

**Powder River Conservation District
 Monthly Board Meeting
 May 15, 2023**

Supervisors Present:

Bill Jones
 Tom Harlan
 Kevin Lund
 Wade Curuchet
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Allison, McKenzie, District Conservationist
 Jeff Shelley, JC Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:30 p.m.

Wade Curuchet moved to accept the minutes from the April 11, 2023, regular Board Meeting. Kevin Lunde second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 342,348.42
Savings	\$ 440,819.53
Petty Cash	\$ <u>2.93</u>
Total	\$ 783,170.88

MAY MONTHLY EXPENSES

<u>Check #</u>	<u>TO</u>	<u>Memo</u>	<u>Amount</u>
8452	VOID	VOID	\$ -
8453	Wyoming.com	website	\$ 20.00
8454	WACD	dental Insurance	\$ 89.90
8455	Anita M Bartlett	mileage	\$ 98.25
8456	Anita M Bartlett	salary	\$ 1,948.92
AP	IRS	Tax Deposit	\$ 1,200.64
8457	Susan Anderson	rent	\$ 443.02
8458	Joyce Black	janitorial	\$ 250.00
8459	Kaycee General Store	School ed	\$ 33.94
8460	Montana-Dakota Utilities Co	utilities	\$ 65.02
8461	Range	utilities	\$ 87.47
8462	Town of Kaycee	utilities	\$ 94.00
8463	USPS	Bulk Mailing Permit 21,22,23	\$ 870.00
8464	Clear Creek CD	HHW Day	\$ 1,000.00
8465	Laramie County CD	seedling trees	\$ 90.00
8466	Carver, Florek & James, CPA's	FY 21-22 Audit	\$ 16,567.99
8467	Clifty View Nursery	trees	\$ 1,470.87
8468	WEBT	insurance	\$ 830.03
8469	Anita M Bartlett	mileage	\$ 175.19
8470	Anita M Bartlett	salary	\$ 1,948.93
Grand Total			\$ 27,284.17

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

BUSINESS:

1. FY 2021-2022 Audit Update

-Anita Bartlett stated that the FY 21-22 audit is complete and has been submitted to the WY Department of Audit and the federal government.

2. Community Orchard Update

-Anita Bartlett informed the Board that the orchard will be planted on May 16th at 1pm. The dead trees have been removed and the drip system has been installed and is working. Anita has begun to bury the line and mulch existing trees. She will finish this in the upcoming weeks.

3. Local Work Group Meeting

-Allison McKenzie stated that the Local Work Group meeting is scheduled for Tuesday, May 23rd in Buffalo. She encouraged everyone to attend or contact her with any concerns they have regarding county priorities.

4. Funds Transfer

-Anita Bartlett informed the Board that they needed to transfer funds back into the savings account. These funds were used to keep the checking account balanced while work was done on the EWP projects. Now that those projects are completed the funds should be transferred back. Wade Curuchet moved to transfer the amount of \$143,000 from the District Checking Account to the District Savings Account. Tom Harland second. Motion Carried.

5. Employee Agreement

-Anita Bartlett presented the updated employee agreement reflecting the raise that was approved at the April meeting and will take effect on July 1, 2023. Kevin Lund moved to approve the employee agreement as presented. Wade Curuchet second. Motion Carried.

6. WY Master Gardener Course

-Anita Bartlett asked the Board if they would allow her to take the WY Master Gardener course online this fall/winter. Tom Harlan moved to have Anita Bartlett complete the WY Master Gardener course. Wade Curuchet second. Motion carried.

7. BHNRY Camp MOU

-Anita Bartlett informed the Board that the MOU for the Black Hills Natural Resources Youth Camp was due for renewal. There was considerable discussion on local youth interest, cost to the district for camp and district priorities. George Renkert moved to not renew the MOU for the Black Hills Natural Resources Youth Camp. Kevin Lund second. Motion Carried.

8. Educational Function for Elected Officials Form

-Anita Bartlett presented the WDA Educational Function for Elected Officials form to the Board. She had attended a JC Commissioners meeting and gave an update to the Commissioners regarding past, current and potential future projects. Wade Curuchet moved to approve the Education Function for Elected Officials Form. Tom Harlan second. Motion Carried.

9. District Report

-The District Manager's Report was discussed.

10. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

11. Draft Budget

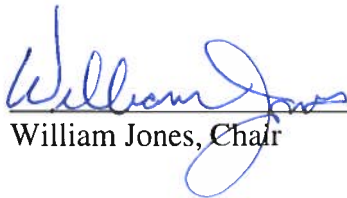
-The Board worked through the proposed budget for the FY 23-24.

The next regular Board Meeting was scheduled for Tuesday, June 13, 2023, at 6:30pm. Kevin Lund moved to adjourn the meeting, Wade Curuchet Second. Motion carried 8:19 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer