

**Powder River Conservation District
 Monthly Board Meeting
 April 9, 2019**

Supervisors Present:

Dan Mahoney
 Kevin Lund
 Wade Curuchet
 George Renkert

Others Present:

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

The regular board meeting was called to order by Board Vice-Chair George Renkert at 6:30 p.m.

Dan Mahoney moved to accept the minutes from the March 12, 2019 regular Board Meeting.
 Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 129,163.05
Savings	\$ 706,715.50
Petty Cash	\$ 5.05
Liquid Liability Fund	\$ 21.87
Total	\$ 844,033.43

APRIL MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
7564	Wyoming.com	website	\$ 20.00
7565	Powder River Energy Corp	utilities	\$ 182.37
7566	Anita M Bartlett	salary	\$ 1,593.90
7567	WY Dept. of Workforce Service	1Q WC/UI Tax	\$ 360.19
AP	IRS	Tax Deposit	\$ 954.78
7568	Susan Anderson	Rent	\$ 443.02
7569	Joyce Black	janitorial	\$ 250.00
7570	Kaycee Community Voice	subscription	\$ 24.00
7571	Kaycee General Store	meeting	\$ 7.28
7572	Montana-Dakota Utilities Co	utilities	\$ 59.06
7573	RT Communications	utilities	\$ 87.09
7574	Visa	QB Software/Checks/Ink/meeting	\$ 857.68
7575	Blue Cross Blue Shield of WY	Insurance	\$ 705.06
7576	Clifty View Nursery	Trees	\$ 1,531.63
7577	Anita M Bartlett	mileage	\$ 87.00
7578	Anita M Bartlett	salary	\$ 1,593.91
	Grand Total		\$ 8,756.97

Dan Mahoney moved to approve the Treasurer's Report, reconciliation of the March Checking Account Statements and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. SumaGroulx Experiment

-The board continued to discuss the merits of conducting a SumaGroulx Experiment. Dan Mahoney stated that he contacted the company and stated that the cost of the product is \$40-42/gallon, however they only ship the product in 300-gallon containers. Dan also informed the board that the UW Extension are conducting an experiment in the Big Horn Basin with a similar product and he would like to hold off on this experiment until results come in from that study. The Board agreed it would be a good idea to see how their study turns out before conducting an experiment of our own.

2. Tree Sales

-Anita Bartlett informed the board that she has 149 large stock trees/shrubs arriving at some point. A shipping date has not been set by the nursery as of yet. She will need assistance unloading the trees. Kevin and Wade said they can come in and assist with the unloading. Kevin will bring a skid steer in as well.

3. Local Work Group Meeting

-Anita Bartlett and Allison McKenzie informed the Board that the LWG Meeting was set for Tuesday, May 23, 2019 at 9 am in Buffalo.

4. Household Hazardous Waste Day

-Anita Bartlett stated that this year's Household Hazardous Waste Day is June 1, 2019 at the dump in Buffalo; in the past the District has contributed \$1,000 and sent her up to assist for the day. Kevin Lund moved to once again contribute \$1,000 and send Anita Bartlett up to assist with the Household Hazardous Waste Day. Wade Curuchet second. Motion Carried.

5. 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.

6. Proof of Bonding Form

7. -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. Dan Mahoney moved to approve the Proof of Bonding Form provided by the WDA. Kevin Lund second. Motion Carried.

8. Educational Materials

-Anita Bartlett stated that the District was almost out of the Plants with Altitude books. She would like to order more if that was ok with the Board. As well, she would like to order some of the new Native Bees of Wyoming Field Guides. The Board discussed the educational materials and Dan Mahoney moved to order 20 additional copies of the Plants with Altitude Books and 3 of the Native Bees of Wyoming Field Guides. Wade Curuchet second. Motion Carried.

9. Upcoming Trainings

-Anita Bartlett went over the upcoming trainings with the board. There is a Special District Training April 10th in Buffalo from 11:30-1pm. There is a Cultural Resource Training in Casper May 7-9th. There is a Range Training in Buffalo July 17-18th. As well, Anita was able to load the online trainings in Ag Learn for the Apprentice Planner Certification.

10. Review Employee Policy Handbook

-Anita Bartlett state that she found two corrections that needed to be made in the Employee Policy Handbook. The first was a grammatical correction “our” to “or” and the other was a change in the company that holds Anita Bartlett’s retirement fund as they had changed names. Dan Mahoney moved to approve the two corrections that needed to be made to the District’s Employee Policy Handbook. Wade Curuchet second. Motion Carried.

11. Employee Review

-The Employee Review was postponed until the next board meeting as all 5 board members were not in attendance at tonight’s board meeting.

12. District Report

-The District Manager's Report was discussed.

13. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, May 14, 2019 at 6:30pm. Kevin Lund moved to adjourn the meeting, Dan Mahoney Second. Motion carried 7:55 pm.

Respectfully Submitted:


Anita M. Bartlett, District Manager


William Jones, Chair


Wade Curuchet, Secretary/Treasurer