

**Powder River Conservation District
 Monthly Board Meeting
 February 14, 2023**

Supervisors Present:

Bill Jones
 Tom Harlan
 Wade Curuchet
 Kevin Lund

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 January 17, 2023, regular Board Meeting. Wade Curuchet second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 350,058.17
Savings	\$ 440,107.84
Petty Cash	\$ <u>2.93</u>
Total	\$ 790,168.94

FEBRUARY MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
8406	Wyoming.com	website	\$ 20.00
8407	Anita M Bartlett	salary	\$ 1,948.93
8408	Susan Anderson	rent	\$ 443.02
8409	Joyce M Black	janitorial	\$ 250.00
9410	Powder River Energy Corp	utilities	\$ 113.95
9411	Montana-Dakota Utilities Co	utilities	\$ 114.74
9412	Visa	postage	\$ 66.79
8413	Range	utilities	\$ 99.69
8414	WY Educators' Benefit Trust	insurance	\$ 830.03
8415	WACD	dues	\$ 7,657.00
8416	Clifty View Nursery	tree deposit	\$ 422.31
8417	Anita M Bartlett	mileage	\$ 58.95
8418	Anita M Bartlett	salary	\$ 1,948.92
AP	IRS	Tax Deposit	\$ 1,200.62
Grand Total			\$ 15,174.95

Tom Harlan moved to approve the Treasurer's Report, the January Checking account and Savings account reconciliations, and to accept payment of all bills. Kevin Lund Second. Motion Carried.

BUSINESS:

1. FY 2021-2022 Audit

-Anita Bartlett stated that Cloud Peak Accounting has withdrawn from completing the Districts FYE 2022 Audit. The Department of Audit has been notified and we are officially listed as non-compliant until the District can secure a new accounting firm. Anita spent considerable time finding new possibilities for the Board to review to complete this Audit. The only auditing firm was willing to complete the audit at this time was Carver, Florek & James. They submitted a letter of engagement for the Board to review. Wade Curuchet moved to accept the letter of engagement submitted by Carver, Florek, & James in order to have the FYE 2022 Audit in a timely manner. Kevin Lund second. Motion carried.

2. Community Orchard

-Anita Bartlett presented to the Board an example copy of a MOU for the agreement with the JC School District for the Kaycee Community Orchard. The board liked the way the MOU read and asked Anita to modify it to meet the District's need and present it to the School District.

3. Yearbook Ad

-Anita Bartlett asked the Board if they would once again like to run an advertisement in the Kaycee Yearbook. In the past the District has done a full page Ad for the price of \$100. Wade Curuchet moved to purchase a one-page ad in the Kaycee Yearbook again this year. Kevin Lund second. Motion carried.

4. Proof Of Bonding

-Anita Bartlett presented the Proof of Bonding Form provided by the WDA. Anita stated that the District is bonded by Old Republic Surety and that paperwork will be filed with WDA and WACD with the form. Wade Curuchet moved to approve the Proof of Bonding Form provided by the WDA Tom Harlan second. Motion Carried.

5. Demonstration of Risk Management

-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. Wade Curuchet second. Motion Carried.

6. District Report

-The District Manager's Report was discussed.

7. NRCS Field Office Report

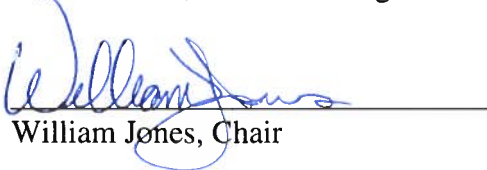
-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, March 14, 2023, at 6:30pm. Kevin Lund moved to adjourn the meeting, Kevin Lund Second. Motion carried 7:23 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer