

**Powder River Conservation District  
 Monthly Board Meeting  
 January 17, 2023**

**Supervisors Present:**

Bill Jones  
 Tom Harlan  
 Wade Curuchet  
 Kevin Lund  
 George Renkert

**Others Present:**

Anita Bartlett, District Manager  
 Allison, McKenzie, District Conservationist

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 December 20, 2022, regular Board Meeting. Wade Curuchet second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 303,134.93
Savings	\$ 439,734.37
Petty Cash	\$ <u>2.93</u>
Total	\$ 742,872.23

**JANUARY MONTHLY EXPENSES**

<b><u>Check #</u></b>	<b><u>TO</u></b>	<b><u>Memo</u></b>	<b><u>Amount</u></b>
8389	Wyoming.com	website	\$ 20.00
8390	Anita M Bartlett	Christmas bonus	\$ 500.00
8391	Anita M Bartlett	salary	\$ 1,927.92
AP	IRS	tax deposit	\$ 1,242.62
AP	Depart of Workforce Service	4Q WC/IU	\$ 383.63
8392	Depart of Revenue	2022 Sales tax	\$ 741.84
8393	WACD	Nov-Jan Dental Insurance	\$ 134.84
8394	WY Depart of Ag	nursery Stock License	\$ 25.00
8395	Jack Schirmer	Snow removal	\$ 25.00
8396	Susan Anderson	rent	\$ 443.02
8397	Joyce Black	janitorial	\$ 250.00
8398	WY Educators' Benefit Trust	insurance	\$ 830.03
8399	Powder River Energy Corp	utilities	\$ 155.53
8400	Range	utilities	\$ 87.45
8401	Montana-Dakota Utilities Co	utilities	\$ 120.18
8402	Visa	travel-hotel WACD	\$ 130.32
8403	WWC Engineering	Engineering EWP	\$ 3,663.09
8404	Arbor Day Foundation	dues	\$ 25.00
8405	Anita M Bartlett	salary	\$ 1,948.92
<b>Grand Total</b>			<b>\$ 12,654.39</b>

Tom Harlan moved to approve the Treasurer's Report, the December Checking account and Savings account reconciliations, 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:

-All invoices for the EWP projects have been received and paid. The reimbursements have been filed and she is working on all of the final report to close everything out. It is her hope to have everything closed out soon.

### **2. Election of Officers**

-Wade Curuchet move to retain the current slate of officers in Bill Jones as Chair, George Renkert as Vice-Chair and Wade Curuchet as Secretary/Treasurer. George Renkert Second. Motion Carried.

### **3. Reorganization Form**

-Anita Bartlett asked the board to look at the Reorganization Form that must be submitted to WDA and WACD and see if any corrections or additions need to be made to their information.

### **4. FY 2021-2022 Audit**

-Anita Bartlett stated that Cloud Peak Accounting has had some staffing issues and have not finished the District's FY 21-22 Audit. She has been working with the accountant and the Department of Audit to facilitate this issue. The Depart. Of Audit has given the District an extension and the accountant is positive they will meet the new deadline. Anita will be meeting with the accountant regularly and giving updates to the Depart of Audit as part of the extension conditions.

### **5. Legislative Update**

-Anita Bartlett presented the latest WACD Legislative update to the Board as legislation has started. WACD sends out weekly updates to keep districts informed. If the board has any questions or comments, please let Anita or Kevin Lund know.

### **6. District Supervisor/Employee Certification**

-Anita Bartlett informed the Board that new requirements have been issued regarding Supervisor educational certification. Each board member must be certified by July 1, 2024. This can be done several ways, in person, online training etc. The board discussed this and would like to utilize online trainings and complete sections of them at each board meeting until they are certified, allocation no more than one hour per board meeting until completed.

### **7. District Report**

-The District Manager's Report was discussed.

### **8. NRCS Field Office Report**

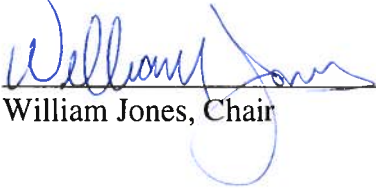
-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, February 14, 2023, at 6:30pm. Wade Curuchet moved to adjourn the meeting, Kevin Lund Second. Motion carried 7:26 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer