

**Powder River Conservation District
 Monthly Board Meeting
 April 12, 2022**

Supervisors Present:

Kevin Lund
 Tom Harlan
 Bill Jones
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Linda Greenough, JC Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:34 p.m.

George Renkert moved to accept the minutes from the March 8, 2022, regular Board Meeting. Kevin Lund second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 31,399.01
Savings	\$ 438,177.51
Petty Cash	\$ 4.13
Total	\$ 469,580.65

APRIL MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
8222	Barnum Inc	EWP Diversions	\$ 127,814.55
8223	Visa	meeting expense	\$ 11.25
8224	Powder River Energy Corp	utilities	\$ 159.63
8225	Blue Cross Blue Shield of WY	Insurance	\$ 737.00
8226	VSP Vision Care	Insurance	\$ 7.40
8227	Anita M Bartlett	salary	\$ 1,879.21
AP	IRS	941 Deposit	\$ 1,191.52
AP	Depart of Workforce Services	WC/UI payment 1Q	\$ 372.45
8228	US Treasury	941 Deposit	\$ 66.66
8229	Susan Anderson	rent	\$ 443.02
8230	Joyce Black	janitorial	\$ 250.00
8231	Sandy & Penny Forbes	cost share reimbursement	\$ 11,205.03
8232	WWC Engineering	EWP Engineering	\$ 6,444.00
8233	LGLP	liability insurance	\$ 500.00
8234	Cloud Peak Accounting	accounting-review	\$ 2,750.00
8235	Range	utilities	\$ 93.18
8236	Montana-Dakota Utilities Co	utilities	\$ 68.71
8237	Kaycee General Store	office supplies	\$ 14.20
8238	Powder River Energy Corp	utilities	\$ 139.91
8239	USPS	Postage-newsletter	\$ 122.36
8240	Barnum Inc	EWP Diversions	\$ 113,913.00
8241	Anita M Bartlett	mileage	\$ 146.87
8242	Anita M Bartlett	salary	\$ 1,879.22
Grand Total			\$ 270,209.17

George Renkert moved to approve the Treasurer's Report, the February and March Savings account reconciliation, the March Checking account reconciliation and to accept payment of all bills. Kevin Lund Second. Motion Carried.

BUSINESS:

1. EWP Projects Update

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

-Barnum plans to be back the end of this month to complete the seeding and willow plantings at Harlan's project, the seeding, willow planting, and move the fence line back on the Moffett project, and to do the seeding, willow planting and replace the fence on the Gosney project. They will be back to the Gosney project in June to finish the toewood and rock structure after the water level has returned to normal after runoff.

-After the diversion projects are finished there will likely be about \$90,000 remaining in the Wyoming Wildlife & Natural Resource Trust Fund Grant funding. Anita has spoken with the director of the trust and this money could be used to do additional like time projects on the same watershed or could be returned to the trust. There is no penalty if funds are returned. George Renkert moved to return any additional funds to the Wyoming Wildlife and Natural Resource Trust Fund after the projects are completed. Kevin Lund second. Motion carried.

2. RCPP Project Update

-Anita Bartlett reported that she had met with the Town of Kaycee regarding the possible RCPP project, and they were in favor of the conceptual designs she presented to them. Anita has also contacted each of the landowners in the project area and given them a copy of the conceptual designs. She has gotten verbal approval from two of the landowners and is still waiting to hear back from the other 3 landowners. She will send letters out to them hoping to get either a yes or no from them so that she can start working on formal contracts with them if they are in favor of the project.

3. Household Hazardous Waste Day

-Anita Bartlett stated that the Household Hazardous Waste Day for Johnson County is scheduled for Saturday, June 4th at the Buffalo landfill. In the past the District has put \$1,000 towards the program. She wanted to know if the District would like to do that as well this year. George Renkert moved to allocated \$1,000 toward this year's Household Hazardous Waste Day. Tom Harlan second. Motion Carried.

4. Weed Bounty Program

- Anita Bartlett informed the board that this year's Weed Bounty Pull Day was going to be a single pull event in Buffalo on June 6th. In the past the District has put \$50 towards the event. She asked if they would like to do that again or contribute additional funds that would go towards the bounty paid on weeds pulled. George Renkert moved to provide \$50 for the Weed Pull Day. 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 that paperwork will be filed with WDA and WACD with the form. George Renkert moved to approve the Proof of Bonding Form provided by the WDA. Kevin Lund second. Motion Carried.

6. 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.

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

7. Local Work Group Meeting

-Anita Bartlett informed the board that the District's and NRCS are working to schedule the LWG Meeting in May. She is hoping one of the board members will serve as the District representative to that meeting. Kevin Lund said that he should be able to attend.

8. Tree Deliveries

-Anita Bartlett stated that the large stock tree deliver is expected in late April/early May, and she would need help unloading as there are just over 200 large stock trees coming in. As soon as she has a confirmed delivery date, she will let the Board know so that they can make arrangements and Anita will look for volunteers.

9. District Report

-The District Manager's Report was discussed.

10. NRCS Field Office Report

-Allison McKenzie was unable to attend the meeting so no report was given.

11. Employee Review

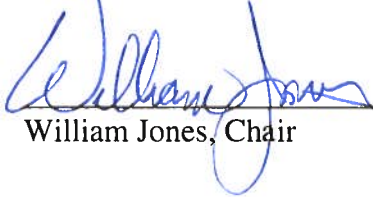
-George Renkert moved to go into executive session for the purpose of an employee review. Tom Harlan second. Motion carried at 7:24pm. Executive Session ended at 7:53pm. George Renkert moved to give Anita Bartlett a 3% cost of living raise effective July 1, 2022, as was decided during the executive session. Kevin Lund second. Motion Carried.

The next regular Board Meeting was scheduled for Tuesday, May 10, 2022, at 6:30pm. George Renkert moved to adjourn the meeting, Tom Harlan Second. Motion carried 8:28pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer