

**LINGLE/FT. LARAMIE CONSERVATION DISTRICT**

**MINUTES**

**Tuesday September 12th, 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:** Ryan Clayton was not present.

**REGULAR MONTHLY MEETING:** Chairman called the regular meeting to order at 1:04 pm in the Lingle Fort Laramie Conservation District Office.

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

**MINUTES:** Linda moved to approve the minutes with correction of under New Business Section "E" the year should be 2024. Don seconded the motion, and the motion was carried.

<b>TREASURER'S REPORT:</b>	Checking Balance	\$135,376.16
	Income	\$ 3,198.06
	Expenses	\$ 2,911.45
	Voided Checks	\$ 250.00
	Ending Balance	\$ 135,912.77
	Savings Balance	\$ 15,042.90
	Total Balance	\$ 150,955.67

Dave moved to approve the Treasurer's Report. 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 was not present, but he did provide the board with a written report included in the packet.

**WALK IN:** None

**NEW BUSINESS:**

- A. F-32, Internal Audit, Report Summary, Proof of Cash due by September 30, 2023, was reviewed and signed by the Treasurer and Chairman.
- B. The Ag Expo at SAREC was discussed. Karen will reach out to Kelly to see where assistance is needed.
- C. Area II meeting will be attended by board members Don & Linda. Karen will attend if she is able. The convention was discussed. A few board members have reserved rooms to attend. An Auction item will need to be purchased. Jenna will speak with April to possibly get a basket together. The district will provide a rain gauge for the employee silent auction.
- D. Insurance for equipment and building was reviewed. The board would like a representative from insurance company to attend next months meeting to review policy. Karen will extend an invitation to Michelle at Burns to attend.
- E. The WNRF Gator Tickets have all been sold. Karen will collect funds and mail to WNRF.
- F. The Botanical Garden MOU was discussed. The Board would like to visit with the Town of Lingle to discuss a new MOU.
- G. Employee Review was held out of context with the agenda. The Chairman continued on to other items of the agenda.

**OLD BUSINESS:**

- A. The Town of Lingle's Geodome for the community garden has been completed with assistance from the University of Wyoming and Wy Dept of Agriculture.
- B. The District had a booth at the Star Expo held at EWC and the Hemp Farm on Sept 6 & 7<sup>th</sup>, 2023. The winner of the rain gauge drawing was Craig Hayes of LaGrange. Karen will contact him to pick up.
- C. The monthly grant report was presented in the board packet. This is due each month until next April.

**REPORTS: DRILL REPORT:** Report was included in the board packet.

**PIVOT TRACK CLOSER/BROADCASTER:**

**TRUCK REPORT:** The truck is scheduled to have repairs in Scottsbluff on October 3<sup>rd</sup>, 2023. Karen will deliver it on October 2<sup>nd</sup> and leave it.

**SOCIAL MEDIA REPORT:** Karen will update when time allows.

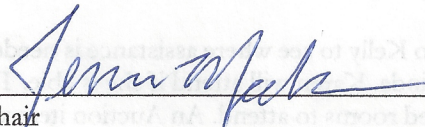
**OTHER REPORTS:** Matt motioned to keep the donation price for the rain gauges at \$35.00 each. Linda seconded the motion, and the motion was carried. Backyards & Barnyards are up for renewal. Don motioned to renew the subscription. Matt seconded the motion, and the motion was carried. Marian Johnson's small water project was discussed. Karen will correspond with Ryan Clayton concerning the next steps to be taken for this project. Karen will start the preorder for tree sales next spring. Jenna will follow up with the Hazardous Waste Days.

**CORRESPONDENCE:** Converse County CD Newsletter & WACD Newsletter was included in the board packet.

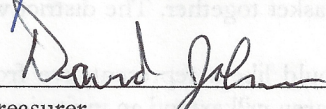
**ADJOURN:** The Chairman adjourned the meeting at 3:00 pm to call an executive session to discuss employee reviews & schedule.

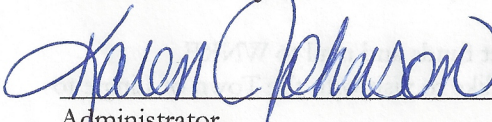
**EXECUTIVE SESSION:** The Chairman called the executive session to order at 3:01pm. This meeting was to discuss personnel and employee review. The Chairman adjourned the executive session at 4:10 pm. The regularly scheduled board meeting was called to order at 4:11 pm to take action on executive session discussion. The board signed employee temporary flexible schedule and employee review. Regular board meeting adjourned at 4:16 pm.

**NEXT REGULAR BOARD MEETING:** The next regularly scheduled board meeting will be scheduled for **October 10th, 2023, at 1:00 pm at the Lingle Office.**

  
Chair

10/10/23  
Date

  
Treasurer

  
Administrator