**LINGLE/FT. LARAMIE CONSERVATION DISTRICT**

 **MINUTES**

**Tuesday March 14th, 2023**

**LFLCD Office, LINGLE, Wy**

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

**Members Absent**:

**District Employees Present**: Karen Johnson, District Manager

**NRCS:** Jamie Mueney

**REGULAR MONTHLY MEETING:**  Chairman called the regular meeting to order at 1:06pm in the Lingle Fort Laramie Conservation District Office.

**APPROVE AGENDA:** Don moved to approve the agenda. Linda seconded the motion**,** and the motion was carried.

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

**TREASURER’S REPORT:** CheckingBalance $133,267.89

 Income $ 2,885.12

 Expenses $ 16,586.67

 Ending Balance $119,566.34

 Savings Balance $ 10,010.50

 Total Balance $129,576.84

Don motioned to approve the Treasurer’s Report as presented. Matt seconded the motion, and the motion was carried.

**RECONCILED BANK AND CREDIT CARD STATEMENTS:**  Dave approved the bank and credit card reconciliation.

**NRCS:** Ryan provided a written report for the board to be included in the packet. Jamie read and asked if the board had any questions.

**WALK IN:** None

**NEW BUSINESS:**

**A**. A discussion about updating the district employee’s handbook, some changes will be made and brought to future meetings for review.

**B.** A preliminary budget was given to the board to review, Karen will work on past expenses and income for review in April**.**

**C.** The board was presented base funding worksheet from WDA. The board approved the bond and risk management policies. Jenna signed and Karen will submit the forms to WDA.

**OLD BUSINESS:**

1. The NRCS provided self-addressed stamp envelopes and survey form for the district to mail out. Karen has been working on completing this project with assistance from Jenna.
2. The small acreage workshop is scheduled for April 25th, 2023. This event will be held in Fort Laramie.
3. WACD training dates will be April 11-12, 2023, in Cheyenne. Jenna and Karen will attend. Matt will let Karen know if he can attend. Water testing is still on for April 18th. Karen has completed the task of putting kits together. She has given out a few kits and will call other constituents who have signed up to pick up their kits. Don may be able to deliver the kits to Laramie instead of Karen. The trees will be delivered the first week of May.
4. The monthly grant report was reviewed. Karen has submitted receipts and report for reimbursement for door and windows.Lights still need purchased for office.
5. Jenna provided an update on Hazardous waste days. She received an additional bill from Clean Harbors. The bill has been submitted to NPVCD & SGCD for reimbursement. The board approved unanimously to pay the additional bill. Karen created the check during the meeting for signatures.

**REPORTS: DRILL REPORT**: The old drill has been serviced and is ready to go. The new drill is currently at Brotts for service. Karen has received several requests for the drill.

**PIVOT TRACK CLOSER/BROADCASTER:** Karen will get closer trailer tire dropped off for repair. The closer has several requests next month.

**TRUCK REPORT:** The pickup is scheduled for recall service on 3/21/23 at 11:00 am at the Dodge dealership in Wheatland. Jenna will take it over.

**SOCIAL MEDIA REPORT:** Karen has updated the website the Facebook page.

**OTHER REPORTS:**  Karen has ordered new checks for the district. The district will need to update their QuickBooks 2020 subscription before May 31, 2023. Karen presented the board with a list of tasks she completed for the month, and a new list of tasks needing to be done.

**CORRESPONDENCE:** CCCD newsletter, CCCD newsletter, Wy Ag in the Classroom “Thank you letter” Goshen Chamber Chat, and Goshen Economic Development card were passed around for review.

**ADJOURN:** The Chair adjourned the meeting at 3:50 pm.

**NEXT REGULAR BOARD MEETING: Due to WACD training the next meeting will be scheduled for April 13th, 2023, at 1:00 pm at the Lingle Office.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator

 Page 2 of 2