

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

**Supervisors Present:**

Kevin Lund (call in)  
George Renkert  
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.

Dan Mahoney moved to accept the minutes from March 10, 2020 regular Board Meeting. George Renkert Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 99,590.71
Savings	\$ 709,752.35
Petty Cash	\$ <u>2.63</u>
Total	\$ 792,579.87

**APRIL MONTHLY EXPENSES**

<b><u>Check #</u></b>	<b><u>TO</u></b>	<b><u>Memo</u></b>	<b><u>Amount</u></b>
7784	Powder River Energy Corp.	utilities	\$ 139.45
7785	USPS	newsletter postage	\$ 116.66
7786	Wyoming.com	website	\$ 20.00
7787	Anita M. Bartlett	mileage	\$ 51.75
7788	Anita M. Bartlett	salary	\$ 1,676.10
AP	Depart of Workforce Services	1Q WC/UI	\$ 357.78
AP	IRS	Tax Deposit	\$ 1,014.66
7789	Susan Anderson	rent	\$ 443.02
7790	Joyce Black	janitorial	\$ 250.00
7791	Kaycee Community Voice	subscription	\$ 24.00
7792	Kaycee General Store	library program	\$ 43.15
7793	Montana-Dakota Utilities Co.	utilities	\$ 54.59
7794	RT Communications	utilities	\$ 87.29
7795	Visa	Office supplies/travel	\$ 75.89
7796	Blue Cross Blue Shield	insurance	\$ 735.46
7797	Anita M. Bartlett	salary	\$ 1,676.11
7798	Powder River Energy Corp.	utilities	\$ 108.55
<b>Grand Total</b>			<b>\$ 6,874.46</b>

George Renkert moved to approve the Treasurer's Report, the February and March Checking and Savings Account Reconciliations and to accept payment of all bills. Dan Mahoney Second. Motion Carried.

## **BUSINESS:**

### **1. Cost Share Program**

-Anita Bartlett asked the board if they had thought about the question brought forth last month regarding funding high tunnel gardens through the cost share program and if they were ready to make a decision. Dan Mahoney moved to not accept applications for high tunnel gardens at this time and encourage anyone interested in these to apply through the NRCS programs. George Renkert second. Motion Carried.

### **2. State Forestry Grant Agreement**

-Anita Bartlett stated she had received the State Forestry Agreement for the Spruce Budworm project for the amount of \$127,000 and that it needed approval and signing. Dan Mahoney moved to approve and sign the State Forestry Grant Agreement for the Spruce Budworm project. George Renkert second. Motion carried.

### **3. Employee Insurance**

-Anita Bartlett informed the board that WACD decided on offering the following insurance plans: \$1,500 Deductible Standard Plan, \$1,500 High Deductible plan, and the \$3,500 Embedded High Deductible plan. Anita is currently on the \$1,000 Deductible Standard Plan and as it is no longer offered a new plan needs to be selected. George Renkert moved to switch Anita Bartlett's insurance plan to the \$1,500 Standard Deductible Plan. Dan Mahoney second. Motion Carried.

### **4. EWP Agreement**

-Anita Bartlett stated that the NRCS EWP Contract Agreement was final ready for signatures. The agreement is for the total amount of \$1,837,468.00 in which the NRCS will provide \$1,424,383 and the PRCD is responsible for \$413,085.00. This is for the 5 EWP projects from the 2019 flood. Dan Mahoney moved to approve and sign the NRCS EWP Contract Agreement. George Renkert second. Motion Carried.

### **5. NRCS/PRCD MOU Agreement**

-Anita Bartlett informed the board that she had received the new NRCD/Conservation District MOU that was discussed at Area Meetings and WACD Convention. The MOU outlines the relationship between the NRCS and District. George Renkert moved to approve and sign the NRCS/PRCD MOU Agreement. Dan Mahoney second. Motion carried.

### **6. COVID-19 Closures**

-Anita Bartlett discussed district functions since the closure to the public on March 23, 2020. She has been alternating working in the office (closed to the public) and working from home. She has started a district Facebook page to stay in contact with the public, working with landowners via email and telephone. Meetings are being held virtually. Guidance has been sent out from LGLP regarding employee rights and paid leave due to COVID-19 as well, the county commissioners have sent out information for non-government revenue items that can be reimbursed. At this time the closure has been extending through April in which new guidance will be sent out.

**7. Black Hills Natural Resource Youth Camp**

-Anita Bartlett asked the board their thoughts on holding the BHNRY Camp this year. At this time, we cannot get background checks done on volunteers and we are unsure when that restriction will be lifted. Most large gatherings have been cancelled through June at this point as we are unsure when the restriction of more than 10 people will be lifted. The employees that work on this are reaching out to our boards for their thoughts. There was much discussion on this topic. George Renkert moved to cancel the Black Hills Natural Resource Youth Camp for 2020 and plan to resume the camp in 2021. Dan Mahoney Second. Motion Carried.

**8. District FaceBook Page**

-Anita Bartlett stated that since the COVID-19 closure she has started a FaceBook Page for the District (A suggestion made by Allison McKenzie). Thus far she has put up videos of experiments for kids, plant, flower, insect information, promoting Barnyards & Backyard zoom sessions, FSA programs, and some trivia. She would like to do a photo contest during the month of May in which participants can submit photos on the FaceBook page or via email. The winner of each category would get a gift certificate to the Kaycee business of their choice and the winners would be published in the Kaycee Voice. The Board was in favor of the Photo Contest. Anita asked if there was anything else, they would like to see on the page. At this time, they had no further ideas.

**9. Tree Deliveries**

-Anita Bartlett informed the Board that the large stock trees are scheduled to be delivered within the next two weeks and asked if anyone would be available to assist. Dan, Kevin, and Bill said they should be available. As well, seedling trees are scheduled to be delivered the first week of May unless there are issues at the CSU Nursery due to the COVID-19 closures.

**10. District Report**

-The District Manager's Report was discussed.


**11. NRCS Field Office Report**

-The NRCS Field Office Report was discussed.

The next regular Board Meeting was scheduled for Tuesday, May 12, 2020 at 6:30pm. Dan Mahoney moved to adjourn the meeting, George Renkert Second. Motion carried 7:30 pm.

Respectfully Submitted:

  
Anita M. Bartlett, District Manager

  
William Jones, Chair

  
Wade Curuchet, Secretary/Treasurer