

Original

LINGLE/FT. LARAMIE CONSERVATION DISTRICT

MINUTES

Tuesday January 17th, 2023
LFLCD Office, LINGLE, Wy

Members Present: Jenna Meeks, Dave Johnson, Matt Teeters, and Linda Nichol

Members Absent: Don McDowell

District Employees Present: Karen Johnson, District Manager

NRCS: Ryan Clayton

REGULAR MONTHLY MEETING: Vice-Chair called the regular meeting to order at 1:00 pm in the Lingle Fort Laramie Conservation District Office.

APPROVE AGENDA: Jenna moved to approve the agenda. Dave seconded the motion, and the motion was carried.

MINUTES: Dave moved to approve the minutes. Jenna seconded the motion, and the motion was carried.

TREASURER'S REPORT:

Checking Balance	\$117,619.91
Income	\$ 13,177.47
Expenses	\$ 11,530.80
Ending Balance	\$119,267.30
Savings Balance	\$ 10,010.50
Total Balance	\$129,277.80

Dave motioned to approve the Treasurers with the correction to the January Voucher check # 1601 to change telegram to radio. Jenna seconded the motion, and the motion was carried.

RECONCILED BANK AND CREDIT CARD STATEMENTS: Dave motioned to approve the reconciliation statements as presented. Jenna seconded the motion, and the motion was carried.

NRCS: Ryan's report was that there really were no changes since last month. The Inflation Reduction Act (IRA) was delayed for the time being. The EQIP ranking should hopefully be completed by the end of January.

WALK IN:

NEW BUSINESS:

A. The Reorganization Form resulted in a postponement and the need to call a special meeting to be scheduled for Monday January 23rd, 2023, at 2:30 pm so all board members could be present. Karen will advertise the Special Meeting.

B. Tree Orders for 2023 were discussed and the board will not return any pre-ordered trees. Karen will also look into ordering trees for the 4th graders of Lingle Elementary School for Arbor Day on April 28th, 2023.

C. Jenna motioned to approve the Risk Management Policy as presented. Matt seconded the motion, and the motion was carried. The Procurement Rule was discussed, Karen will call Chris for advice pertaining to the Procurement Rule adopted by the Board in December 2019. The current Procurement Rule on file has no board signatures.

D. Update on all quarterly and year end reports was provided by Karen, all reports have been filed. Checks presented in the Treasurers Report for signatures.

E. WACD dues will be paid. The Economic Development Membership dues was presented. Jenna moved to pay the Bronze Membership in the amount of \$200. Dave seconded the motion, and the motion was carried.

F. The quarterly Newsletter was presented to the Board. A few changes need to be made. Jenna will make the changes. Karen will prepare them for mailing before end of the month.

G. Barnyards & Backyards Grant for small irrigation workshop has been submitted.

H. SAMS Renewal is good until September 2023

I. QuickBooks, purchased May of 2020 will continue to work without purchasing updates.

J. Karen will attend the WACD training in February. Matt will do zoom training if provided.

OLD BUSINESS:

- A. Karen will get information from Shawn Follum, the NRCS Wyoming State Conservationist Engineer, at 307-233-6748 to follow up on any available funding for the Town of Fort Laramie on watersheds.
- B. Linda contacted the windows and door contractor and asked for an itemized and more detailed bid. Contractor submitted updated bid and agreed to accept deposit of half the bid amount. Check was approved for \$1750.00 and written on January 12th, 2023. Karen still needs to purchase the plexi-glass from Century Lumber for the front door.
- C. WY Ag in the Classroom membership was submitted. Jenna motioned to donate \$150.00, Dave seconded the motion, and the motion was carried.
- D. The WY Energy monthly grant report was submitted and included in the board packet.
- E. Water Testing Dates were discussed. It was decided to set a date for April 18, 2023. This will be included in the newsletter. Karen will advertise on Facebook and the website. Karen will also set this date up with the WACD lab in Laramie.
- F. An update on the Hazardous Waste Day was given by Jenna. A final bill still has not been received due to billing errors. A separate billing needs to be done and presented to SAREC. Jenna will give SAREC an invoice.

DRILL REPORT: The monthly drill report was included in the board packets for review. Both drills need servicing and inspected before spring. Drill # 2 currently has a flat tire. Jenna made a motion to get with Brott's Repair to do the servicing, inspections, and fix the tire. Dave seconded the motion, and the motion was carried.

PIVOT TRACK CLOSER/BROADCASTER: No report

TRUCK REPORT: Mileage log for 2022 was included in the packet.

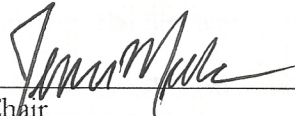
SOCIAL MEDIA REPORT: Karen has currently updated the website and monitors the Facebook page.

OTHER REPORTS: Newcomb's would like the drill and pivot closer removed or pay \$20 each per month for parking. Karen will have them moved by end of the month to either the Lingle Office or Torrington Office. The District personnel policy was discussed, and will be reviewed next month. A discussion about office hours was discussed pertaining to upcoming drill delivery, inclement weather, errands, and trainings. Karen will look into WDA policies.

CORRESPONDENCE: WDA Newsletter, WWA, WASD Newsletter, CCCD Newsletter, WASD Newsletter

ADJOURN: The Vice-Chair adjourned the meeting at 4:16 pm.

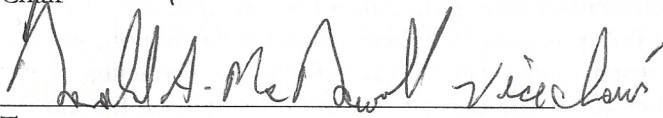
NEXT REGULAR BOARD MEETING: **February 14th, 2023, at 1:00 pm at the Lingle Office.**



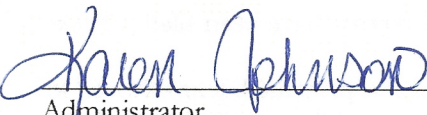
 Chair

2/14/23

 Date



 Treasurer



 Administrator