

**WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401**

MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, March 15, 2021 at 7:00 p.m. at the Ten Sleep Town Hall in Ten Sleep, Wyoming. WCCD Board members physically present included Dave Slover, Dan Rice, Vance Lungren and Susan Pennington. Also, physically present was WCCD Director, Amanda O'Keefe and Laura Galloway, NRCS-DC. Call in guest included Andrea Cooley and Hanna Bayha of Westside Elementary School in Worland.

Dave called the meeting to order at 7:12 pm.

Vance made a motion to approve the WCCD March 15, 2021 board meeting agenda. Dan seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the February 15, 2021 board meeting minutes. Susan made a motion to accept the minutes. Dan seconded the motion. Motion carried.

FINANCIAL REPORT:

Amanda provided the Board with the Monthly Expense Report prior to the meeting. Dan made a motion to accept the expense report. Susan seconded the motion. Motion carried. Expenses approved are listed below.

Amanda provided the Board with the Budget vs. Actual FYTD report.

Amanda reported that the mill levy funding received to date is \$142,376.83.

Amanda reported the following financial account balances as of March 12, 2021: WCCD main checking account (ending 3537); \$6,584.09, Money Market account (ending 3596); \$128,359.40, Emergency Reserve Money Market account (ending 0843); \$77,662.58, Depreciation Reserve Savings account (ending 5209); \$4,040.20. The CD Account balance was \$17,297.58. The February 28, 2021 Bank Statements for all accounts were provided by Amanda O'Keefe and reconciled by Dan Rice.

Date	Payment To	Invoice Number	Check Number	Amount
2/26/2021	Amanda O'Keefe	9246	Electronic	\$ 2,184.11
2/26/2021	Halli Caines	9247	Electronic	\$ 1,623.12
2/26/2021	Big Horn Federal	9248	Electronic	\$ 208.33
2/26/2021	Pinnacle Bank	9249	Electronic	\$ 208.33
2/26/2021	Pinnacle Bank	9250	Electronic	\$ 50.00
2/26/2021	IRS	9251	Electronic	\$ 1,016.80
2/26/2021	VSP of Wyoming	9252	Electronic	\$ 20.86
2/26/2021	BCBS of Wyoming	9253	Electronic	\$ 1,827.00
2/26/2021	Wyoming Retirement Systems	9254	8460	\$ 958.82
3/3/2021	Range Communications	9255	Electronic	\$ 114.13
3/3/2021	Wyoming Water Association	9256	8461	\$ 100.00
3/3/2021	Washakie County 4-H	9257	8462	\$ 125.00
3/5/2021	Delta Dental - WACD	9258	8463	\$ 288.20
3/5/2021	WACD	9259	8464	\$ 150.00

3/12/2021	Cardmember Services-VOID	9242	Electronic	\$ (9.45)
3/12/2021	Cardmember Services	9260	8465	\$ 1,217.18
3/12/2021	DeWitt	9261	8466	\$ 979.22

DC REPORT

Amanda provided the WCCD Board with the DC report for March 2021 prior to the meeting. Laura was present and provided the Board with an update on: Covid 19 Office Protocol; EQIP Ranking and Divisional Funding request for another allocation of funds; AMA Applications; WaterSMART applications and deadline of March 17, 2021 for Batch #2; CSP program batching date closes March 26, 2021; NRCS Division LWG Meeting update from February 16, 2021; NRI Information Requests. Provided in Laura’s report was the Snowpack Report for March 8, 2021.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her February 2021 Timesheet and the Director’s Monthly report prior to the meeting. Items listed on the monthly report that were reviewed: PLT Arbor Day and NACD Poster Contest Updates; Legend Rock Field Trip for May 19, 2021; National Water Quality Monitoring Event for September 2021; Updates to the Education Program over the next couple years; Westi Ag Day Display; Weed Barrier Order Update and Pre-Sales; Reintroduction of the Tree Seedling Program in FY 2022; Water Quality Testing outreach; 319 Grant Funding Project updates; Rural Cost Share Project update; Big Horn REA Christmas Tree chipping; Ten Sleep Canyon Climbing Management Plan Open House attendance; Big Horn Forest Steering Committee meeting in May 2021 (date TBD); WACD Special District Certification Training completed February 23-25, 2021 in Cheyenne; WID Updates; and Environmental Stewardship Galloway Ranch Award Event update.

Amanda provided the WCCD Board with Halli Caine’s Program Assistant Monthly report prior to the meeting. Amanda updated the Board on Halli’s activities, to include: Recycling Events; Installation of Boundary Sign; Nowood Stock Water Grant Update; PLT Arbor Day Poster Contest; NACD Poster Contest; and Ten Sleep Canyon Climbing Management Plan.

BOARD MEMBER REPORTS:

Nothing addressed or discussed.

OLD BUSINESS

NRCS Local Work Group Meeting Follow Up: Amanda provided the Board with an update on the LWG meeting in February and the concern of EQIP Divisional Funds and Special Districts being able to apply for funding under the Division versus a State Account. Laura explained to the Board the concerns and recommendation to request in a letter to State Conservationist that a State Account be set up for Special District Funding. The Board requested Amanda draft a letter and have available for the Board to review for the April 19, 2021 Board Meeting.

The WCCD Board was provided the new ranking sheet for 2023 Natural Resource Priority Concerns.

Pinnacle Bank-Certificate of Deposit: Amanda provided the WCCD Board with the Maturity Notice for the Certificate of Deposit. Renewal was at .25% for 12 months.

Volunteer Liability Waiver Form: Amanda provided the Board with the recommendation from LGLP to have the Volunteer Liability Waiver Form reviewed by our Attorney prior to use. Amanda was advised to reach out to the County Attorney and see if they can review.

Ten Sleep Canyon Climbing Management Plan: Amanda provided the WCCD Board with the comments submitted on March 5, 2021 to Christopher Jones with Big Horn National Forest regarding comments on the Ten Sleep Canyon Climbing Management Plan.

USFS Rangeland Management Directives: Amanda advised the WCCD Board of the extension on when comments are due to the USDA Forest Service for Forest Service Manual 2200, and Forest Service Handbook 2209.13 and 2209.16 revisions was moved to April 17, 2021.

BLM Grazing Rules EIS Update: Amanda provided the WCCD Board with an update on the BLM Grazing Rules EIS. Due to Administration change, this has been put on hold.

Rescinded Application for Rural Cost Share Program: Amanda advised the WCCD Board that Sage Creek Land & Cattle rescinded their application for Rural Cost Share Program, as they have applied with the WaterSMART Program.

Gooseberry Boundary Sign Installation: Amanda advised the WCCD Board that we will need to have One Call relocate the install site prior to scheduling install of Gooseberry Boundary Sign. Dave will be available the first week of April. Amanda to coordinate with Halli on scheduling.

Weed Barrier Order #2: Amanda advised the WCCD Board that the first order of weed barrier was 90% sold out and requested approval to do a second duplicate order. Dan made a motion to approve the second duplicate order. Susan seconded the motion. Motion carried.

NEW BUSINESS

Special Discretionary Funds Application: Amanda provided the WCCD Board with an application for Special Discretionary Funding from Andrea Cooley with West Side Elementary School in Worland for an Outdoor Classroom. Andrea Cooley and Hanna Bayha presented the project to the WCCD Board. The Classroom would consist of 8 Raised Garden Beds, Composting Station, 7 Picnic Tables, new fruit trees and a Pollinator Garden. The school has applied for Grant Funding through the Wyoming Urban and Community Forestry Program and awaiting approval and have completed a Fundraiser as well. After the proposal, the Board discussed the application. Dan made a motion to approve the request for funding at 50% or \$2500, whichever was greater. Vance seconded the motion. Motion carried.

