

Laramie County Conservation District

11221 U.S. Hwy. 30
Cheyenne, WY 82009

Regular Board Meeting

Thursday, Nov. 15th, 2018

4:00 p.m.

Attendance

Supervisors Present: Tom Farrell, Chairman; Kevin Wells, Vice Chairman; Dennis Hemmer, Treasurer; Lindi Kirkbride, Secretary. Newly Elected Board Member: Ann Sanchez

District Employees Present: Shaun Kirkwood, Kathy Cooney, Rex Lockman, Paul Sandler.

1. CALL TO ORDER

At 4:16 p.m. Tom called the board meeting to order.

2. MINUTES OF THE PREVIOUS MEETING- Oct. 18, 2018

Lindi stated there should be a correction to Representative Henderson, not Senator Henderson, under Jeff's program report.

Dennis moved to approve the minutes from the previous meeting as amended;
Lindi seconded the motion. MOTION CARRIED.

3. TREASURER'S REPORT- Profit and Loss Statement – (Oct. 2018) Dennis/Shawn

Dennis presented the Treasurer's Report and the Board recommended to submit it for audit.

FY 2017-18 Audit Report- Presentation from Rob Dickerson, CPA, to answer any questions.

Rob Dickerson presented the Draft Audit to the Board referencing page 8 of the draft showing the end of year cash on hand, and the pension obligation to WY Retirement, as it is a state requirement; page 9 showing the Fund Balances of Committed Funds of \$903,000.00 & Unassigned Funds of \$479,000.00 in cash and depreciation accounts; page 10 showing the income & expenses statement; page 11-16 with accounting policies (no changes this year); page 16 footnote #2 regarding not adequate collateral secured.

Shaun asked about budgeting for next fiscal year and trying to be more accurate in account expenses.

The security bond maturing at Central Bank & Trust was discussed. Kathy will go to the bank to request a current printout showing monies are insured.

4. PROGRAM REPORTS –

–Education (Tom, Paul)

Paul stated he taught a soils class, a PLT Workshop to 12 early childhood educators, and just taught two classes at Central High School.

Paul stated the newspaper insert has been published, and also that he and Rex will be visiting the VA with Kim Parfitt's class. The hood for '10 F150 pickup is done and he will take it to Spradley Ford on Nov. 19th to be replaced. Also schools have been calling the District to schedule Science Fair judges.

Tom stated that the VA is the only "forest" in the city of Cheyenne.

-Wildlife & Range (Rex)

Rex stated he has been working with Jeff on Small Water Dev. Projects. A total of 16 applications were received.

Rex also attended the Western Governor's Ass. Roundtable workshop on invasive species. Rex emailed the Board a summary of the workshop.

- Water (Dennis)

No Report given.

- Trees (Jay, Dale, Clark)

No Report given.

- Administration (Lindi, Kathy, and Shaun)

Kathy updated the board on past due accounts, stating she had call Laramie County Court regarding the collections on Ruppert. She was told the court does not collect the amount due, it is up to the District to file a judgment to garnish wages at the customer's workplace or bank, or put a lien on the property. The Board discussed this, and told Kathy to proceed to file a lien on the property.

Shaun stated he has been helping Clark with windbreak designs. Kathy stated Shaun has sat with her and watched her process payroll a couple of times.

Consent Agenda Items

Discussion Items

5. The Olin Sims Memorial Endowment-Continued support?

This was discussed and decided to table support until the next meeting to find out what the funds are being used for.

- 6. Water testing 2019 and 2020 seasons-** Discussion of water testing being placed on hold until mechanical work is done on Dry Creek.

Water testing being put on hold was discussed.

Lindi moved to suspend water testing for seasons '19 & '20 until Dry Creek work is complete;
Dennis seconded the motion. MOTION CARRIED.

- 7. Water Development projects and engineering support-** creating budget monies that will support engineering cost on small water projects.

Rex stated the projects will be covered under the Technical Assistance Grant with NRCS. However, it will not cover all of the engineering costs. The landowner pays for the costs up front, then is to be reimbursed when the projects are completed.

The question is, how much should the District reimburse the landowner for these costs? The Districts could hold the money for up to two years. The District would not be out any money.

Creating a line item in the budget for these funds was discussed. It was also discussed what would happen if the landowner does not complete the project. Rex stated the District would lose the 50% of the engineering fees that we contributed, but it was stated the landowner would have invested quite a bit for the project, so most don't think this would happen.

Lindi stated she would like to see the funds received put back into the county in projects.

Dennis moved to create budget line items for these funds and reimburse the landowner 50% of the engineering costs they paid upfront;

Lindi seconded the motion. MOTION CARRIED.

- 8. Payment procedures on past due accounts-** once payments have stopped after collection procedures are met.

This topic was discussed earlier under the Administration Report, and was decided to proceed with a lien. Other outstanding accounts will continue to receive statements monthly with finance charges being assessed. The process of sending letters will continue after 90 days of non-payment.

Other Business

Tom

Annual awards were discussed and who would be presenting the award to each recipient. Kathy stated there were also two Board awards to be presented. A belt buckle was discussed for Lindi since she will be leaving the Board. Kathy stated she had ordered a travel bag for Lindi, and the Board stated they also wanted her to receive a belt buckle. Kathy will order one tomorrow.

The building purchase was also discussed. The tentative date of Nov. 1, 2018, has passed, and Shaun asked what he should tell Richard Rosner if he calls or asks if the District is still pursuing the

purchase. Richard told Shaun he would not pursue selling off or splitting the property to the east of the office if the District is not buying the property.

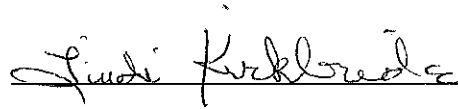
It was decided to let it go, and wait until Richard contacts the District.

9. Adjournment-Tom

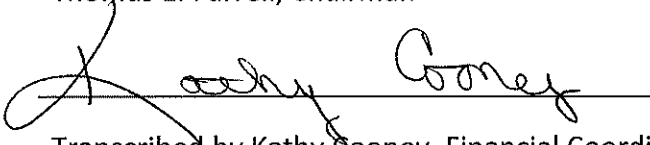
Tom adjourned the meeting at 5:52 p.m.



Thomas E. Farrell, Chairman



Lindi Kirkbride, Secretary



Transcribed by Kathy Cooney, Financial Coordinator