

**Powder River Conservation District
 Monthly Board Meeting
 April 11, 2023**

Supervisors Present:

Bill Jones
 Tom Harlan
 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 6:32 p.m.

Kevin Lund moved to accept the minutes from the March 20, 2023, regular Board Meeting. Tom Harlan second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 355,222.18
Savings	\$ 440,445.46
Petty Cash	\$ <u>2.93</u>
Total	\$ 795,670.57

APRIL MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
8437	Wyoming.com	website	\$ 40.00
8438	Anita M Bartlett	mileage	\$ 172.92
8439	Anita M Bartlett	salary	\$ 1,948.92
8440	Town of Kaycee	utilities	\$ 111.01
8441	Department of Revenue	1Q Sales Tax	\$ 1.60
AP	IRS	Tax Deposit	\$ 1,200.64
AP	Department of Workforce Services	1Q WC/UI	\$ 383.63
8442	USPS	Newsletter	\$ 143.02
8443	Visa	Composters, postage, travel	\$ 522.10
8444	Range	utilities	\$ 87.48
8445	Montana-Dakota Utilities Co	utilities	\$ 91.96
8446	Kaycee General Store	STEM Class, toilet repair kit	\$ 49.96
8447	WY Educators' Benefit Trust	insurance	\$ 830.03
8448	Clifty View Nursery	tree deposit	\$ 657.44
8449	Anita M Bartlett	salary	\$ 1,948.92
8450	Susan Anderson	rent	\$ 443.02
8451	Joyce Black	janitorial	\$ 250.00
Grand Total			\$ 8,882.65

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

BUSINESS:

1. FY 2021-2022 Audit

-Anita Bartlett stated that the draft audit report was completed and needed review/approved by the board. There were 2 findings within the audit and Anita wrote a corrective action plan to work through the findings. Overall, the auditor was pleased with the District's books and the organization of our financial materials. Kevin Lund moved to approve the FY 2021-2022 Audit Report and the Corrective Action Plan as submitted. Tom Harlan second. Motion Carried.

2. Community Orchard

-Anita Bartlett informed the Board that the JC School District approved the MOU for the Kaycee Community Orchard at the Board meeting on April 10th, with that the PRCD needs to approve the MOU. Anita plans on working with the Kaycee school to get the water on and the drip installed. She will also work with Kevin Lund to remove the dead trees before the new trees for the Orchard arrive. Tom Harlan moved to approve the MOU for the Kaycee Community Orchard as presented. Kevin Lund second. Motion Carried.

3. Household Hazardous Waste Day

-Anita Bartlett stated that the county Household Hazardous Waste Day is scheduled for Saturday, June 3rd at the Buffalo Landfill. In the past the District has contributed \$1,000 to this program. Tom Harland moved to contribute \$1,000 for this years Household Hazardous Waste Day. Kevin Lund second. Motion carried.

4. Local Work Group Meeting

-Allison McKinzie is working on scheduling this year's Local Work Group meeting she is looking at the week of May 22nd in Buffalo. This year it will just be a Johnson County LWG Meeting.

5. District Report

-The District Manager's Report was discussed.

6. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

7. Employee Review

-Tom Harlan moved to go into executive session for the purpose of an employee review. Kevin Lund second. Motion carried at 8:15 pm. Executive Session ended at 8:57 pm. Kevin Lund moved to give Anita Bartlett a 3% cost of living raise effective July 1, 2023, as was decided during the executive session. Tom Harlan second. Motion Carried.

The next regular Board Meeting was scheduled for Tuesday, May 9, 2023, at 6:30pm. Kevin Lund moved to adjourn the meeting, Tom Harlan Second. Motion carried 9:05 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer