

**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