



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, November 21, 2022 at the Ten Sleep Town Hall located at 415 5th Street in Ten Sleep, Wyoming. WCCD Board members physically present included Susan Pennington, Charley Orchard, Daniel Greet and Keith Bower. Jaci Harkink joined virtually. District Manager, Amanda O'Keefe was present and NRCS DC Emma Allen joined virtually. Guest in attendance were Shreve Stockton.

With Dan Rice resigning from the Board, and the General Elections being held prior to the board meeting, Susan Pennington acted as Chair and called the meeting to order at 7:06 pm.

Susan took a moment to welcome everyone to the meeting and asked the current board members to introduce themselves and why they joined the conservation district. Susan then asked the new board members, Keith Bower and Jaci Harkink, to introduce themselves and why they were interested in being on the board.

Charley made a motion to approve the agenda. Daniel seconded the motion. Motion carried.

Charley made a motion to approve the October 17, 2022 meeting minutes. Daniel seconded the motion. Motion carried.

FINANCIAL REPORT

Daniel made a motion to approve the monthly expense report. Charley seconded the motion. Motion carried. Expenses approved are listed below.

| Date | Payment To | Invoice Number | Check Number | Amount |
|------------|---------------------------|----------------|--------------|-------------|
| 10/27/2022 | Range | 9611 | Electronic | \$ 114.01 |
| 10/27/2022 | Ron's Sanitation | 9612 | 8627 | \$ 80.00 |
| 10/27/2022 | Dewitt | 9613 | 8628 | \$ 3,023.65 |
| 10/27/2022 | NACD | 9614 | 8629 | \$ 101.00 |
| 10/31/2022 | Amanda O'Keefe | 9615 | Electronic | \$ 3,040.97 |
| 10/31/2022 | Janet Hofmann | 9616 | Electronic | \$ 2,206.10 |
| 10/31/2022 | Big Horn Federal HSA | 9617 | Electronic | \$ 416.66 |
| 10/31/2022 | Wyoming Retirement System | 9618 | Electronic | \$ 621.95 |
| 10/31/2022 | Internal Revenue Service | 9619 | Electronic | \$ 974.80 |
| 11/2/2022 | Northern Wyoming News | 9620 | 8630 | \$ 602.01 |
| 11/21/2022 | WEBT | 9621 | 8631 | \$ 2,055.08 |
| 11/3/2022 | WACD | 9622 | 8632 | \$ 89.90 |
| 11/14/2022 | Kennedy Ace Hardware | 9623 | 8633 | \$ 9.18 |
| 10/17/2022 | Serlkay | 9624 | 8634 | \$ 41.99 |
| 11/16/2022 | Chase Cardmember Services | 9625 | Electronic | \$ 1,438.75 |
| 11/17/2022 | Halli Caines | 9626 | 8635 | \$ 306.78 |
| 11/17/2022 | CNA Surety | 9627 | 8636 | \$ 429.75 |
| 11/17/2022 | Wyoming Ag in the Class | 9628 | 8637 | \$ 125.00 |

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of November 17, 2022
- FYTD 2023 Mill Levy Funding, \$67,446.28.

Amanda provided the Bank Balance report showing the following balances as of November 17, 2022: WCCD main checking account (ending 3537): \$-3,074.29, Money Market account (ending 3596): \$121,796.95, Emergency Reserve Money Market account (ending 0843): \$80,000.00, Depreciation Reserve Savings account (ending 5209): \$6,070.00, Restricted Reserve account (ending 4407): \$14,300.00, Petty Cash: \$25.00 and Pinnacle Bank CD: \$17,402.69.

The October 31, 2022, bank statements and credit card statements were provided. Amanda completed all reconciliations and provided copies of the reconciliation reports.

DC REPORT

Emma Allen, District Conservationist joined us virtually and made her report presentation. She updated the board on the following: EQIP has 7 pivots almost completed and FY2023 Deadline for applications on November 23, 2022. 13 applications received just in the past 2 days. CSP new applications are being processed. Critical Aging Infrastructure meeting was attended on November 10, 2022 and well attended. Was hoping for more input on projects needing to be done. New Soil Conservationist was hired, Errick Hayes.

EMPLOYEE REPORTS

Amanda provided a copy of her October 2022 Timesheet and an update to the board on the following: WID Elections are completed to include canvassing; hired an IT contractor to resolve some Outlook and router issues that occurred; Annual Report for FY2022 was completed and available for review and approval; Received one cost-share application that was incomplete from Nate Allsup; Allen and Amanda visited the Worland Shooting Complex for design and material/supply list to give Tom Outland; completed outreach to 3 potential applicants for the 319 program, Upper Big Horn Sub-basin Watershed Implementation Program. Amanda also provided a list of meetings and webinars attended and a list of administrative tasks that were done.

Education Coordinator Janet Hofmann's monthly board report was made available to the Board for review.

BOARD MEMBER REPORTS

OLD BUSINESS

Teleworking Policy

Amanda presented to the board the draft of the Teleworking Policy for review and approval. Charley made a motion to approve the amended teleworking policy as presented. Daniel seconded the motion.

Employee Volunteer Hours

Amanda provided the Board with the revisions of the Employee Volunteer Hours prior to the Board Meeting. The revisions were approved during the previous board meeting on October 17, 2022.

BLM Grazing Rule

Amanda advised the WCCD Board that BLM has postponed Chapters 3 & 4 review until they can do their own review of comments and feedback from Chapters 1 & 2.

In addition, Micah Christenson with Wyoming County Commissioners Association provided a joint letter draft to be presented to BLM regarding Cooperating Agency status and involvement with the review. The board reviewed the draft letter. Charley made a motion to have WCCD sign the joint letter once the final version has been presented. Keith seconded the motion.

NEW BUSINESS

Board of Supervisors

Daniel Greet and Charley Orchard took their Oath of Office as administered by Susan Pennington.

Board of Supervisors Elections

Susan made a call for nominations for Chairman. Charley nominated Daniel Greet. Susan called for any additional nominations; none were made. Daniel consented to the nomination. Keith seconded the nomination. Motion passed. Susan made a call for nominations for Vice Chair. Charley nominated Susan Pennington. Susan called for any additional nominations; none were made. Susan consented to the nomination. Keith seconded the nomination. Motion passed. Susan made a call for Secretary/Treasurer. Charley nominated Jaci Harkink. Susan called for any additional nominations; none were made. Jaci consented to the nomination. Keith seconded the nomination. Motion passed. Here is a list of officers for WCCD Board of Supervisors: Daniel Greet, Chairman; Susan Pennington, Vice Chairwoman; Jaci Harkink, Secretary/Treasurer.

Security State Bank

Dan Rice and Vance Lungren need to be removed as signatories on the Security State Bank accounts. Daniel made a motion to remove Dan and Vance. Charley seconded the motion. Motion passed. Keith Bower and Jaclyne Harkink need to be added as signatories on the Security State Bank accounts. Daniel made a motion to add Keith and Jaclyne. Charley seconded the motion. Motion passed.

FY2022 Annual Report

Amanda provided the Board with a copy of the FY2022 Annual Report for review and approval. Charley made a motion to accept the report. Daniel seconded the motion. Motion carried. Daniel, Charley, Susan, and Keith signed the Annual Report. Jaci will come in this week to sign the report.

Rural Cost Share Program: Michel Enterprises

Amanda presented the Board with some of the receipts and work completed for Michel Enterprises pivot electrical work. The pivots are not installed yet. The Board would like the pivots to be operational before paying out the Cost Share funds. Amanda will advise James Michel.

Public Funding Depository Designation 2023

Amanda presented applications from ANB Bank, Pinnacle Bank and Security State Bank for 2023 Public Funding Depository designation. WCCD currently uses Security State Bank. Charley made a motion to keep Security State Bank as our Public Fund Depository Designation. Daniel seconded the motion. Motion carried. Susan signed the application. Amanda will send out this week.

BLM Sage Grouse Management Plan

BLM sent out the Memorandum of Understanding for Cooperating Agency status for the upcoming revisions to the BLM Sage Grouse Management Plan. Daniel made a motion to sign the agreement and continue with Cooperating Agency status. Charley seconded the motion. Motion carried. Daniel signed the contract. Amanda will mail out this week.

Wyoming Art Council Grant Contract

Amanda presented to the Board the contract for the Wyoming Art Council grant that will be used for the Recycling Trailer Mural Art. Daniel made a motion to approve and sign the contract. Jaci seconded the motion. Motion carried. Amanda signed the contract and will have Janet send over tomorrow.

KidsGardening.com Grant

Amanda provided the information from Janet on a grant opportunity for the Worland Community Garden for supplies needed for educational opportunities that can be held at the garden with the Wyoming Boys School and 4-H. The grant amount is for \$500.00. Charley made a motion to approve the grant application. Keith seconded the motion. Motion carried.

USPS Bulk Mail Permit

Amanda advised the Board that we can utilize the Chamber of Commerce bulk mail permit since we are paying members. This will save us approximately \$260 annually on the renewal of the permit. The Board agreed that this was a good decision and there is no need to renew our bulk mail permit.

LGLP Board Nominations

Amanda advised the Board that the LGLP Board was seeking nominations for a member to fill the Special District seat. If there was any interest, the Board has access to the application.

Nowood WID

Amanda provided the Board with a copy of the Nowood Meeting agenda for November 7, 2022, the October 2022 meeting minutes, and the November update on Alkali Reservoir.

WID Elections

All three current members of the Nowood WID Board of Directors retained their seats (John Joyce, Michael Vigil, and Martin Mercer). Jim Butterfield and Tom Fitzwater retained their seats for the Cottonwood Grass Creek WID Board of Directors. Jennifer Taylor was elected to a 4-year term. There is still a 2-year term position needing to be filled.

OTHER BUSINESS

Amanda reviewed with the Board the Correspondence of High Importance and General Correspondence so that the new board members were aware of the information that is usually posted under those sections. Amanda advised the Board that WACD hired a new Watershed Coordinator, Triston Rice. There is also a link to the WACD Annual Convention agenda which will be December 5-8, 2022.

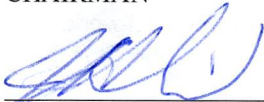
The WCCD Board meeting adjourned at 8:47 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on December 14, 2022.



CHAIRMAN

12/19/22
DATE



SECRETARY/TREASURER

12/19/22
DATE