Johnson County Weed & Pest Control

123 Flatiron Drive

Buffalo, WY 82834

Minutes for October 06, 2022

Start time; \_\_\_\_3:57pm\_\_\_\_\_\_ Stop time; \_\_5:16pm\_\_\_ Next meeting; \_\_Nov 10, 2022\_at 4pm\_\_\_\_\_\_

Attendees: Scott Rogers, Board Chairman; Dick Gould; Vice Chairman; Randy Hepp; Nathan Williams; Allen Buff, Interim District Supervisor

Guest: Jen Schroeful

Absent: Tyler Benton

Minutes of the last meeting: Randy moved and Dick 2nd. Motion Carried

Approve financial statements- Jen Schroeful, of Accounting by the Book CPA gave a presentation on the reports that will be presented from the QuickBooks system. Scott asked her to include a current month column on the Budget versus actual report. There was a discussion to change the names of some items to be more descriptive. A question regarding the General account’s Profit and Loss report, under item: B2 commercial application was $290K spent but only budgeted $210K. They would like more information from Rod on this item. The board agreed to eliminate the General Ledger Report as being unnecessary. They would like to have a list of pre-approved checks. Dick also discussed the A/R Aging Summary. Allen explained about returned mail and is pursuing payment. Discussion about timing for rebilling.

*Dick moved to approve the Financial Statements as presented. With a second by Nathan. Motion carried*.

*Payment vouchers – Randy moved to pay the vouchers with a second by Dick. Motion Carried*.

**Old Business:**

* **Accts receivable**- The board encouraged Allen to rebill outstanding invoices over 60 days. There was some discussion on the airport’s outstanding invoice, and next steps. It was hand delivered by Allen about two weeks ago.
* **WYDOT write-off** (September meeting minutes)
  + Nathan made a motion to move the April 2022 approval of the write-off of the underpayment by WYDOT into fiscal year 2022/2023. With a second by Randy. Motion Carried.
* **Formalize contract with Rod Litzel with Board vote**. The decision to hire former Supervisor Rod Litzel as a consultant, acting as an independent contractor, submitting invoices. This decision was reached by the board through phone calls within a week of the last meeting. *Dick moved to formalize the decision to retain Rod Litzel as a consultant, acting as an independent contractor, with a second by Nathan. Motion carried*. Allen discussed the upcoming DOT Right-of-Way Contract and will add that to the next agenda.
* **Activity report** – Allen has done a lot of work on the Ventenata project. He has the pilot ready. Allen presented to a group of landowners. However, one landowner has refused phone calls and refuses to spray. Allen proposed to spray around him. It is approximately 100 acres in the middle of the area to be sprayed*. Randy moved to spray around this landowner with a second by Dick. Motion Carried****.***
  + Jugs were delivered, but there was a miscommunication about.
  + Allen is continuing his University of Wyoming Course Work.
  + Winter hours have begun and have been advertised.
* **Ventenata** - Piney Creek Subdivision update; There could be another spot at Lake DeSmet and he was asked by the Game and Fish to come to look at it this week.
* **Supervisor Search** – The board read the three resumes that were obtained through Indeed. None appealed.

**New Business:**

* **Board Members: Executive Appointments.** A treasurer needs to be appointed per various documents. *Dick moved to appoint Randy as the Board Treasurer with a second by Nathan. Motion carried*.
* **Fall Conference First Week of November in Cody** – A discussion involving who will be the voting delegate for conference. If Board members wanted to attend, they would be appointed as the voting delegate. No board members will be going. *Randy moved to make Scott the voting delegate and Allen as the alternate delegate with a second by Nathan. Motion Carried****.*** November 1-3. The office will be closed on the 2nd in Allen’s absence.
* **Salt Cedar**- We don’t have the amount of Salt Cedar because one landowner will not participate due to a potential sale. This parcel was approximately 1/3 of the area to be sprayed and Allen feels it will not justify an extra contractor.
* **Board Retention** – Dick Gould’s term ends January 2023. Dick is willing to continue for another term. Allen will get the correct form for Dick by the first of the year.
* **November Board Meeting** will be held November 10th at 4pm.
* Meeting adjourned at 5:16pm