up missing from the petty cash fund. As she felt it

was her duty to be responsible for all funds held in the office she has replaced those missing funds. The board directed her to contact the Johnson County Sheriff's Office and file a police report and to reimburse herself for the \$105 she replaced in missing funds.

Kevin Lund moved to approve the Treasurer's Report, reconciliation of the September Savings Account Statement and the October Checking Account Statement, to accept payment of all bills, and to reimburse Anita Bartlett \$105 for the missing funds she replaced. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. WACD Convention Materials

-Anita Bartlett went through the WACD Convention materials with the board and they determined how they would like Kevin Lund (voting delegate) to vote on the District's behalf at the WACD Convention.

2. Kaycee Flood Project Update

-Allison McKenzie stated that when she and Chuck Schmitt attended the Town of Kaycee meeting last month the town was excited to move forward with the project and they had selected Crosby Taylor to be the Town's Delegate for the project. As well, the Town of Kaycee will oversee negotiating land rights for the project. A meeting will be set up in December to begin reviewing the plans.

3. Special District Association Membership

-Anita Bartlett presented the Special District Association Membership application to the Board. They discussed the pros and cons of becoming a member. Dan Mahoney moved become a member of the Special District Association and to pay \$250 in dues for 2019. Kevin Lund second. Motion Carried.

4. December Board Meeting

-Anita Bartlett inquired if the board would like to have a Christmas party again this year and move the board meeting to match that party. The board decided that this year due to other time commitments to not hold a Christmas party and have the board meeting on it's regularly scheduled time and day.

5. Records Request

-Anita Bartlett informed the board that the District had received a public records request for 2017 Vendor Information from American Transparency on 10/29/18. She responded the same day and informed them the cost to produce those records. As of the board meeting she had not received a reply from American Transparency.

6. Kaycee Voice Contest Advertisement

-Anita Bartlett stated that the Kaycee Voice is starting up a Youth Photo contest in the paper and are looking for Businesses to sponsor the advertisement each month (business with be mention in the Contest Advertisement) and provide a price for the winner of the month the business sponsors. The District decide to wait and decide how much youth interest/involvement there is in the next few months before deciding if they would like to sponsor the advertisement/contest.

7. District Report

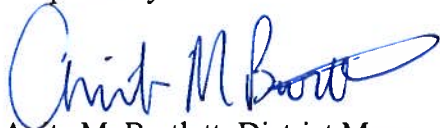
-The District Manager's Report was discussed.

8. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, December 11, 2018 at 6:30pm. Kevin Lund moved to adjourn the meeting, Wade Curuchet Second. Motion carried 8:26 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer