

**Powder River Conservation District
 Monthly Board Meeting
 March 20, 2023**

Supervisors Present:

Bill Jones
 Tom Harlan
 George Renkert
 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 February 14, 2023, regular Board Meeting. Tom Harlan second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 351,561.06
Savings	\$ 440,445.46
Petty Cash	\$ 2.93
Total	\$ 792,009.45

MARCH MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
8419	Wyoming .com	website	\$ 20.00
8420	WACD	dental insurance	\$ 44.95
8421	Anita M Bartlett	salary	\$ 1,948.92
8422	Visa	QuickBooks, postage, ad	\$ 1,259.02
8423	Range	utilities	\$ 97.45
8424	Kaycee High School Yearbook	Ad	\$ 100.00
8425	Jack Schirmer	snow removal	\$ 25.00
8426	Powder River Energy Corp	utilities	\$ 131.45
8427	Montana-Dakota Utilities CO	utilities	\$ 120.02
8428	Anita M Bartlett	salary	\$ 1,948.92
AP	IRS	tax deposit	\$ 1,200.64
8429	Susan Anderson	rent	\$ 443.02
8430	Joyce Black	janitorial	\$ 250.00
8431	Wyoming Livestock Roundup	subscription	\$ 60.00
8432	Town of Kaycee	utilities	\$ 126.51
8433	WY Educator's Benefit Trust	insurance	\$ 830.03
8434	Clifty View Nursery	tree deposit	\$ 486.19
8435	LGLP	liability insurance	\$ 500.00
8436	Tom Harlan	FY 21-22 Mileage-re-issue	\$ 31.59
Grand Total			\$ 9,623.71

Tom Harlan moved to approve the Treasurer's Report, the February 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 the accounting firm Carver, Florek, and James are progressing quickly on the District's audit. They have completed the single audit section, but it needs internal review before it will be ready. They are working on the basic financial statement portion of the audit and hope to be finished with it this week then it will receive and internal review as well. They plan to have a draft report to the District at our April board meeting and a final report submitted by late April/early May.

2. Community Orchard

-Anita Bartlett has updated the MOU between the JC School District and PRCD, created a map of the project and met with Principal Jake Evans regarding the Kaycee Community Orchard. She will be hearing soon if the project will be put on the April JC School District Meeting for approval. If it is on that meeting agenda Anita will attend the meeting to discuss the project with the school district.

3. Schedule Employee Review

-Anita Bartlett asked the board if the April meeting would work for the Board to conduct the annual employee review. The board told Anita to put the employee review at the end of the April Board meeting agenda.

4. Replace Fridge

-Anita Bartlett stated that the small fridge in the office isn't working. The fridge is used for water samples during well water sampling days and the replacement cost can be reimbursed through the District's WDA Lab funds. Kevin Lund moved to replace the broken fridge. George Renkert second. Motion Carried.

5. Potential Projects

-Anita Bartlett presented some possible projects to the board. They included replacing the push up diversions for Walter Elm's irrigation ditch and Garcia/Christensen's irrigation ditch, Town of Kaycee/HJP streambank restoration, HJP tree planting, and a Ventanata Workshop. The board was in support of finding ways to fund/assist with these projects.

6. District Report

-The District Manager's Report was discussed.

7. NRCS Field Office Report

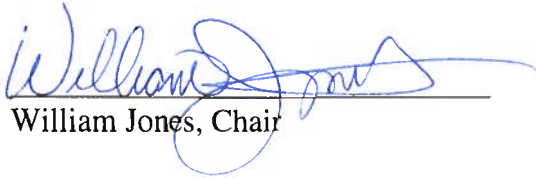
-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, April 11, 2023, at 6:30pm. Tom Harlan moved to adjourn the meeting, George Renkert Second. Motion carried 7:50 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer