**Johnson County Weed & Pest Control**

**Minutes**

**Dec 08 2022**

**4PM**

Start time; \_\_4:11pm\_\_\_\_\_ Stop time; \_\_\_5:29pm\_\_ Next meeting; \_\_\_January 5th 4pm.\_\_\_\_\_

Attendees: Scott Rogers, Board Chairman

Tyler Benton, Vice Chairman

Board Members Randy Hepp, Dick Gould

Allen Buff, Interim District Supervisor

Rod Litzel

Absent: Nathan Williams

Guest: Valerie Spanos, Spanos Administrative Services

Jen Schroefel, Accounting by the Book

Andrew Litzel of Weed Slayer’s by phone

**Agenda**

* Minutes of the last meeting Tyler moved to approve the minutes with a second by Randy. Motion carried.
* Approve financial statements- Jen explained the “Cash Reconciliation Report” adding it as a new page in the financial reports. The cash reconciliation report will assist Rod in budgeting. Auditors will be in the office on Monday. There were discussions on the A/R Aging summary in the General company, with Allen and Rod and Jen discussing several items. Randy moved to approve the financial statements with a second by Tyler. Motion carried.
* Voucher Payments: There was a discussion regarding the replacement of the leaking water heater which was replaced. Allen is authorized to commit up to $10K without board approval. The board will still need to sign the vouchers prior to payment. Motion to pay vouchers was made by Dick with a second by Tyler. Motion carried.

**Old Business:**

* Accounts Receivable-

Audit – A letter from Department of Audit was received regarding the F32 report. Rod explained the F32 report. Rod was attempting to reconcile the amount-over- budget of approximately $20k and missed the deadline. There is not a penalty. He was able to balance and send in a correct F32.

* Supervisor Search
  + Candidate Interview – The board conducted an interview prior to the meeting and there is a strong candidate.
* DOT Right-of-Way Contract Discussion - Andrew Litzel owner of Weed Slayer called into the meeting. He indicated that he would like to offer an hourly rate. This approach would alleviate administrative duties of the JCWP office. Also, last year the DOT took 500-man hours in addition to equipment. Weed Slayer believes that they can utilize a more efficient method of application and reduce the required hours to possibly as low as 350. Weed Slayer will be responsible for planning the applications, and will prioritize the interstates and highways, covering public and private lands. They will do as much as they can within the budgeted amount. Daily app records will give Allen an idea of when the job is complete and whether to use all allocations. Andrew Litzel gave a rate of $85/hour for the first employee and $65/hour for each crew after that. This would be billed from the Weed and Pest Office and back, door to door, but to reduce travel time. They hope to put together a crew based out of Kaycee, which would be billed from that location. They are interested in providing chemical for the projects as well. Andrew is also interested in offering consulting services.  **Dick moved and Randy seconded a motion to Accept the proposal from Weed Slayers for the DOT Right of Way contract in the amount of $85 per hour for the first crewmember and $65 for each additional crew member and to monitor the expenses to avoid exceeding the DOT allocation.** Motion carried.
* The Salt Cedar project. The prices for equipment have increased, and Rod explained which equipment would be used and which are not needed. The graffle fork, for example, is used for the Russian Olives but won’t be needed with Salt Cedar.
* Salt Cedar Employees - It is estimated that it will take about a month to remove the Salt Cedar. The Powder River needs to be frozen in order to cross before work can begin. Allen is building a crew to work over their School Break. He anticipates having adequate help.

**Director’s Report**

* Meeting Summaries – Allen attended the following meetings, along with Rod (at no Charge to JCWP).
* NWIGWG; Northeast Wyoming Invasive Grass Working Group. This is a local interagency group which was formed as a result of the CATO fire with a priority system set by the local working group. Rod explained which entities participate: BLM, NRCS, the conservation districts formed to respond to local fires.
* JO CO Natural Resource Habitat Restoration.
* JO CO Extension Agent – Applicator Licenses Classes for landowners will be held. Dates have not yet been set and will include identification of Ventenata. It will be in January.
* Russian Olive Project near Buffalo High School – Allen is applying to the DOT for funding the removal of Russian Olives near the DOT right of way at the High School. They will cut it and the DOT will pick up the debris. It should be 100% special project funds.
* Rod Litzel Activity Report was discussed. **October was not included and will be added.** This report was requested by the board to be clear on Rod’s tasks and consulting services.

**Next Meeting: January 5th at 4pm.**