



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, December 16, 2024, at the UW Extension Meeting Room located at 1200 Culbertson Ave in Worland, Wyoming. WCCD Board members physically present included Keith Bower, Susan Pennington, Jaci Harkink, Charley Orchard and Andrew Mills. District Manager Amanda Konkowski and NRCS District Conservationist Emma Allen were also physically present.

The meeting was called to order at 7:01 pm by Chairman Keith Bower.

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

Charley made a motion to go into Executive Session. Susan seconded the motion. Motion carried. The board went into Executive Session at approximately 7:04pm. Amanda and Emma excused themselves.

Charley made a motion to leave Executive Session. Jaci seconded the motion. Motion carried. The board went back into general session at approximately 7:20pm.

Charley made a motion to approve the November 11, 2024 meeting minutes. Jaci seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
11/26/2024	Amanda Konkowski	1073	Electronic	\$3,154.41
11/26/2024	Janet Hofmann	1074	Electronic	\$2,542.44
11/26/2024	Big Horn Federal	1075	Electronic	\$25.00
11/26/2024	Big Horn Federal	1076	Electronic	\$416.66
10/31/2024	Laird Sanitation	1077	8846	\$200.00
11/26/2024	IRS	1078	Electronic	\$1,615.32
11/26/2024	Wyoming Retirement System	1079	Electronic	\$1,388.77
11/26/2024	Range	1080	Electronic	\$129.18
11/26/2024	CNA Surety	1081	8847	\$429.75
12/9/2024	WACD	1082	8848	\$35.00
12/11/2024	WACD	1083	8849	\$42.90
12/11/2024	Wyoming Ag in the Classroom	1084	8850	\$125.00
12/11/2024	WEBT	1085	Electronic	\$1,616.05
12/11/2024	Chase Cardmember Services	1086	Electronic	\$2,871.06
12/10/2024	High Plains Power	1087	Electronic	\$39.22

Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding, \$91,696.04



Amanda provided the Bank Balance report showing the following balances as of December 11, 2024: WCCD main checking account (ending 3537): \$-2,593.82, Money Market account (ending 3596): \$120,727.85, Depreciation Reserve Savings account (ending 5209): \$6,213.41, Restricted Reserve account (ending 4407): \$9,442.71, Employee Benefit Reserve (ending 5624): \$4,917.60; Technical Assistance Reserve (ending 5632): \$27,546.65; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$83,610.78; and Pinnacle Bank CD: \$18,238.59.

The November 30, 2024 bank statements and December 5, 2024 credit card statement were reconciled by Amanda Konkowski. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen provided an update on NRCS for December. WaterSMART program available for Upper Bluff Canal users, \$300K per year for the next 5 years. This is the final year for the Upper Hanover WaterSMART funding. 37 EQIP applications so far this year. Our county allocations should be higher this year. 3 CSP renewals were finalized, and a few more new applications received this year. 1 application under AMA for a High Tunnel was received.

EMPLOYEE REPORTS

Amanda provided a copy of the November 2024 timesheets and her December Board report with updates on: Upper Big Horn Sub-Basin Implementation Watershed Program with new Program Director Mackenzie. Annual Plan is due. Potential application for early spring deadline; Legislative Luncheon preparation; SWPP project is completed, just awaiting receipts; Annual Calendar will be in a digital format this year; A list of trainings that were attended, including the WACD Annual Convention in Jackson and the PAW Wildlife Reclamation meeting in Casper.

Education Coordinator Janet Hofmann provided her Board Report prior to the meeting for review.

OLD BUSINESS

NEW BUSINESS

District Vehicle

Provided a copy of the police report, workers compensation claim, and the insurance claim to the board for review.

Employee Personal Vehicles

The board discussed the option to offer mileage reimbursement or fuel. Charley made a motion to allow for mileage reimbursement until a new district vehicle is purchased. Susan seconded the motion. Motion carried.

Mountain West Farm Bureau

Amanda presented the 2025 policy renewal for board to review.

Public Funds Designation

Jaci made a motion to maintain Security State Bank as the Public Funds Designatory. Charley seconded the motion. Motion carried.

Westi Ag Day Funds

Amanda requested that the allocated Westi Ag Days funds be used for a Livestock Evacuation Training to be held jointly with Washakie Emergency Management in Spring/Summer 2025. Andrew made a motion to reallocate those funds for this request. Charley seconded the motion. Motion carried.

WCCD Annual Plan FY2025

Amanda presented the FY2025 Annual Plan for review and approval. Charley made a motion to approve the Plan. Susan seconded the motion. Motion carried.



Ranching for Profit Workshop

Andrew Mills requested \$3000 to attend the Ranching for Profit workshop in Billings Jan 12-18. Jaci made a motion to approve the request. Charley seconded the request. Motion carried.

WDA Grant Programs

Amanda notified the board of two available WDA grants. RHAP and Water Quality.

Nowood Watershed Improvement District

Amanda provided the Board with the December 2, 2024 meeting agenda.

Charley made a motion to adjourn the meeting at 8:28 pm. Susan seconded the motion. Motion carried.

Respectfully submitted by Amanda Konkowski, District Manager on January 9, 2025.

Keith Bower 1/22/25
CHAIRMAN DATE

Susan D Pennington 2/17/25
~~SECRETARY/TREASURER~~ DATE
Vice chairwoman