Budget Preparation: Amanda advised the WCCD Board that prior to the April Board Meeting, she will begin her budget review. Amanda requested any input on process, reserve accounts and funding amounts for Conservation District programs. Amanda will work on budget draft for first presentation to the Board during the April 19, 2021 Board Meeting.

Long Range Natural Resource Land Use Plan: Amanda advised the WCCD Board that the Long Range Natural Resource Land Use Plan is due this year and requested any input on process. Amanda and Halli will work on statistical updates and present quarterly for review prior to public comment period.

Social Media Policy & Public Records Request: Amanda provided the WCCD Board with information from Archive Social about Public Records Requests for Social Media sites. The Board advised Amanda to do some further research on what other Conservation Districts are doing, and other services that are available. Amanda suggested to the Board consideration for a Social Media Policy. Archive Social provided a template and Amanda will review and draft a policy for the Board to review.

Insurance Coverage: Amanda provided the Board with the review of the policy with Farm Bureau and advised the Board that the Sonic Flowmeter is not operational and should be removed from the policy. Dan made a motion to remove the Sonic Flowmeter from the Insurance Policy. Vance seconded the motion. Motion carried.

USDA -NRCS Revised Conservation Practice Standards: Amanda provided WCCD Board with information received that USDA_NRCS will be revising their Conservation Practice Standards. Comments are due by April 8, 2021. The Board and Laura Galloway briefly reviewed the Federal Register notice.

WACD Legislative Updates: Amanda provided the WCCD Board prior to the meeting with the legislative updates #5, #6, #7 and #8. Dan provided some insight on discussions held with WACD.

LGLP Renewal: Amanda provided the WCCD Board with the LGLP Renewal request. Dan made a motion to renew our Liability coverage with LGLP. Susan seconded the motion. Motion carried.

Chamber of Commerce Renewal: Amanda provided the WCCD Board with the Worland-Ten Sleep Chamber of Commerce renewal request. Dan made a motion to renew membership for 2021. Vance seconded the motion. Motion carried.

Arbor Day Poster Contest Judging: Amanda laid out the posters for the Arbor Day PLT Poster Contest to be judged by the WCCD Board and Laura Galloway. Corbin Yule received the most votes, followed by Macie Schmeltzer.

Legend Rock Field Trip: Amanda advised the Board of the request to participate this year in the Legend Rock Field Trip and asked if anyone would like to volunteer. Field Trip is scheduled for May 19, 2021 from 9am to 11:30am. Laura Galloway advised that NRCS may have 1 or 2 people available to volunteer.

Big Horn Steering Committee Meeting: Amanda provided the WCCD Board with the Draft Agenda and request from Big Horn Forest Steering Committee for any topics to discuss. Date is still TBD.

WID Updates: Amanda provided the WCCD Board with the Nowood and Cottonwood Grass Creek WID 2020 Annual Report and Financial Summary. Also provided was the Agenda for the Nowood WID March 1 meeting and public hearing. Amanda advised the WCCD Board that our nomination for the open position with Cottonwood Grass Creek WID may be invalid since Annie is not a landowner. Amanda is still in discussion with Department of Ag and Jim Butterfield on how to resolve this issue.

Dept of Ag-National Woodland Owners Survey: Amanda provided the WCCD Board with information pertaining to the National Woodland Owners Survey and request for comments.

Open Grant Opportunities: Amanda provided the WCCD Board with information on opportunities for grant applications that are currently available. WDA Specialty Crop Grant Program; USDA Value-Added Producer Grant Program; USDA-RD REAP; and USDA NRCS WaterSMART.


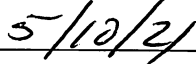

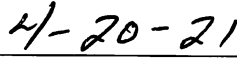
OTHER BUSINESS

CORRESPONDENCE OF HIGH IMPORTANCE

The WCCD Board reviewed the correspondence items: WACD Director "Whats Up" Updates: Feb 26 and Mar 15

The WCCD Board meeting adjourned at 10:00pm.

Respectfully submitted by Amanda O'Keefe, Director March 24, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE