



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, April 15, 2024 at the University of Wyoming Extension Meeting Room located at 1200 Culbertson Avenue in Worland. WCCD Board members present included Daniel Greet, Susan Pennington, Charley Orchard, Keith Bower and Jaci Harkink. District Manager Amanda O’Keefe and NRCS District Conservationist Emma Allen were both present physically as well. There were 4 guests present.

The board meeting was called to order at 7:05 pm by Chairman Daniel Greet.

Amanda advised the Board that Steve Perry was unable to provide estimated project costs, so we would not be hearing about his project at this meeting. Jaci notified the board that her Board report would be completed during the May 2024 board meeting.

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

Charley made a motion to approve the March 18, 2024 meeting minutes. Jaci seconded the motion. Motion carried.

FINANCIAL REPORT

Jaci made a motion to approve the monthly expense report. Charley seconded the motion. Motion carried. Below are the approved expenditures:

Date	Payment To	Invoice Number	Check Number	Amount
3/27/2024	Range	9904	Electronic	\$103.93
3/29/2024	Amanda O'Keefe	9905	Electronic	\$3,015.49
3/29/2024	Janet Hofmann	9906	Electronic	\$2,458.43
3/29/2024	Big Horn Federal HSA	9907	Electronic	\$50.00
3/29/2024	Big Horn Federal HSA	9908	Electronic	\$416.66
3/29/2024	Internal Revenue Service	9909	Electronic	\$1,534.40
3/29/2024	Wyoming Retirement System	9910	Electronic	\$1,336.37
3/29/2024	Wyoming Dept of Workforce Services	9911	Electronic	\$531.84
3/12/2024	IDEXX Distribution	9912	8766	\$883.68
3/25/2024	IDEXX Distribution	9913	8767	\$764.65
3/20/2024	WACD	9914	8768	\$43.90
3/29/2024	Nick Geis Farms LLC	9915	8769	\$16,906.56
3/29/2024	Clark Bros LLC	9916	8770	\$46,197.76
3/29/2024	Wind River Seed	9917	8771	\$30.00
3/29/2024	Janet Hofmann	9918	8772	\$150.00
3/29/2024	Wyoming LGLP	9919	8773	\$935.00



4/10/2024	Wyoming Dept of Ag	9920	8774	\$25.00
4/10/2024	Matt Jones	9921	8775	\$86.03
4/10/2024	Washakie County School District #2	9922	8776	\$500.00
4/10/2024	WEBT	9923	Electronic	\$1,554.05
4/10/2024	Chase Cardmember Services	9924	Electronic	\$2,969.64
4/10/2024	High Plains Power	9925	Electronic	\$38.89
4/12/2024	Jaci Harkink	9926	8777	\$125.96
4/12/2024	Keith Bower	9927	8778	\$96.60
4/12/2024	Susan Pennington	9928	8779	\$55.95
4/12/2024	Daniel Greet	9929	8780	\$300.60
4/12/2024	Charley Orchard	9930	8781	\$494.13

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$173,768.42

Amanda provided the Bank Balance report showing the following balances as of April 12, 2024: WCCD main checking account (ending 3537): \$-9,208.90, Money Market account (ending 3596): \$142,319.20, Operating Reserve Money Market account (ending 0843): \$90.80, Depreciation Reserve Savings account (ending 5209): \$6,176.19, Restricted Reserve account (ending 4407): \$9,400.22, Employee Benefit Reserve (ending 5624): \$4,878.32; Technical Assistance Reserve (ending 5632): \$27,326.67; Petty Cash: \$15.00, Intrafi CDAR (ending 1939): \$81,379.67; and Pinnacle Bank CD: \$17,996.38.

The March 31, 2024 bank statements and April 5, 2024 credit card statement were reconciled by Amanda O'Keefe. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen, District Conservationist for NRCS provided her April update. EQIP: 10 preapproved EQIP applications (3 Climatesmart, 2 Watersmart, 5 Big Game Migration), unable to fund any county allocation projects yet, State has requested more funding; 2nd round of Watersmart (Upper Hanover) signups are announced and applications due May 10th; 3rd round of Climatesmart signups are announced and applications are due May 10th. Kaile Brant will be transferring out of the Worland office to Texas in early summer. Worland office was not selected for the QA review. Emma went over 10 civil rights posters and had Jaci, Keith and Daniel sign a confidentiality agreement.

