

**Powder River Conservation District  
 Monthly Board Meeting  
 January 12, 2021**

**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 December 8, 2020 regular Board Meeting. Wade Curuchet Second. Motion Carried.

The Treasurer's Report was reviewed as follows:

Checking	\$ 169,562.40
Savings	\$ 737,376.88
Petty Cash	<u>\$ 6.53</u>
Total	\$ 906,945.81

**JANUARY MONTHLY EXPENSES**

<b><u>Check #</u></b>	<b><u>TO</u></b>	<b><u>Memo</u></b>	<b><u>Amount</u></b>
7942	Blue Cross Blue Shield of WY	insurance	\$ 737.00
7943	USPS	Postage-Newsletter	\$ 111.72
7944	Wyoming.com	website	\$ 20.00
7945	Anita M Bartlett	bonus/mileage	\$ 586.25
7946	Anita M Bartlett	Salary	\$ 1,720.83
7947	Department of Revenue	2020 sales tax	\$ 281.16
AP	IRS	Tax deposit	\$ 1,059.78
AP	WY Depart of Workforce Services	4th Q WC/UI	\$ 338.70
7948	Susan Anderson	rent	\$ 443.02
7949	Joyce Black	janitorial	\$ 250.00
7950	Blue Cross Blue Shield of WY	insurance	\$ 737.00
7951	Montana-Dakota Utilities co	utilities	\$ 62.67
7952	WACD	Jan/Feb Dental insurance	\$ 76.40
7953	Range	utilities	\$ 87.40
7954	Town of Kaycee	utilities	\$ 65.75
7955	Visa	Office supplies/postage	\$ 311.84
7956	CenturyLink	conference Line	\$ 82.59
7957	WWC Engineering	EWP engineering	\$ 5,280.00
7958	Energy Laboratories	well water testing	\$ 632.00
7959	WY Depart of Ag	tree permit	\$ 25.00
7960	Anita M Bartlett	Salary	\$ 1,723.82
<b>Grand Total</b>			<b>\$ 14,632.93</b>

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

## **BUSINESS:**

### **1. EWP Projects**

-Anita Bartlett stated that WWC Engineering has submitted a Change Order Request in the amount of \$9,800 to complete the 3 diversion designs. This cost is to cover the redesign of the Moffett Diversion and the extra surveying needed at the beginning of the design process. Kevin Lund moved to approve the Change Order Request in the amount of \$9,800 from WWC Engineering. Wade Curuchet second. Motion Carried.

-Anita Bartlett informed the board that Barnum Inc. hopes to start the Town/HJP project in the near future. They have started hauling rock and hope to complete the project by the end of February.

-Anita Bartlett stated that she had received final designs and RFP materials from the NRCS for the 15 Mile Draw EWP project. She will be putting the bid request out on Public Purchase tomorrow and the closing date will be Friday, February 5<sup>th</sup> to submit bids. At the next board meeting, supervisors will need to select a contractor so that we can hopefully complete this project by the beginning of April.

### **2. Election of Officers**

- Anita Bartlett informed the board that it was once again time to elect officers. Kevin Lund moved to retain the current slate of officers: Bill Jones-Chair, George Renkert-Vice-chair, and Wade Curuchet- Secretary/Treasurer. Wade Curuchet second. Motion Carried.

### **3. WWNRT Grant Agreements**

-Anita Bartlett presented the WWNRT Grant agreements for the board to approve and sign. Wade Curuchet moved to approve the WWNRT Grant Agreements and to have the Chair sign them. Kevin Lund Second. Motion Carried.

### **4. Intent to Use WDA Lab Funding**

-Anita Bartlett presented to the board the Intent to Use WDA Lab Funding form. She said that the district utilizes this fund for their well water testing day and that she had already submitted a reimbursement to this fund. Kevin Lund moved to fill out the Intent to Use WDA Lab Funding form with the intent to utilize our funding. Wade Curuchet Second. Motion Carried.

### **5. Reorganization Form**

-Anita Bartlett asked the Board to review their information and to see if any corrections needed to be made. The Board stated that their information was correct. Anita will submit the form to WDA/WACD.

### **6. Black Hills Natural Resource Youth Camp**

-Anita Bartlett stated that it is time to begin planning for the BHNRY Camp and the director asked that we discuss with our boards their comfort level on planning for/holding camp this year. The board stated that they are in favor of beginning the planning phase of Camp but to have a contingency plan in place in case the COVID restrictions have not been lifted and camp needs to be canceled for that reason.

**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, 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



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William Jones, Chair



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Wade Curuchet, Secretary/Treasurer