

**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, April 19, 2021 at 7:00 p.m. virtually. WCCD Board members present included Dave Slover, Dan Rice, Vance Lungren, Charley Orchard and Susan D. Pennington. Also, present was WCCD Director, Amanda O’Keefe and Laura Galloway, NRCS-DC.

Dave called the meeting to order at 7:03 pm.

Charley made a motion to approve the WCCD April 19, 2021 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the March 15, 2021 board meeting minutes. Vance made a motion to accept the minutes. Charley seconded the motion. Motion carried.

**FINANCIAL REPORT:**

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

<b>Date</b>	<b>Payment To</b>	<b>Invoice Number</b>	<b>Check Number</b>	<b>Amount</b>
3/26/2021	Local Government Liability Pool	9262	8467	\$ 752.00
3/26/2021	Amanda O'Keefe	9263	8468	\$ 12.77
3/26/2021	Worland Chamber of Commerce	9264	8469	\$ 200.00
3/31/2021	Amanda O'Keefe-MSUFCU	9265	Electronic	\$ 2,181.32
3/31/2021	Halli Caines-Pinnacle Bank	9266	Electronic	\$ 1,945.86
3/31/2021	Halli Caines-Pinnacle Bank	9267	Electronic	\$ 50.00
3/31/2021	Halli Caines-Pinnacle Bank	9268	Electronic	\$ 208.33
3/31/2021	Amanda O'Keefe-Big Horn Federal	9269	Electronic	\$ 208.33
3/31/2021	VSP of Wyoming	9270	Electronic	\$ 20.86
3/31/2021	IRS	9271	Electronic	\$ 1,121.72
3/31/2021	BCBS of Wyoming	9272	Electronic	\$ 1,827.00
4/2/2021	Wyoming Retirement	9273	8470	\$ 1,037.42
4/2/2021	WEBT	9274	8471	\$ 27.75
4/5/2021	WY Dept of Workforce Services	9275	Electronic	\$ 346.06
4/5/2021	Kennedy Ace Hardware	9276	8472	\$ 8.40
4/5/2021	Range Communication	9277	Electronic	\$ 114.32
4/5/2021	Jim Sutherland	9278	8473	\$ 71.90
4/16/2021	Cardmember Services	9279	8474	\$ 460.62
4/16/2021	Deluxe	9280	Electronic	\$ 328.12
4/16/2021	Washakie County School District #1	9281	8475	\$ 2,500.00

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

Amanda reported that the mill levy funding received to date is \$143,751.91.

Amanda reported the following financial account balances as of April 16, 2021: WCCD main checking account (ending 3537); \$8,439.92, Money Market account (ending 3596); \$117,000.65, Emergency Reserve Money Market account (ending 0843); \$77,679.07, Depreciation Reserve Savings account (ending 5209); \$4,042.69. The CD Account balance was \$17,297.58, no current statement was received to update balance. The March 31, 2021 Bank Statements for all accounts were provided and reconciled by Amanda O'Keefe.

### **DC REPORT**

Amanda provided the WCCD Board with the DC report for April 2021 prior to the meeting. Laura was present and provided the Board with an update on: Update on office situation, visitors now allowed with appointment and 50% of employees permitted back; EQIP 1 obligated application, 2 waiting approval and Divisional Funding request for another allocation of funds; AMA Applications 1 application approved; Water SMART applications 3 funded in 1<sup>st</sup> round, 10 additional applications received in batch #2, eligibility paperwork due by April 23; CSP program had 2 applications to be carried forward. Laura graduated from the Tri-State Leadership Development Program. Provided in Laura's report was the Snowpack Report for April 12, 2021.

### **EMPLOYEE REPORTS:**

Amanda provided the WCCD Board with her March 2021 Timesheet and the Director's Monthly report prior to the meeting. Amanda provided a brief update of the items included in the report to include: Legend Rock Field Trip; Outreach on Rehab and Water Quality programs; Weed barrier orders and sales; WSFD seedling tree delivery; 319 and Cost Share Program site visits and status on projects; Outdoor Classroom Pollinator garden clean up; USFS Rangeland Management Directives comment letter submission; 1<sup>st</sup> Round Draft Budget research; Halli Caines performance evaluation was completed; WCDEA Employee Training completed April 13-14; Tonka III Subdivision Report; Update on West Side Elementary Outdoor Classroom; Nowood WID Meeting and Cottonwood WID Meetings; Commissioner Site Visit for proposed access to Bighorn River.

Amanda provided the WCCD Board with Halli Caine's Program Assistant Monthly report prior to the meeting.

### **BOARD MEMBER REPORTS:**

Nothing addressed or discussed.

### **OLD BUSINESS**

NRCS Local Work Group Meeting Follow Up: Amanda advised the WCCD Board that she didn't have the time to draft the letter for the State Conservationist regarding EQIP funding and that she would have a draft available for the May Board Meeting.

Environmental Stewardship Award: The WCCD Board discussed sponsoring the Wyoming Stock Growers Association Environmental Stewardship Award Tour in July 2021 at Galloway Ranch. The WCCD Board discussed. Dan made a motion to sponsor at the Stewardship Advocate level for \$750. Charley seconded the motion. Motion carried.

Volunteer Liability Waiver Form: Amanda provided the Board with the email from the County Attorney stating that he thinks the form looks good and would suggest it is completed at each event and kept on file. Amanda is to determine if this is considered a policy or procedure to move forward with implementing. Topic tabled until determined.

Business Insurance Revisions: Amanda provided the Board with the revised insurance policy showing the removal of the flow meter from the policy.

USFS Rangeland Management Directives: Amanda provided the WCCD Board with a copy of the comment letter provided to USFS.

Big Horn Steering Committee Meeting: Amanda provided the Board with an update that the May meeting for the Big Horn Steering Committee Meeting will be virtual. May 5, 2021 starting at 10:30am, agenda will be forwarded after meeting.

WSFD Centennial Seedling Tree Program: Amanda provided an update on the status of receiving the bare root seedling trees.

West Side Elementary Outdoor Classroom: Amanda provided the WCCD Board with a check for the reimbursement through Special Discretionary funds to be signed. WCCD Board discussed, and the project needs to be completely done before check is given to school.

### **NEW BUSINESS**

Subdivision Review-Tonka III: Amanda provided the WCCD Board a copy of the Subdivision Review report prior to the Board Meeting. The Board reviewed the report. Charley made a motion to approve the report to be released. Dan seconded the motion. Motion carried.

Draft FY2022 Budget: Amanda provided the WCCD Board with the 1<sup>st</sup> draft of the FY2022 Budget. The Board reviewed the budget. Dan asked about the Mill Levy and if the County Assessor provided an idea of what the expected Mill Levy funding would be. The County Assessor is expecting funding to be lower than this year due to reductions due to a loss in Oil and Gas revenues. Amanda to follow up with Assessor's office to get more information. Further discussion was had about the budget included: Household Hazardous Waste Disposal day and accrual of expense from FY21 and moving forward budgeting \$3500 annually; City Compost Program elimination due to no progress with program; 319 expense and income completion; Indirect expenses regarding employee benefits; Membership and dues expenses; Overall expense review discussion with unknown loss in income from anticipated Mill Levy funding; Reserve account review; Operating Reserve balance. Amanda will present WCCD Board with final draft for approval at May 2021 Board Meeting.

Washakie County Weed & Pest-Household Hazardous Waste Disposal Day: Amanda notified the WCCD Board that it is undecided if this will occur during 2021. Board discussed expensing \$3500 this year, and every year moving forward so we don't incur the full expense every other year.

WACD Legislative Updates: Amanda provided the WCCD Board prior to the meeting with the legislative updates #9, #10 and #11.

WID Updates: Amanda provided the WCCD Board with updates on the WID meetings in her Director's Monthly Report update.

Upcoming Grant Opportunities: Amanda provided the WCCD Board with information on opportunities for grant applications that are currently available. USDA Value-Added Producer Grant Program; NACD Technical Assistant Grant (June 6 deadline). The Board and Laura Galloway discussed if there is a need to apply for the TA grant. Laura will discuss with Allen Croft, NRCS Technical Engineer and let us know.

Biden Administration Executive Order 30x30: Amanda provided the WCCD Board with the letter from Senate Western to President Biden, GAO Study and the resolution introduced. Dan advised that not much information is available yet and we will keep informed on this topic for any future discussions needed.

WACD Director Updates: Amanda provided the WCCD Board with the WACD Director Updates and reference materials. Amanda, and possibly Halli, will be attending the Water Quality Monitoring Training; State Convention will be in Cody this year; and the WACD Annual Award nominations are now open. Dan suggested we nominate Allen again for Technical Assistance.

Charley made a motion to enter Executive Session to discuss bringing Dusty Vail back as Seasonal Maintenance and to perform Halli Caines Annual Performance Review. Vance seconded the motion. Motion carried. Dan excused himself to attend to personal business.

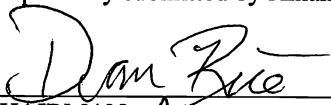
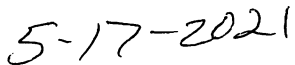

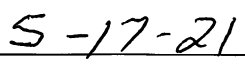
Executive Session entered at 9:22pm. Executive Session adjourned at 9:44pm.

#### **OTHER BUSINESS**

Vance received a public records request. Amanda advised Vance to forward the request to her to complete.

The WCCD Board meeting adjourned at 9:45pm.

Respectfully submitted by Amanda O'Keefe, Director May 17, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE