**LINGLE/FT. LARAMIE CONSERVATION DISTRICT**

**MINUTES**

**TUESDAY, March 9th, 2021**

**POINTS WEST BANK, LINGLE**

**REGUALAR MONTHLY MEETING**

Chair called the regular meeting to order at 1:10 PM

Members Present: Don McDowell, Linda Nichol, Jenna Meeks, Dave Johnson. Tim Bartel.

District Employees Present: Karen Johnson, District Manager

Ryan Clayton, DC, NRCS was present

**APPROVE AGENDA:** Linda motion to approve the agenda as presented. Jenna seconded motion**,** and motion was carried.

**MINUTES:** Jenna moved to approve the regular meeting minutes as presented, Linda seconded the motion, and the motion was carried.

**TREASURER’S REPORT:** (as presented on the Agenda)

Last Meeting Balance $138,547.78 $131,583.99

Income $ 1,201.92 $ 1,201.92 Corrected numbers per reconciliation

Expenses $ 2,567.51 $ 6,898.75

Ending Balance $ 130,218.40 $129,968.94

Savings Balance $ 6,963.79 $ 6,963.79

Total Balance $ 137,182.19 $136,932.73

Check #2365 for $3.818.59 from 8/10/2020 to WACD was still outstanding. It was decided to stop payment and reissue a check. Linda motion to approve the reissue the check to WACD, Dave seconded the motion, and motion was carried. Jenna noted that Karen had not changed the dates of the Treasurers Report on the Agenda, Karen will change those. It was also noted, the balances were not matching up on Treasurers Report from month to month. Karen stated she just put in the numbers given to her by Samantha Valentine, Accountant who resigned effective February 5th, 2021. Karen will go back over the past few months of the Treasurers Report to find discrepancies. Due to this issue, the Treasurers Report was tabled pending further review.

**RECONCILED BANK & CREDIT CARD STATEMENTS:** Linda motioned to pay the Visa bill assoon as it arrived to avoid late charges, Don seconded the motion, and motion was carried. Reconciled Bank Statements were tabled pending further review by Dave and Karen.

The Board also removed Joe Speckner and Kelly Greenwald from the PW Bank Account and added Jenna Meeks and Tim Bartel

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**NRCS**: Ryan presented a letter to the Board with all current updates from the NRCS. With the arrival of the new drill coming soon, Ryan recommended to the Board to purchase a second set of tools needed for calibration of the drill. The items needed are small flat back bucket, fish scale. Karen will look into purchasing these items. Jenna motion to purchase the items needed, Linda seconded the motion, and Motion was carried.

**UNFINISHED BUSINESS:**

1. Seedling trees from WSFD was discussed and tabled until next month's meeting.
2. Water testing supplies with approximately 30-40 kits will be requested. Still waiting on actual costs of testing. Karen will follow up on this. A future date to hold water testing will be discussed at either the April or May monthly meeting.
3. Archives were delivered to Cheyenne on February 23,2021 by Karen**.**
4. CR Mills Subdivision. Jenna motioned to approve the letter to Benchmark, Tim seconded the motion, and motion was carried. Karen will deliver to Benchmark.

**NEW BUSINESS:**

1. Office schedule was discussed. Due to covid the offices can only have 25% capacity. The copy of the scheduled hours was presented. Karen is scheduled to work Mondays 8-10am and Thursdays 8am-12pm. The remaining hours Karen will be working from home.
2. Tree Program
3. Nursery license was received and was filed in the office file cabinet.
4. Tree Proposal Meeting with NPVCD and SGCD on 2/16/21 was discussed. Jenna and Karen will respond with a proposal to NPVCD to charge the residents of LFCD the $45.00 per hour for Tree Technician hours. LFLCD will then reimburse residents half the cost of tree planting up to $750 per reimbursement policy. Jenna motioned to approve the proposal, Tim seconded, and Motion was carried.
5. David Hunt’s purchase of insurance through NPVCD was a concern. NPVCD is refusing to address the issue after collecting the insurance money from David Hunt due to no contract with LFLCD.
6. There are several residents requesting tree plantings within the District. This is an issue the Board is trying to work through before time runs out to plant trees.
7. Supervisor/Employee Training was successful and informative. Karen, Don, and Linda attended the training in Cheyenne. Jenna attended zoom training in Torrington. Bonding paperwork was updated for the District through Western Surety purchased through Burns Insurance.
8. Karen contacted the WDA and acquired documents to perform internal audits of the files to ensure everything was up to par. Karen will do these as soon as time permits in the office.
9. Samantha Valentine’s resignation as bookkeeper was noted. Karen and David will work on learning bookkeeping.
10. Area II Meeting date in September works for the Board. Karen will look into possible venues to hold a luncheon.
11. Karen will start working on the State Funding Checklist and Minutes Reconciliation. She will get those updated and sent in.
12. Local Government Liability Pool Renewal will be filled out by Karen and brought to next month’s meeting for approval

**DRILL REPORT**:

1. Report was given. The drill is scheduled for end of March throughout the first 2 weeks of April, weather permitting.
2. Outstanding Debt from 2 clients was discussed. Karen will continue to bill for one client. Linda approved to write-off the debt for the other client, Jenna seconded the motion, and motion was carried.

**NEW DRILL REPORT:**

1. The new drill is estimated to ship from Kansas on March 18th, 2021 to Brown Company in Torrington. Brown Co. will need to set it up before delivering to LFCD Board. Payment for the drill may need to be made before the next month’s meeting. Linda motioned to approve payment to Brown Co. if necessary, Jenna seconded the motion, and motion was carried**.**
2. Karen will follow up on any receipts to be presented to Economic Development for Drill Grant to receive Grant Money.

**BROADCASTER/SEEDER:**

1. At this time, no rentals are set in stone, a lot of inquiries for use are being made**.**

**SOCIAL MEDIA REPORT:** Karen will post on facebook and website about future water testing and add minutes to the website.

**OTHER REPORTS:**

1. Numerous documents and files for LFCD being received since 2/17/21 from NPVCD manager. Karen is sorting and organizing files and documents as she receives them.
2. Department of Revenue compliance letter received and filed.
3. Workforce Services have given a credit towards unemployment compensation.
4. Karen will go on-line to conduct the US Census Bureau.
5. New posters made for the drill and seeder have been created and hung in front lobby.

**CORRESPONDENCE:** Was passed around for review by the Board.

With no further business to come before the Board, Chair adjourned the meeting at 4:02 pm.

**NEXT REGULAR BOARD MEETING: April 13th, 2021** at 1:00 p.m. at Points West Bank in Lingle,

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Chair Date

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Treasurer

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Administrator