

**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**

<b><u>Check #</u></b>	<b><u>TO</u></b>	<b><u>Memo</u></b>	<b><u>Amount</u></b>
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
<b>Grand Total</b>			<b>\$ 8,918.42</b>

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 3-4<sup>th</sup> 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**

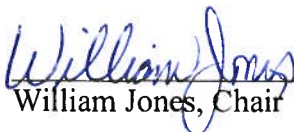
-The NRCS Field Office Report was discussed.

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



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William Jones, Chair



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Wade Curuchet, Secretary/Treasurer