**Johnson County Weed & Pest Control**

**MINUTES**

**February 2, 2023**

**4:15PM**

Attendees: Scott Rogers, Board Chairman

 Tyler Benton, Vice Chairman

Board Members Randy Hepp, Dick Gould, Nathan Williams

 Allen Buff, Interim District Supervisor

 Rod Litzel

 Guests: Jen Schroefel, Accounting by the Book;

 Valerie Spanos, Spanos Admin Services;

The meeting was called to Order by Scott Rogers at 4:15pm.

A quorum was determined to be present.

MINUTES– Minutes from January 4th Meeting: Randy Hepp made a motion to approve the minutes from the January 4th meeting as well as the special meeting held January 12, 2023. Tyler Benton seconded the motion and the motion carried.

FINANCIAL STATEMENTS. The board reviewed the financial statements. Randy questioned a budgeted item with a zero balance under Job Foreman. Jen responded that it was possibly a mis-coded item and she will explore it and adjust the categories. Dick Gould requested that the report preferences on the budget versus actual report be adjusted to show an item underbudget without parentheses, which indicate to him a negative number. Jen said she would change it. Tyler moved to accept the financial statements with a second by Nathan Williams. Motion Carried. Jen also notified the board that she has lost an employee and will only be able to continue the bookkeeping duties and financial statements generating through the end of February. She offered to give Valerie all templates of spreadsheets etc. The board discussed their desire to retain a CPA to provide the bookkeeping services, Accounts Payable, Accounts Receivable, (with billing on the 15th) reconciliation of accounts, and payroll. They discussed whether the new Supervisor would be able to complete these tasks beginning in May. It was determined that a local CPA would be preferable. Dick moved and Randy seconded that Allen send out a request for proposals to local accounting firms. Motion carried.

Voucher Payments: Vouchers were reviewed. A discussion followed regarding assistance JCWP received in removing a skid steer that had fallen through the ice during the Salt Cedar removal project on Powder River. Talbot Cove, with equipment nearby, provided a track-hoe and operator and compensation was discussed. Allen will reach out to Talbot Cove to talk about it. Tyler moved to approve the bills for payments with a second by Nathan Williams. Motion carried.

**Old Business:**

**Audit** was completed. A letter with recommendations will be coming in April.

**Supervisor Update** –The Agreement with the new Supervisor was received. The board is looking forward to Thane Zickenfoose’s arrival. Thane will spend time with Rod and in the office, working on the grant process beginning February 17th .

**Russian Olive Project/Salt Cedar Project** – Allen discussed the Russian Olive project and personnel needed.

* Sahara Ditch – Equipment Compensation: Dick met with Keeven Lund, the Sahara Ditch Board President. Lund initially offered to provide the equipment and at the time only wanted his fuel covered, but he could end up on the job for two weeks. Renting a similar piece of equipment would cost over $300/day plus transportation. The board discussed how to compensate him, but not set a precedent or an incentive to create additional work for which JCWP would be responsible. They decided to pay approximately 70% of the local rental price, similar to the cost sharing agreemed upon in the past. Dick recused himself from the vote due to a conflict of interest, as Sahara Ditch Board member. Randy moved to pay Lund $210/day for his mini-excavator with a thumb as equipment rental with a second by Nathan. Motion Carried.

**Applicator License** – Allen reported that the class was attended by 12-15 people at the Johnson County Fairgrounds. The material presentation method was discussed.

**New Business:**

Allen asked the board to consider allowing Thane to attend the Spring Meeting on April 14th if he had time. They board discussed paying for his room and fees if he was interested, but the board did not want to make him feel any pressure to attend. Allen will discuss it with him.

**SAC GRANT** : Tyler moved to allow Rod to assist Allen in the SAC Grant submission. Nathan seconded the motion and the motion carried.

**Director’s Report**

Allen discussed work in Kaycee, where he has been spending a great part of his time. Land ownership and the verbal requests of new owners to remove Salt Cedar and Russian Olives was discussed, offering a promising collaboration for future removal.

Meeting adjourned at 5:25pm.

**Next Meeting: March 2nd at 4pm.**