

**Powder River Conservation District
 Monthly Board Meeting
 January 14, 2020**

Supervisors Present:

Kevin Lund
 Bill Jones
 Wade Curuchet
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Linda Greenough, JC Commissioner
 Allison McKenzie, District Conservationist

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

George Renkert moved to accept the minutes from December 9, 2019 regular Board Meeting.
 Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|-----------------------|----------------------|
| Checking | \$ 97,872.34 |
| Savings | \$ 709,176.39 |
| Petty Cash | \$ 2.63 |
| Liquid Liability Fund | \$ 0.00 |
| Total | \$ 788,952.57 |

JANUARY MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|---------------------------------|--------------------------|----------------------|
| 7728 | Lincoln Financial | 1Q 2020 Life Insurance | \$ 10.13 |
| 7729 | Powder River Energy Corp | Utilities | \$ 140.51 |
| 7730 | Blue Cross Blue Shield of WY | insurance | \$ 735.46 |
| 7731 | Wyoming.com | website | \$ 20.00 |
| 7732 | Anita M Bartlett | Mileage | \$ 87.00 |
| 7733 | Anita M Bartlett | Bonus | \$ 500.00 |
| 7734 | Anita M Bartlett | salary | \$ 1,673.11 |
| AP | WY Depart of Workforce Services | 4Q WC/UI Tax | \$ 346.83 |
| AP | IRS | Tax Deposit | \$ 1,020.64 |
| 7735 | WY Depart of Revenue | Annual Sales Tax | \$ 324.84 |
| 7736 | Susan Anderson | rent | \$ 443.02 |
| 7737 | Joyce Black | Janitorial | \$ 250.00 |
| 7738 | Powder River Energy Corp | Utilities | \$ 158.96 |
| 7739 | Blue Cross Blue Shield of WY | insurance | \$ 735.46 |
| 7740 | Montana-Dakota Utilities Co | Utilities | \$ 77.28 |
| 7741 | RT Communication | Utilities | \$ 87.83 |
| 7742 | WACD | Dental Insurance Jan/Feb | \$ 74.60 |
| 7743 | Visa | Office supplies/travel | \$ 51.07 |
| 7744 | Clifty View Nursery | tree deposit | \$ 136.44 |
| 7745 | CenturyLink | conference line | \$ 42.88 |
| 7746 | Town of Kaycee | Utilities | \$ 59.75 |
| 7747 | WY Depart of Ag | Tree license | \$ 25.00 |
| 7748 | Anita M Bartlett | Mileage | \$ 241.50 |
| 7749 | Anita M Bartlett | salary | \$ 1,676.11 |
| | Grand Total | | \$ 8,918.42 |

Kevin Lund moved to approve the Treasurer's Report, reconciliation of the November and December Savings Account Bank Statements, the December Checking Account Bank Statement and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that she has reviewed the Draft RFP for Engineering from the NRCS and it will hopefully be final and ready for advertisement early next week. The 3 landowners that this RFP effects have been contacted and they are fine with the tentative date scheduled for a site visit.

2. State Forestry Grant Funding

-Anita Bartlett informed the board that she had worked with Kelly Norris to update the State Forestry Grant proposal to reflect the funding in which we would be receiving, that updated document has been submitted to the State Forestry Office and we should be receiving a contract soon.

3. Election of Officers

-Anita Bartlett stated that it was once again time to elect officers for the District Board. Kevin Lund moved to retain the same officers with Bill Jones being Chair, George Renkert being Vice-Chair, and Wade Curuchet being Secretary/Treasurer. Wade Curuchet second. Motion Carried.

4. WDA Reorganization Form

-Anita Bartlett presented the draft WDA Reorganization Form for the board to review. No mistakes were found in their information.

5. Special District Meeting

-Anita Bartlett asked the board if any of them would be able to attend the Special District Association Meeting tomorrow in Casper. The focus will be on public records and any other legislation effecting special district. None of the board members will be able to attend.

6. District Computer

-Anita Bartlett informed the board that the District Computer's hard drive crashed last week, and she took it to Buffalo Computer Consultants to retrieve the QuickBooks data. As well, they replaced the hard drive. She suggested in may be a good idea to budget for a new computer in the next fiscal year.

7. QuickBooks Software 2020 Update

-Anita Bartlett stated that every 2 years QuickBooks needs to be updated in order to make payroll work. She said to purchase the update it would cost approximately \$189.99. Wade Curuchet moved to purchase the QuickBooks Pro 2020 software. Kevin Lund Second. Motion Carried.

8. WY BLM Pipeline Corridor Initiative Meeting

-Anita Bartlett informed the Board that the BLM would be hosting a 2-Day WY Pipeline Corridor Initiative Meeting where they will be reviewing/discussion the alternatives that will be used in the BLM plans regarding the pipeline corridors. Anita asked if she could attend these meetings as the pipeline corridor will run through the district in two locations. George Renkert moved that Anita Bartlett should attend the BLM Pipeline Corridor Initiative Meeting and cover all the cost associated with attending that meeting. Kevin Lund Second. Motion Carried.

9. WCDEA Winter Training

-Anita Bartlett stated that the WCDEA Winter Training is scheduled for March 3-4th in Casper with topics regarding water quality, Project Learning Tree, promoting your district, insurance changes, and legislative updates. She would like to attend a portion of the training, but the agenda was not out yet as indicated. The board will discuss this again next month when an agenda is hopefully available.

10. Legislative Update

-Anita Bartlett presented the legislative update to the board members. There were no questions or concerns at the time that they wanted forwarded onto the WACD Board.

11. Long Range Plan

-Anita Bartlett informed the Board their Long Range Plan would be expiring at the end of this year and they are tasked with updating it before that time. She reviewed the survey that was used in 2015 and changes and corrections were discussed. Anita will update the survey and get it sent out so that the process of updating the Long Range Plan can begin.

12. District Report

-The District Manager's Report was discussed.

13. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, February 11, 2020 at 6:30pm. Wade Curuchet moved to adjourn the meeting, Kevin Lund Second. Motion carried 7:31 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager


William Jones, Chair
Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 February 11, 2020**

Supervisors Present:

Kevin Lund
 Bill Jones
 Wade Curuchet
 George Renkert
 Dan Mahoney

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist

The regular board meeting was called to order by Board Chair Bill Jones at 7:00 p.m.

Wade Curuchet moved to accept the minutes from January 14, 2020 regular Board Meeting.
 Kevin Lund Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|-----------------------|---------------|
| Checking | \$ 91,964.55 |
| Savings | \$ 709,176.39 |
| Petty Cash | \$ 2.63 |
| Liquid Liability Fund | \$ 0.00 |
| Total | \$ 801,143.57 |

FEBRUARY MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|------------------------------|---------------------------------|----------------------|
| 7750 | Visa | computer repair/travel/supplies | \$ 337.56 |
| 7751 | Wyoming.com | website | \$ 20.00 |
| 7752 | USPS | Postage-LRP Survey | \$ 48.56 |
| 7753 | Anita M. Bartlett | mileage | \$ 138.00 |
| 7754 | Anita M. Bartlett | salary | \$ 1,676.10 |
| 7755 | Susan Anderson | rent | \$ 443.02 |
| 7756 | Joyce Black | janitorial | \$ 250.00 |
| 7757 | Montana-Dakota Utilities Co | utilities | \$ 66.45 |
| 7758 | RT Communications | utilities | \$ 87.69 |
| 7759 | Jack Schirmer | snow removal | \$ 60.00 |
| 7760 | Clifty View Nursery | tree deposit | \$ 512.75 |
| 7761 | Powder River Energy Corp | utilities | \$ 166.25 |
| 7762 | USPS | Bulk Mailing Permit #1 | \$ 250.00 |
| 7763 | Blue Cross Blue Shield of WY | insurance | \$ 735.46 |
| 7764 | Anita M. Bartlett | mileage | \$ 51.75 |
| AP | IRS | Tax deposit | \$ 1,014.66 |
| 7765 | Anita M. Bartlett | salary | \$ 1,676.11 |
| Grand Total | | | \$ 7,534.36 |

Dan Mahoney moved to approve the Treasurer's Report January Checking Account Bank Statement and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that she had been sent some paperwork from the NRCS that needed to be completed before they could process the contract. She worked with Allison McKenzie, JC Commissioners and board members to get the forms filled out and signed. They have all been turned in, but she is unsure as to when the EWP contract will be issued. With that the NRCS is holding off publicizing for engineering for the 3 diversions until the contract is signed.

2. State Forestry Grant Funding

-Anita Bartlett informed the board that she had met with State Forestry and BLM regarding the Spruce Budworm project. It is all still a go, however before any contracting or work can take place the BLM needs to do the culture clearance in order to finish the Environmental Assessment for the road right of way and for the project site. They hope to get the clearance done as soon as the snow is cleared from the area and they can reach the site. The District should have the grant agreement with the State Forestry sometime in March. A definite timeline was not given when Anita contacted State Forestry.

3. KHS Yearbook Ad

-Anita Bartlett stated that the KHS Yearbook class contacted her about purchasing and Ad for the 2019-2020 yearbook. The prices are \$25 for a business card size ad, \$40 for a ¼ page Ad, \$60 for a ½ page ad, and \$100 for a full-page ad. Dan Mahoney moved to purchase a full-page ad in the KHS 2019-2020 Yearbook. George Renkert second. Motion Carried.

4. WDA Lab Funds

-Anita Bartlett informed the board that the District has \$1,477.13 in unused WDA Lab funds that must be used by the end of the fiscal year. She said they didn't have any upcoming projects to utilize this funding on and it might be best to have it reallocated to other districts that can utilize it. George Renkert moved to return the unused WDA Lab funds to be reallocated. Dan Mahoney second. Motion Carried.

5. WCDEA Winter Training

-Anita Bartlett stated that after reviewing the WCDEA Winter Training agenda she would like to be able to attend the WCDEA Business Meeting on the afternoon of Tuesday, March 3rd and the Insurance/Legislative Session on the morning of Thursday, March 5th. The board agreed that she should attend those two sessions of the WCDEA Winter Training.

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 10, 2020 at 6:30pm. Dan Mahoney moved to adjourn the meeting, Wade Curuchet Second. Motion carried 7:50 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 March 10, 2020**

Supervisors Present:

Kevin Lund
 George Renkert
 Wade Curuchet

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County Commissioner

The regular board meeting was called to order by Board Vice Chair George Renkert at 6:33 p.m.

Wade Curuchet moved to accept the minutes from February 11, 2020 regular Board Meeting.
 Kevin Lund Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|-----------------------|---------------|
| Checking | \$ 83,400.85 |
| Savings | \$ 709,176.39 |
| Petty Cash | \$ 2.63 |
| Liquid Liability Fund | \$ 0.00 |
| Total | \$ 792,579.87 |

MARCH MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|------------------------------|------------------------------|----------------------|
| 7766 | Visa | QB software& update/BYBY/ad | \$ 1,016.08 |
| 7767 | Wyoming.com | website | \$ 20.00 |
| 7768 | KHS Yearbook | Ad | \$ 100.00 |
| 7769 | Anita M Bartlett | salary | \$ 1,676.11 |
| 7770 | Susan Anderson | rent | \$ 443.02 |
| 7771 | Joyce Black | janitorial | \$ 250.00 |
| 7772 | Lincoln Financial | 2Q Life insurance | \$ 10.13 |
| 7773 | Jack Schirmer | snow removal | \$ 60.00 |
| 7774 | Town of Kaycee | Utilities | \$ 59.75 |
| 7775 | Montana-Dakota Utilities co | Utilities | \$ 67.50 |
| 7776 | RT Communications | Utilities | \$ 87.69 |
| 7777 | WACD | dental insurance March/April | \$ 74.60 |
| 7778 | SE Wyoming SAF | SF Timber Conference | \$ 10.00 |
| 7779 | LGLP | FY 20-21 Liability Insurance | \$ 545.00 |
| 7780 | Clifty View Nursery | Tree Deposit | \$ 592.81 |
| 7781 | Blue Cross Blue Shield of WY | Insurance | \$ 735.46 |
| 7782 | Anita M Bartlett | mileage | \$ 172.50 |
| AP | IRS | Tax Deposit | \$ 1,014.64 |
| 7783 | Anita M Bartlett | salary | \$ 1,676.11 |
| Grand Total | | | \$ 8,611.40 |

Kevin Lund moved to approve the Treasurer's Report and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that she had spoken with the State NRCS office and at this time they do not have a timeline as to when we will have an agreement to sign for our EWP projects. However, the NRCS engineers were out today and surveyed the 15 Mile project and the Town project.

2. WCDEA Training Report

-Anita Bartlett said that there would be a training forthcoming in regards to the new contracting and purchasing legislation. That training should be available prior to the start of the new fiscal year. The NACD Southwest Regional meeting will be held in WY in 2021 if any district is interested in assisting. NRCS gave a report and they did state that the Kaycee FO was a top priority for staffing, though they did not have a timeline on when that would occur.

3. Cost Share Program

-Anita Bartlett informed the board that as the cost share application process was getting underway, she had some questions coming in from landowners that she wanted clarification for before she got back to them. The first is if the district will cost share something funded under a NRCS contract. The board says they would not do this as it would be double paying on a project. The second question was if the board would consider fund high tunnel greenhouses under the cost share program. The board stated that they would like some time to think on this and they would make a decision at the next board meeting.

4. Schedule Employee Review

-Anita Bartlett reminded the board that she was due for her yearly employee review next month. The board stated that they would try to complete the review at the next board meeting provided that all the board members were in attendance. Anita said should put it on the agenda for next month's meeting.

5. Employee Insurance Changes

-Anita Bartlett stated that while she was at the WCDEA training Bobbie Frank discussed the possible changes to the insurance options available to the districts. Currently they offer a \$1,000 and \$1,500 standard deductible plan and a \$1,500 high deductible plan. They are looking to change the options to a \$1,500 standard deductible plan and a \$1,500 and a \$3,500 high deductible plan. If this is the change that they make (which they will decide at their next board meeting) the board will have to decide what plan they would like to utilize as Anita is currently on the \$1,000 standard deductible plan. The board stated that they would review the materials handed out and decided once WACD decides what plans they will be offering. It was also stated that Blue Cross Blue Shield will see an increase of 9% for all plans in the next fiscal year. Dental insurance will also see a small increase.

6. District Report

-The District Manager's Report was discussed.

7. NRCS Field Office Report

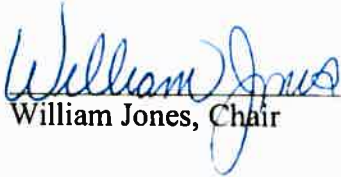
-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, April 14, 2020 at 6:30pm. Wade Curuchet moved to adjourn the meeting, Kevin Lund Second. Motion carried 7:33 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 May 12, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Dan Mahoney
 Bill Jones

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County Commissioner

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 April 14, 2020 regular Board Meeting. Dan Mahoney Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|---------------|
| Checking | \$ 97,032.24 |
| Savings | \$ 709,871.24 |
| Petty Cash | \$ 2.63 |
| Total | \$ 806,906.11 |

MAY MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|--------------------|------------------------------|----------------------------------|--------------------|
| 7799 | Visa | | \$ 293.84 |
| 7800 | Anita M Bartlett | mileage | \$ 76.48 |
| 7801 | Anita M Bartlett | salary | \$ 1,676.11 |
| 7802 | Susan Anderson | rent | \$ 443.02 |
| 7803 | Joyce Black | janitorial | \$ 250.00 |
| 7804 | Powder River Energy Corp | utilities | \$ 92.95 |
| 7805 | Blue Cross Blue Shield of WY | insurance | \$ 735.46 |
| 7806 | Montana-Dakota Utilities Co | utilities | \$ 51.86 |
| 7807 | Kaycee General Store | educational supplies | \$ 4.79 |
| 7808 | RT Communications | utilities | \$ 87.29 |
| 7809 | WACD | Dental Insurance May/June | \$ 59.25 |
| 7810 | Clifty View Nursery | trees | \$ 1,156.50 |
| 7811 | Town of Kaycee | utilities | \$ 59.75 |
| 7812 | CO SFS Nursery | seedling trees | \$ 448.00 |
| 7813 | Clear Creek CD | Weed Barrier/Composter/R. Barrel | \$ 365.00 |
| 7814 | Anita M Bartlett | mileage | \$ 138.00 |
| 7815 | Anita M Bartlett | salary | \$ 1,676.11 |
| AP | IRS | Tax Deposit | \$ 1,014.64 |
| Grand Total | | | \$ 8,629.05 |

Wade Curuchet moved to approve the Treasurer's Report, April Checking and Savings Account Reconciliations and to accept payment of all bills. Kevin Lund Second. Motion Carried.

BUSINESS:

1. EWP Letter of Extension

-Anita Bartlett stated that she had written a 60-day extension letter to the State Conservationist for the current EWP Agreement. The extension letter needs approval and signed before it can be sent in. Dan Mahoney moved to approve, sign and send the 60-day EWP Letter of Extension. Wade Curuchet second. Motion Carried.

2. 2021-2025 Long Range Plan Survey Results

-Anita Bartlett informed the board there were not a lot of replies to the long-range plan survey that was sent out but a lot of the comments were directed towards noxious/invasive weeds. This may need to be a bigger focus in our plan. The board reviewed the results.

3. Election Notice

-Anita Bartlett presented the board with the election notice sent out by the WY Department of Ag. The following board members are up for re-election this year: Wade Curuchet (rural), George Renkert (rural), and Bill Jones (Urban).

4. Legal Fund

-Anita Bartlett stated that we had not utilized any of or legal fund this fiscal year and was wondering if we wanted to pass some of that onto WACD for the legal issues they assist the districts with. Wade Curuchet moved to send \$500 to the WACD for legal issues. Dan Mahoney second. Motion Carried.

5. Household Hazardous Waste Day

-Anita Bartlett informed the board that the Household Hazardous Waste Day was scheduled for Saturday, May 30, 2020 from 9am-3pm. In the past the district has sent up \$1,000 to assist with the cost do we want to do so again. Wade Curuchet moved to send \$1,000 to Clear Creek Conservation District to assist with the cost of the Household Hazardous Waste Day. Kevin Lund second. Motion Carried.

