

**Powder River Conservation District
 Monthly Board Meeting
 April 13, 2021**

Supervisors Present:

Kevin Lund
 George Renkert
 Bill Jones
 Dan Mahoney

Others Present:

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

The regular board meeting was called to order by Board Chair Bill Jones at 6:33 p.m.

George Renkert moved to accept the minutes from March 9, 2021 regular Board Meeting. Dan Mahoney Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 125,966.47
Savings	\$ 637,626.18
Petty Cash	\$ <u>6.53</u>
Total	\$ 763,599.18

APRIL MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
7993	CenturyLink	conference Line	\$ 20.31
7994	Wyoming.com	website	\$ 20.00
7995	Powder River Energy Corp	utilities	\$ 164.12
7996	USPS	Newsletter postage	\$ 118.07
7997	Energy Laboratories	Water testing	\$ 167.00
7998	Anita M Bartlett	salary	\$ 1,723.82
7999	Anita M Bartlett	mileage	\$ 84.00
AP	IRS	tax deposit	\$ 1,053.80
AP	WY Depart of Workforce Services	WC/UI tax	\$ 398.91
8000	Susan Anderson	rent	\$ 443.02
8001	Joyce Black	Janitorial	\$ 250.00
8002	Montana-Dakota Utilities CO	utilities	\$ 50.79
8003	Range	utilities	\$ 88.11
8004	Blue Cross Blue Shield of WY	Insurance	\$ 737.00
8005	Powder River Energy Corp	utilities	\$ 512.43
8006	Town of Kaycee	utilities	\$ 65.75
8007	WyoDak Energy Services LLC	15 Mile EWP Project	\$ 13,631.21
8008	WWC Engineering	EWP Engineering	\$ 5,750.00
8009	Barnum Inc	Town/HJP EWP Project	\$ 126,381.33
8010	Anita M Bartlett	salary	\$ 1,723.84
Grand Total			\$ 153,383.51

Dan Mahoney moved to approve the Treasurer's Report, the March Checking Account Reconciliation, the February and March Savings Account Reconciliations, and to accept payment of all bills. George Renkert Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett gave the following report on the EWP Projects:

-WWC Engineering submitted a change order request due to a re-design that needed to be done on the Gosney Diversion. This re-design will drop the height of the diversion by 1½ ft cause the need to regrade the project and overall making it a more stable project. NRCS has approved the change order as well. Dan Mahoney moved to accept the WWC Engineering change order in the amount of \$11,200. Kevin Lund second. Motion Carried.

-Barnum Inc has submitted a change order request for some extra excavation that needed to be completed on the first cross vain of the original HJP project. A point bar had started to cover the cross vain up due to the old alignment of the channel, the new alignment will fix this problem from occurring in the future. Dan Mahoney moved to accept the Barnum Inc Change order request in the amount of \$7,270.00. George Renkert Second. Motion Carried.

-The landowner agreement for the Moffett Project still needs to be signed. Anita will be working on getting this done before the project goes out to bid.

-The 15 Mile project is complete and has been inspected by the NRCS and signed off as complete.

-The Town/HJP project is almost complete. Barnum Inc needs to return and finish some clean up on the staging area and finish seeding the project. They hope to complete this as soon as the weather cooperates.

-Anita reviewed the financial update on the EWP Projects. She has secured \$355,500.00 in grant funding for the 3 diversion EWP Projects. This will cover almost all of the sponsor's portion of these projects. Following the completion of the Town/HJP project the sponsor's portion will be \$36,923.43 which will come out of the EWP budget. With the completion of the 15 Mile project the Sponsor's portion was \$3,107.80. The Powder River Irrigation District will reimburse the PRCD for \$851.95 and the remaining balance came out of the EWP budget.

2. Local Work Group Meeting

- Anita Bartlett stated that a LWG Meeting needed to be held in May and the PRCD is in line to host the meeting. Anita said she would get with the District and NRC staff in our area and get that scheduled. She would be contacting board members in hopes at least one of them would be able to attend.

3. Household Hazardous Waste Day

-Anita Bartlett informed the board that the Household Hazardous Waste Day is scheduled for June 5, 2021 in Buffalo. Typically the District contributes \$1,000 to the event. George Renkert moved to contribute \$1,000 to the Household Hazardous Waste Day. Kevin Lund Second. Motion Carried.

4. 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 that paperwork will be filed with WDA and WACD with the form. Dan Mahoney moved to approve the Proof of Bonding Form provided by the WDA. George Renkert 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. George Renkert second. Motion Carried.

6. Tree Deliveries

-Anita Bartlett stated that seedling trees were scheduled to be delivered on May 4th. At this time, she does not have a date for the large stock trees, but she expects them the last week of April or the first week of May.

7. District Report

-The District Manager's Report was discussed.

-Anita Bartlett requested approval for a leave request for January 6-16, 2023. Dan Mahoney moved to approve Anita Bartlett's leave request for January 6-16, 2023. Kevin Lund second. Motion Carried

8. NRCS Field Office Report


-The NRCS Field Office Report was discussed.

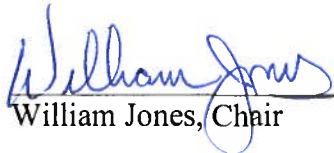
9. Employee Review

-Kevin Lund moved to go into executive session for the purpose of an employee review. Dan Mahoney second. Motion carried at 7:35pm. Executive Session ended at 8:02pm. Kevin Lund moved to give Anita Bartlett a \$5,000 raise effective July 1, 2021, as was decided during the executive session. George Renkert second. Motion Carried.

The next regular Board Meeting was scheduled for Tuesday, May 11, 2021 at 6:30pm. Dan Mahoney moved to adjourn the meeting, Kevin Lund Second. Motion carried 8:05 pm.

Respectfully Submitted:


Anita M. Bartlett, District Manager


William Jones, Chair


Wade Curuchet, Secretary/Treasurer