EMPLOYEE REPORTS

Amanda provided a copy of the March 2024 timesheets and provided her April Board report. 319 Update: Clark Bros and Geis Farms reimbursements are cut and included with checks/vouchers. Perry Pipeline is ranked for 60% cost share, just awaiting project estimated costs. Water Monitoring: Monitoring took place on March 28th with Amanda, Janet and Ashley Coenen for South Big Horn CD. Amanda, Janet and Jaci will have a field audit in August with DEQ. Jaci still needs 2 days in the field with a certified sampler. SWPP Sage Creek IV Well: WWDC approved application and contract is available to sign and send back. Canyon Creek CRM: Meeting with Trey of Nature Conservancy and CJ Grimes of Canyon Creek Subdivision on April 16th for a field tour of project site and subdivision. FY2025 Budget: Underway. Janet has submitted her Education Budget for review. Social Media Policy Development: First draft available for review. Kyser Pipeline: Allen Croft, NRCS and



Amanda met with Jerry Kysar to review a potential pipeline project that would involve private landowners, WyDOT and the BNSF Railroad. Could be a future 319 project. Amanda shared additional meetings and webinars attending during the month.

Education Coordinator Janet Hofmann provided the board prior to the board meeting.

OLD BUSINESS

Social Media Policy Development

Amanda provided the 2021 draft version to the board with notes regarding adding language for a Communications Policy which would cover interactions with media, and public regarding incident management. Amanda will work on getting additional versions, hopefully something from a conservation district, and further work on development. Board input is welcomed.

NEW BUSINESS

Rural Cost Share Application-Presentation Only

8th Day Farm, Gabe Scheuerman presented his application for pivot electrical cost share. This project is for a retrofit on a pivot for an extension to include corners. This project wouldn't be implemented until Fall 2025 and could be considered for pre-approval of FY2025 cost share funds. Project ranking will be during the May 2024 meeting.

Amanda presented a revised cost share application from the Nature Conservancy, removing the request for cost share assistance from design to invasive weed management. This project will be ranked during the May 2024 board meeting.

Urban Community Enhancement Application-Presentation and Ranking

Ivy Asay, Garden Manager for the Worland Community Garden presented their application for cost share assistance for a wildlife friendly fence to enclose the newly extended portion of the Community Garden. The Board reviewed and ranked the project. Project ranked 4 points. Charley made a motion to approve the cost share funding request of a maximum of \$2500 (or 50% of project expense). Keith seconded the motion. Motion carried.

Lance Martinez, Project Manager for Zia Rojo Casitas presented their application for cost share assistance for xeriscaping on a city residential boulevard area, which would also include a rain catchment system to reduce storm runoff. Project ranked 3 points. Charley made a motion to approve the cost share funding request of a maximum of \$1500 (or 50% of project expense). Susan seconded the motion. Motion carried.

Landowner Permission Forms-Water Monitoring

Amanda presented the Landowner Permission forms for water monitoring on Tammy & Jeff Kapptie and Steve & Jamie Snyder property to Daniel Greet to sign. Both forms were signed.

SWPP Sage Creek IV Well

Amanda provided the contract (2 copies) for the SWPP program for the livestock stock tank well development project to be completed by Sage Creek IV. This project was approved through legislation and the contract will be returned to WWDC and we will await a Notice to Proceed before project begins.

Big Horn National Forest Request

Thad Barrett with BNF sent a request to get information on any infrastructure downstream from Meadowlark Dam. The board had no information to provide.

Nowood Watershed Improvement District


Amanda provided the Board with the April 8, 2024 Nowood WID meeting agenda. The Nowood WID has agreed to participate in discussion with CD's and WDA regarding operation of WIDS.

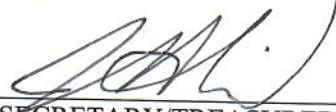
OTHER BUSINESS



Keith made a motion to adjourn the meeting at 9:32pm. Charley seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on April 18, 2024.


CHAIRMAN _____ DATE 5/20/24 _____


SECRETARY/TREASURER _____ DATE 7/9/2024 _____