6. Employee Review

-Wade Curuchet moved to go into executive session for the purpose of an employee review. Kevin Lund Second. Motion Carried at 7:21pm.

-Kevin Lund moved to come out of executive session. Dan Mahoney second. Motion Carried at 7:54 pm.

-Kevin Lund moved to give Anita Bartlett a \$1,500 raise to take effect in FY 2020-2021 as decided in the executive session. Dan Mahoney second. Motion Carried.

7. 2020-2021 Proposed Budget

-Anita Bartlett presented the budget form for the 2020-2021 Proposed Budget. The board worked their way through the budget form to make a proposed Budget for the FY 2020-2021.

8. District Report

-The District Manager's Report was discussed.

9. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, June 9, 2020 at 6:30pm. Dan Mahoney moved to adjourn the meeting, Kevin Lund Second. Motion carried 9:27 pm.

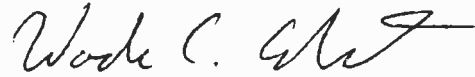
Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 June 9, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Dan Mahoney
 Bill Jones
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County 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 May 12, 2020 regular Board Meeting. Dan Mahoney Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|----------------|
| Checking | \$ 113,663.59 |
| Savings | \$ 709,871.24 |
| Petty Cash | \$ <u>2.63</u> |
| Total | \$ 823,537.46 |

JUNE MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|-----------------------------|---------------------|----------------------|
| 7816 | Wyoming.com | website | \$ 40.00 |
| 7817 | CenturyLink | conference line | \$ 23.03 |
| 7818 | Visa | | \$ 152.39 |
| 7819 | Anita M Bartlett | salary | \$ 1,676.10 |
| 7820 | Susan Anderson | rent | \$ 443.02 |
| 7821 | Joyce Black | janitorial | \$ 250.00 |
| 7822 | Sheridan Tent and Awning | irrigation material | \$ 809.48 |
| 7823 | RT Communications | utilities | \$ 87.29 |
| 7824 | Montana-Dakota Utilities Co | utilities | \$ 32.78 |
| 7825 | Kaycee General Store | education | \$ 20.21 |
| 7826 | Kaycee Community Voice | advertising-HHW Day | \$ 215.00 |
| 7827 | WACD | legal fund | \$ 500.00 |
| 7828 | Clear Creek CD | HHW Day | \$ 1,000.00 |
| 7829 | Anita M Bartlett | mileage | \$ 244.38 |
| AP | IRS | tax deposit | \$ 1,014.66 |
| 7830 | Anita M Bartlett | salary | \$ 1,676.11 |
| Grand Total | | | \$ 8,184.45 |

Wade Curuchet moved to approve the Treasurer's Report, May Checking Account Reconciliation and to accept payment of all bills. Dan Mahoney Second. Motion Carried.

BUSINESS:

1. EWP

-Anita Bartlett stated that the District had received it's 60-day extension for their EWP Projects. The new deadline is October 6, 2020 and if another extension is needed, we will need to have it submitted no later than August 21, 2020.

-The NRCS engineers have been out to survey the 15 mile project and hope to wrap up their surveying tomorrow.

-The NRCS engineers are working on wrapping up the Town of Kaycee EWP project and hopefully we will be able to go to bid for construction soon.

-On June 3, 2020 we held the site visit for engineering services. We had one contractor attend (this meeting was not mandatory due to the COVID issues). Bids are due by 3pm on Tuesday, June 16, 2020. The District will need to hold a special meeting before July 1, 2020 to select a contractor. The board decided to hold the special meeting on Thursday, June 18, 2020 at 6:30 pm in the District Office to review bids and select a contractor. Anita Bartlett will get the meeting advertised.

2. Risk Management Form

- 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.

-Wade Curuchet moved to approve the Risk Management Form provide by the WDA. Kevin Lund second. Motion Carried.

3. Proof of Bonding Form

-Anita Bartlett presented the Proof of Bonding Form provided by the WDA. Anita stated that the District is bonded by Aspen Agency and this paperwork had already been filed with WDA and WACD just the form needed to be turned in. Wade Curuchet moved to approve the Proof of Bonding Form provided by the WDA. Kevin Lund second. Motion Carried.

4. Employee Agreement

-Anita Bartlett stated that she had updated the Employee Agreement to reflect the raise that will take effect July 1, 2020. She asked that the board review it and approve it if no corrections were needed. Wade Curuchet moved to approve the Employee Agreement as submitted. Kevin Lund second. Motion Carried.

5. District Report

-The District Manager's Report was discussed.

-Anita Bartlett asked the Board if they would be interested in purchasing a 44 lb. bag of ECO-Bran Grasshopper pesticide from JC Weed & Pest. She has had a lot of calls regarding grasshoppers in gardens & flowerbeds. When she spoke with Rod Litzl with JCW&P this is what he suggested they utilize. The District is given a pesticide discount if we purchase the ECO-Bran whereas the landowners within Kaycee are not. Dan Mahoney moved to purchase the bag of ECO-Bran Grasshopper Pesticide from the JC Weed & Pest. Wade Curuchet Second. Motion Carried.

6. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, July 14, 2020 at 6:30pm. George Renkert moved to adjourn the meeting, Kevin Lund Second. Motion carried 7:15pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
Special Board Meeting
June 18, 2020**

Supervisors Present:

Bill Jones
George Renkert
Kevin Lund
Wade Curuchet

Others Present:

Anita Bartlett, District Manager
Allison McKenzie, District Conservationist
Shawn Follum, NRCS Civil Engineer
Kresta Faaborg, NRCS Programs

The special board meeting was called to order by Board Chair Bill Jones at 6:31pm.

BUSINESS:

1. RFP For Engineering Services-EWP

- Anita Bartlett stated that only one bid was submitted for the RFP for Engineering services that was advertised on the public purchase website. Over 20 contractors looked at/downloaded the RFP. WWC Engineering was the one contractor who submitted a bid. They are more than qualified to design the 3 EWP diversion projects. Their bid is less than what is budgeted by the NRCS in our EWP funding to have the engineering completed.
- The Board reviewed the bid with Shawn Follum for any technical errors. None were found. Wade Curuchet moved to accept the bid for Engineering Services from WWC Engineering and to send them a contract for services. George Renkert Second. Motion Carried.

2. Contract for Services-Engineering

- Anita Bartlett presented the Engineering Contract for Services for the Board to approve. There were two corrections that needed to be made. Both corrections were made during the meeting. Wade Curuchet moved to approve the corrected Contract for Engineering Services and to send the contract to WWC Engineering. Kevin Lund Second. Motion Carried.

The next regular Board Meeting is scheduled for Tuesday, July 14, 2020 at 6:30 pm. George Renkert moved to adjourn the meeting, Dan Mahoney second. Motion carried at 6:54pm.

Respectfully Submitted:


Anita Bartlett, District Manager


William Jones, Chair


Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 July 14, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Dan Mahoney
 Bill Jones
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:36 p.m.

Kevin Lund moved to accept the minutes from June 9, 2020 regular Board Meeting and the June 18, 2020 special board meeting. Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|----------------|
| Checking | \$ 82,777.23 |
| Savings | \$ 837,034.07 |
| Petty Cash | \$ <u>2.63</u> |
| Total | \$ 919,813.93 |

JULY MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|----------------------------------|------------------------------|----------------------|
| 7831 | Sheridan Tent & Awning | irrigation material | \$ 513.30 |
| 7832 | Blue Cross Blue Shield of WY | insurance | \$ 737.00 |
| 7833 | JC Weed & Pest | eco bran pesticide | \$ 30.10 |
| 7834 | Wade Curuchet | FY 19-20 mileage | \$ 166.32 |
| 7835 | Kevin Lund | FY 19-20 mileage | \$ 106.75 |
| 7836 | Dan Mahoney | FY 19-20 mileage | \$ 110.88 |
| 7837 | George Renkert | FY 19-20 mileage | \$ 69.24 |
| 7838 | Anita M Bartlett | mileage | \$ 138.00 |
| 7839 | Wyoming.com | website | \$ 20.00 |
| 7840 | Anita M Bartlett | salary | \$ 1,676.11 |
| 7841 | Visa | | \$ 604.14 |
| 7842 | USPS | newsletter postage | \$ 116.98 |
| 7843 | Lincoln Financial | 3Q Life insurance | \$ 10.13 |
| AP | WY Depart. Of Workforce Services | 2Q WC/UI | \$ 357.78 |
| AP | IRS | 941 Tax Deposit | \$ 1,014.64 |
| 7844 | Susan Anderson | rent | \$ 443.02 |
| 7845 | Joyce Black | janitorial | \$ 250.00 |
| 7846 | Blue Cross Blue Shield of WY | insurance | \$ 737.00 |
| 7847 | Wish Northwest Inc | drip irrigation | \$ 521.00 |
| 7848 | Kaycee General Store | | \$ 82.19 |
| 7849 | Buffalo Bulletin | 1 yr subscription | \$ 45.00 |
| 7850 | Montana-Dakota Utilities Co | utilities | \$ 21.50 |
| 7851 | WACD | July/August dental insurance | \$ 76.40 |
| 7852 | Town of Kaycee | utilities | \$ 59.75 |
| 7853 | RT Communications | utilities | \$ 88.63 |
| 7854 | Powder River Energy Corp | utilities | \$ 70.27 |

| | | | |
|--------------------|-----------------------------|--------------------------|---------------------|
| 7855 | UW Cooperative Ext. Service | Small Acreage Outreach | \$ 500.00 |
| 7856 | Kaycee Chamber of Commerce | dues | \$ 75.00 |
| 7857 | WCDEA | dues | \$ 25.00 |
| 7858 | LPL Financial | FY 20-21 retirement | \$ 2,508.93 |
| 7859 | Anita M. Bartlett | salary | \$ 1,720.82 |
| 7860 | Anita M. Bartlett | mileage | \$ 86.25 |
| 7861 | Wayne & Gayann Graves LLC | Cost Share Reimbursement | \$ 20,000.00 |
| Grand Total | | | \$ 32,982.13 |

Kevin Lund moved to approve the Treasurer's Report, May and June Savings Account Reconciliations, the June Checking Account Reconciliation and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

FY 2020-2021 Budget Hearing

-The Fiscal Year 2020-2021 Budget was presented for approval. There was no public comment. Dan Mahoney moved to approve the Fiscal Year 2020-2021 budget that was presented. Wade Curuchet Second. Motion Carried

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that WWC Engineering had been out and completed the surveying on the 3 diversion projects. They should have a 30% design to us by the August Board Meeting.

-Anita Bartlett had not been given an update on the 15 Mile or Town of Kaycee project and she will look into that before the next meeting.

2. Cost Share Program

- Anita Bartlett informed the Board that Wayne Graves had completed his cost share project to install a fence and stock water pipeline. Allison McKenzie and Anita went out and checked the project and it looked very well done. Wayne's reimbursement was included in this month's bills.

-Anita Bartlett reviewed the 2020 cost share applications with the board. There was considerable discussion on the projects. Dan Mahoney moved to approve the application submitted by Sandy & Penny Forbes to drill a well. Wade Curuchet second. Motion Carried. Dan Mahoney moved to approve the application submitted by Streeter Ranch to drill a well. Kevin Lund Second. Motion Carried. Dan Mahoney moved to approve the application by UT Livestock for irrigation pipeline. Kevin Lund second. Motion Carried. Wade Curuchet abstained.

3. Reno/Cato Fire Grant/RCPP

-Allison McKenzie discussed several funding options that could be utilized to treat weeds in the Reno & Cato Fire areas. The board discussed this very thoroughly. Wade Curuchet moved to pursue grant funding with the Fish and Wildlife Service, the NRCS RCPP program and any others that may become available. Dan Mahoney second. Motion Carried.

4. Cloud Peak Accounting Agreement

-Anita Bartlett presented the new agreement with Cloud Peak Accounting to complete this year's financial procedures. It is the same as last year's agreement. Wade Curuchet moved to approve and sign the new agreement with Cloud Peak Accounting. Dan Mahoney second. Motion Carried.

5. Well Water Testing Day

-Anita Bartlett stated that it was once again time to start planning the Annual Well Water Testing Day. However, at this time the WDA Lab Funds had not been confirmed yet and that is the funding the District utilizes to fund the program. Anita wanted to know if the board would like to go ahead with the Well Water Testing Day or postpone it. The Board discussed this and decide to go ahead with this year's Well Water Testing Day and they would review the program in the future if the WDA Lab Funds are cut.

6. District Report

-The District Manager's Report was discussed.

7. NRCS Field Office Report

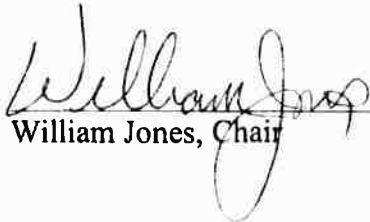
-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, August 11, 2020 at 6:30pm. Dan Mahoney moved to adjourn the meeting, Kevin Lund Second. Motion carried 8:18 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 August 11, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Dan Mahoney
 Bill Jones

Others Present:

Anita Bartlett, District Manager
 Linda Greenough, County Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:34 p.m.

Kevin Lund moved to accept the minutes from July 14, 2020 regular Board Meetings. Dan Mahoney Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|---------------|
| Checking | \$ 77,400.63 |
| Savings | \$ 837,034.07 |
| Petty Cash | \$ 2.63 |
| Total | \$ 914,437.33 |

AUGUST MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|------------------------------|-----------------------------------|----------------------|
| 7862 | Wyoming.com | website | \$ 20.00 |
| 7863 | Anita M Bartlett | salary | \$ 1,720.83 |
| 7864 | CenturyLink | conference line | \$ 77.97 |
| 7865 | Visa | postage/ed & office supplies/meal | \$ 59.68 |
| 7866 | Susan Anderson | rent | \$ 443.02 |
| 7867 | Joyce Black | janitorial | \$ 250.00 |
| 7868 | Kaycee General Store | educational supplies | \$ 4.26 |
| 7869 | Powder River Energy Corp | utilities | \$ 91.84 |
| 7870 | Blue Cross Blue Shield of WY | insurance | \$ 737.00 |
| 7871 | Montana-Dakota Utilities Co | utilities | \$ 22.94 |
| 7872 | RT Communications | utilities | \$ 88.63 |
| 7873 | Johnson County Weed & Pest | pesticide-grasshopper | \$ 30.10 |
| 7874 | Anita M Bartlett | mileage | \$ 103.50 |
| 7875 | Anita M Bartlett | salary | \$ 1,720.82 |
| AP | IRS | Tax Deposit | \$ 1,059.78 |
| Grand Total | | | \$ 6,430.37 |

Wade Curuchet moved to approve the Treasurer's Report, the July Checking Account Reconciliation and to accept payment of all bills. Kevin Lund Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett presented the EWP Letter of Extension for an additional 220 days to the Board. The Board reviewed the letter. Kevin Lund move to approve and sign the letter of extension. Wade Curuchet second. Motion Carried.

-Anita Bartlett stated that they should have finalized designs for the 15 Mile and the Town of Kaycee project by the next board meeting. At that time the district should be able to put them out to bid for construction.

-Anita Bartlett presented the 30% designs for the Gosney, Moffett, and Harlan Diversion submitted by WWC Engineering. The board reviewed the designs and were concerned about the increased estimated cost from the conceptual designs prepared by the NRCS. They asked Anita to discuss this with WWC Engineering and discuss ways to reduce the cost of the projects.

2. Proof of Local Funding Form

- Anita Bartlett presented the WDA Proof of Local Funding form to the board. Anita stated that they had received the letter confirming their mil levy from the County Commissioners and this completes the requirement for base funding. Dan Mahoney moved to approve and sign the Proof of Local Funding Form. Wade Curuchet second. Motion Carried.

3. Area I Meeting

-Anita Bartlett stated that the Area I Meeting was coming up in September. She wanted to know if any of the board members where interested in attending. Kevin Lund expressed interest.

4. 2021-2025 Long Range Plan

-Anita Bartlett presented the final draft of the 2021-2025 Long Range Plan to the board. She asked if they would review it for any corrections, additions or changes. Anita would like to put the Long Range Plan out for public comment in September.

5. District Report

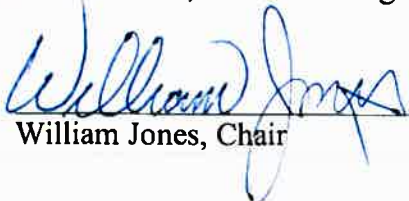
-The District Manager's Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, September 8, 2020 at 6:30pm. Dan Mahoney moved to adjourn the meeting, Wade Curuchet Second. Motion carried 7:25 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager


William Jones, Chair

Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 August 11, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Dan Mahoney
 Bill Jones
 George Renkert

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County Commissioner

The regular board meeting was called to order by Board Chair Bill Jones at 6:40 p.m.

Dan Mahoney moved to accept the minutes from August 11, 2020 regular Board Meeting. Kevin Lund Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|----------------|
| Checking | \$ 29,594.43 |
| Savings | \$ 837,105.16 |
| Petty Cash | \$ <u>2.63</u> |
| Total | \$ 914,437.33 |

SEPTEMBER MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|------------------------------|---------------------------------|----------------------|
| 7876 | Wyoming.com | website | \$ 20.00 |
| 7877 | Anita M Bartlett | salary | \$ 1,720.84 |
| 7878 | Susan Anderson | rent | \$ 443.02 |
| 7879 | Joyce Black | janitorial | \$ 250.00 |
| 7880 | Lincoln Financial | 4th Q Life Insurance | \$ 10.12 |
| 7881 | Blue Cross Blue Shield of WY | Insurance | \$ 737.00 |
| 7882 | Visa | | \$ 26.41 |
| 7883 | CenturyLink | conference line | \$ 45.48 |
| 7884 | Montana-Dakota Utilities Co. | utilities | \$ 21.20 |
| 7885 | RT Communications | utilities | \$ 88.63 |
| 7886 | Cloud Peak Accounting | review procedures | \$ 2,500.00 |
| 7887 | WACD | dues/September & October dental | \$ 7,778.40 |
| 7888 | Arbor Day Foundation | dues/September & October dental | \$ 25.00 |
| 7889 | Town of Kaycee | utilities | \$ 65.75 |
| 7890 | WWC Engineering | EWP-30% Design/survey | \$ 40,150.00 |
| 7891 | Anita M Bartlett | mileage | \$ 103.50 |
| 7892 | Anita M Bartlett | salary | \$ 1,720.82 |
| AP | IRS | tax deposit | \$ 1,059.76 |
| Grand Total | | | \$ 56,765.93 |

Wade Curuchet moved to approve the Treasurer's Report, the July Savings Account Reconciliation, the August Checking Account Reconciliation, and to accept payment of all bills. George Renkert Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett presented to the board the letter to the NRCS requesting additional funding to cover the projected increased cost of the EWP projects. Wade Curuchet moved to approve, sign and send the letter to the NRCS for additional funding for the EWP projects. George Renkert second. Motion carried.

-Anita Bartlett stated that she has been working to apply for various grants to assist in covering the cost of the 3 large EWP projects. So far she has applied for funding from the WY Game and Fish Department and WY Natural Resource Trust Fund. She also plans to apply for Small Water Development funding and continues to look for other grant opportunities.

2. FY 2021-2025 Long Range Plan

- Anita Bartlett asked the board if they had any corrections or additions to make to the Long Range Plan after they had time to review it. They board did not have any corrections; Commissioner Greenough had some grammatical corrections. Anita stated that she would makes those corrections and get the document out for public comment.

3. Western Spruce Budworm Project

-Anita Bartlett stated that she had met with Kelly Norris, State Forestry and Ken Graves regarding the spruce bud worm project. We will now be doing commercial thinning to save the trees that could be logged under a timber contract. Then in a phase 2 of the project we will come back in and commercially log the project area. The new plan will work well to control the issue. Anita will work with Kelly to get a RFP out so that we can look at bids at the next board meeting.

4. District Report

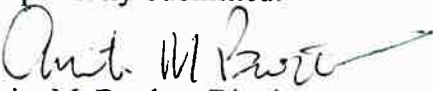
-The District Manager's Report was discussed.

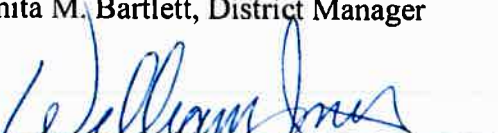
5. NRCS Field Office Report

-The NRCS Field Office Report was discussed. Allison McKenzie asked the Board to review and approve the Conservation Plan for the Garrett KC Ranch LLC. The plan was reviewed. Kevin Lund move to approve and sign the Conservation Plan for the Garrett KC Ranch LLC. George Renkert second. Motion Carried.

The next regular Board Meeting was scheduled for Tuesday, October 13, 2020 at 6:30pm. Kevin Lund moved to adjourn the meeting, Dan Mahoney Second. Motion carried 7:55 pm.

Respectfully Submitted:


Anita M. Bartlett, District Manager


William Jones, Chair


Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 October 13, 2020**

Supervisors Present:

George Renkert
 Wade Curuchet
 Dan Mahoney
 Bill Jones

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Kelly Norris, WY State Forestry

The regular board meeting was called to order by Board Chair Bill Jones at 6:34 p.m.

Dan Mahoney moved to accept the minutes from September 8, 2020 regular Board Meeting.
 Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|---------------|
| Checking | \$ 43,473.55 |
| Savings | \$ 837,245.06 |
| Petty Cash | \$ 2.63 |
| Total | \$ 880,721.24 |

OCTOBER MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|---------------------------------|----------------------------|----------------------|
| 7893 | Powder River Energy Corp | Utilities | \$ 83.55 |
| 7894 | Clear Creek CD | area I meeting | \$ 24.00 |
| 7895 | Wyoming.com | website | \$ 20.00 |
| 7896 | Anita M Bartlett | salary | \$ 1,720.82 |
| AP | WY Depart of Workforce Services | WC/UI 3Q taxes | \$ 340.55 |
| AP | IRS | tax deposit | \$ 1,059.80 |
| 7897 | Susan Anderson | rent | \$ 443.02 |
| 7898 | Joyce Black | janitorial | \$ 250.00 |
| 7899 | Visa | | \$ 349.16 |
| 7900 | Montana-Dakota Utilities Co | Utilities | \$ 30.97 |
| 7901 | Range | Utilities | \$ 88.79 |
| 7902 | CentryLink | conference line | \$ 118.08 |
| 7903 | WWC Engineering | EWP Engineering | \$ 25,350.00 |
| 7904 | Old Republic Surety Company | bond | \$ 307.00 |
| 7905 | WACD | dues-plant material center | \$ 31.62 |
| 7906 | Anita M Bartlett | mileage | \$ 172.50 |
| 7907 | Powder River Energy Corp | Utilities | \$ 90.39 |
| 7908 | Blue Cross Blue Shield of WY | insurance | \$ 737.00 |
| 7909 | NACD | Dues | \$ 775.00 |
| 7910 | Anita M Bartlett | salary | \$ 1,720.83 |
| 7911 | Kevin Lund | mileage | \$ 62.10 |
| 7912 | WACD | convention registration | \$ 481.00 |
| Grand Total | | | \$ 34,256.18 |

Dan Mahoney moved to approve the Treasurer's Report, the August & September Savings Account Reconciliations, the September Checking Account Reconciliation, and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that the Town of Kaycee/HJP EWP Project design and RFP documents are complete and that they are ready to send out to bid at any time. The Preconstruction Notice is ready to be submitted as soon as I receive the wetland determination from the NRCS. The board told Anita to send the Town of Kaycee/HJP EWP Project out to bid.

-At this time Anita Bartlett has not received designs for the 15 Mile Project. As soon as she has them, she will let the board know.

-Anita Bartlett informed the board that she has applied for a \$10,500 grant through the WNRF. The recipients of those grant funds will be announced at convention.

2. Red Fork Timber Stand Improvement Bids

- Anita Bartlett stated that they had received 3 bids for the Red Fork Timber Stand Improvement Project. Kelly Norris with the WY State Forestry assisted the Board with reviewing those bids. Dan Mahoney moved to select Soto Tree Services LLC as the recipient of the project. George Renkert Second. Motion Carried. The board discussed with Kelly the opportunity to thin additional acres as there would be grant funding left after this project was complete. Kelly stated that she would not have an issue finding acres to thin to finish utilizing the grant funds.

3. FY 20-21 Annual Plan of Work

-Anita Bartlett presented the FY 20-21 Annual Plan of Work to the Board for approval. Dan Mahoney moved to approve the FY 20-21 Annual Plan of Work. Wade Curuchet second. Motion Carried.

4. Local Work Group Meeting

-Anita Bartlett stated that the Local Work Group meeting is scheduled for Tuesday, October 20th at 10am. This will be a virtual meeting and Anita will have it up at the office if anyone wants to join her there as well, she will send the link to the board members to access at home.

5. Funds Transfer

-Anita Bartlett asked the board to consider transferring some of the reserve account funds set aside for the EWP projects into the checking account as we are beginning to see bills come in from those projects. Dan Mahoney moved to transfer \$100,000 from the savings account to the checking account for the purpose of pay bills for EWP projects. George Renkert second. Motion Carried.

6. Watershed Protection/Flood Prevention Project

-Anita Bartlett asked the Board if they would be willing to have a discussion with the Town of Kaycee regarding streambank stabilization on the Middle Fork of Powder River from the HWY Bridge to the Interstate Bridge. She has had a considerable number of landowners on this section of the river speak to her regarding streambank issues. The board stated that they would like Anita to move forward with discussion with the town and landowners on options to conduct a streambank stabilization project.

7. District Report

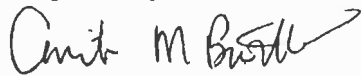
-The District Manager's Report was discussed.

8. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, November 10, 2020 at 6:30pm. Kevin Lund moved to adjourn the meeting, Dan Mahoney Second. Motion carried 8:22 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager


William Jones, Chair
Wade Curuchet, Secretary/Treasurer

**Powder River Conservation District
 Monthly Board Meeting
 December 8, 2020**

Supervisors Present:

Kevin Lund
 Wade Curuchet
 Bill Jones

Others Present:

Anita Bartlett, District Manager
 Allison McKenzie, District Conservationist
 Linda Greenough, County Commissioner

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 November 17, 2020 regular Board Meeting.
 Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

| | |
|------------|----------------|
| Checking | \$ 165,496.63 |
| Savings | \$ 737,314.25 |
| Petty Cash | \$ <u>2.63</u> |
| Total | \$ 902,813.51 |

DECEMBER MONTHLY EXPENSES

| <u>Check #</u> | <u>TO</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|------------------------------|--------------------------|----------------------|
| 7928 | Powder River Energy Corp | utilities | \$ 106.28 |
| 7929 | Visa | | \$ 22.22 |
| 7930 | Wyoming.com | website | \$ 20.00 |
| 7931 | Susan Anderson | rent-miss wrote check | \$ 10.00 |
| 7932 | Anita M Bartlett | salary | \$ 1,720.82 |
| 7933 | Susan Anderson | rent | \$ 443.02 |
| 7934 | Joyce Black | janitorial | \$ 250.00 |
| 7935 | Montana-Dakota Utilities Co. | utilities | \$ 45.30 |
| 7936 | Range | utilities | \$ 88.79 |
| 7937 | WWC Engineering | EWP engineering | \$ 6,220.00 |
| 7938 | Streeter Ranch | Cost Share Reimbursement | \$ 20,000.00 |
| AP | IRS | November tax deposit | \$ 1,059.78 |
| 7939 | Anita M Bartlett | mileage | \$ 172.50 |
| 7940 | Anita M Bartlett | salary | \$ 1,720.82 |
| 7941 | Lincoln Financial | 1st Q Life Insurance | \$ 10.13 |
| Grand Total | | | \$ 31,889.66 |

Kevin Lund moved to approve the Treasurer's Report, the October Savings Account Reconciliation, and to accept payment of all bills. Wade Curuchet Second. Motion Carried.

BUSINESS:

1. EWP Projects

-Anita Bartlett stated that Barnum Inc had signed the Contract for Services for the Town of Kaycee/HJP EWP Project. Once the board signs the agreement Barnum Inc will be ready to start the project after the first of the year. Wade Curuchet moved to approve and sign the Contract for Services for the Town of Kaycee/HJP EWP project with Barnum Inc. Kevin Lund Second. Motion carried.

-Anita Bartlett presented a Letter of Extension for 220 days to the board. This extension will change the deadline from February 3, 2021 to September 11, 2021. Wade Curuchet moved to approve and sign the Letter of Extension for the EWP projects. Kevin Lund second. Motion carried.

-Anita Bartlett stated that so far, the District has gotten a \$10,500 WNRF grant and a \$195,000 grant from WWNT. We will not know if we received any WY Game and Fish funding for the projects until after the first of the year. Anita may try to apply for two small water development grants which are due by the end of the year, but she needs to check the timing to make sure their requirements work with our timeline.

2. Cost Share Projects

- Anita Bartlett stated that Allen Streeter has completed his cost share project. He drilled a well and installed two stock water tanks. His reimbursement was included in this month's bills.

3. Wyoming Mask Mandate/Enforcement

-Anita Bartlett inform the Board that the Governor passes a mask mandate for Wyoming going into effect December 9, 2020 through January 8, 2021. She asked the board how they would like her to enforce this mandate in the office. They state she should post the mandate and do her best.

4. Christmas Bonus

-Kevin Lund moved to give Anita Bartlett a \$500 Christmas bonus. Wade Curuchet second. Motion Carried.

5. District Report

-The District Manager's Report was discussed.

-Anita Bartlett asked the board if they would be alright with her working from home the week of December 28-31, 2020 as her mom would be in town. If not, she would be willing to utilize her leave. The board stated they were fine with Anita teleworking from home during that time.

6. NRCS Field Office Report

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, January 12, 2021 at 6:30pm. Kevin Lund moved to adjourn the meeting, Wade Curuchet Second. Motion carried 7:13 pm.

Respectfully Submitted:



Anita M. Bartlett, District Manager



William Jones, Chair



Wade Curuchet, Secretary/Treasurer