



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, December 19, 2022 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, Jaci Harkink, Charley Orchard and Keith Bower. District Manager, Amanda O'Keefe and NRCS DC Emma Allen were also in attendance. Guest in attendance was Steve Snyder.

Chairman Daniel Greet called the meeting to order at 7:00 pm.

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

Charley made a motion to approve the November 21, 2022 meeting minutes. Keith seconded the motion. Motion carried.

### FINANCIAL REPORT

Jaci 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
11/28/2022	Range	9629	Electronic	\$ 95.11
11/30/2022	Amanda O'Keefe	9630	Electronic	\$ 2,957.36
11/30/2022	Janet Hofmann	9631	Electronic	\$ 2,158.13
11/30/2022	Big Horn Federal HAS	9632	Electronic	\$ 416.66
11/30/2022	Internal Revenue Service	9633	Electronic	\$ 1,048.98
11/30/2022	Wyoming Retirement System	9634	Electronic	\$ 1,228.75
11/22/2022	Ten Sleep National Honor Society	9635	8638	\$ 80.25
11/28/2022	Kennedy Ace Hardware	9636	8639	\$ 26.99
11/30/2022	LJ Revocable Trust	9637	8640	\$ 25.00
11/29/2022	Mountain West Farm Bureau	9638	8641	\$ 790.00
12/19/2022	WEBT	9639	8642	\$ 2,055.08
12/5/2022	Chase Cardmember Services	9640	Electronic	\$ 480.82

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of December 12, 2022
- FYTD 2023 Mill Levy Funding, \$99,416.88

Amanda provided the Bank Balance report showing the following balances as of December 12, 2022: WCCD main checking account (ending 3537): \$338.97, Money Market account (ending 3596): \$140,035.30, 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 November 30, 2022 bank statements were reconciled by Jaci Harkink prior to the meeting. Bank statements and reconciliation reports will be available through the agenda link on Tuesday, December 20, 2022. Amanda O'Keefe reconciled the credit card statement, and the statement, copy of receipts and reconciliation report were made available to the Board for review.

## **DC REPORT**

Emma Allen, District Conservationist was in attendance and provided the board with her December District Conservationist update: FY2023 applications totaled 38, and they are currently processing those; CSP has 4 new applications; and Division 1 received \$687,000 in allocated funds for FY2023. Emma also noted that Climate Smart funding will be received in January 2023 to be used over a 10-year period. Emma provided the Board with project applications to be reviewed. Susan signed these applications.

## **EMPLOYEE REPORTS**

Amanda provided a copy of her November 2022 Timesheet and an update to the board on the following: 10 hours was logged for SAP Development, below what was expected but due to missing time from being sick and other obligations. DEQ 2022 Annual Report was completed and submitted. Amanda was unable to attend the Wyoming Rendezvous due to being sick but had someone from South Big Horn Conservation District pick up the auction items. WDA Funding Criteria for 2022 will be fulfilled with the Legislative Luncheon to be held on December 20, 2022. Compost Bin project is off to a good start with 7 pre-orders at the cost of \$84 per bin during the pre-order sale which will expire on January 20<sup>th</sup>. Price will then go up to \$99.75 per bin. Amanda will be looking to apply for a grant through UW Barnyards and Backyards so WCCD can host a Rural Living Workshop on March 4<sup>th</sup>. If funding is approved, this would give us \$1000 plus the \$350 we set aside for West Ag days to host this event. Amanda attended the Q4 2022 Cottonwood Grass Creek WID meeting, which also fulfills the Annual Tour requirement, discussion was had around a potential project to flow sediment out of the settling pond back into Cottonwood Creek (flow through). All other meetings/webinars Amanda attended are included in her Monthly Board Report.

Education Coordinator Janet Hofmann's monthly board report was made available to the Board for review. Amanda completed Janet's 90-day review and advised the Board that she is doing an excellent job and exceeding expectations. The budget doesn't allow for any additional increase in pay during FY2023, so any hourly rate adjustment will be considered during the FY2024 budget review.

## **BOARD MEMBER REPORTS**

### **OLD BUSINESS**

#### NACD Convention, February 11-15, 2023

Amanda advised the board that if anyone plans to attend convention in New Orleans, that they need to let her know by December 23, 2022 to get pre-registration rates.

#### Legislative Luncheon, December 20, 2022

Amanda reminded board that the Annual Legislative Luncheon would be held at The Other Store at 12pm on December 20, 2022.

### **NEW BUSINESS**

#### Hanover Irrigation District

Steve Snyder appeared to request partnership from WCCD for an RCPP application that would address replacement of the flume in Winchester. Monte Bush, State Program Specialist was supposed to join virtually to address any questions about the program and WCCD partnership responsibilities, but he did not call in. Steve reviewed the project with the Board, and Emma provided few details about the program. It was advised that Amanda and Emma get with Monte to address any questions the board may have about this program and its requirements and report back to the board at the January board meeting. It was requested that we have Monte Bush call in during the January board meeting, and Amanda reach out to see if other conservation districts have partnered on RCPP.

#### BLM Solar Utility Projects on Public Land

Amanda provided the board with a Notice of Intent from BLM to prepare a programmatic EIS to evaluate Utility Scale Solar Energy Planning and to amend the Resource Management Plans for Renewal Energy Development. Comment period ends February 6, 2023. Charley read through this and advised this isn't applicable to Wyoming at this time but will probably be in the future.

#### Security State Bank

Amanda provided to the Board all paperwork that needs to be signed to change the signatories on the account, which was approved during the November 2022 Board Meeting. Everyone signed where indicated, and copies of driver's licenses for Susan, Keith and Charley were obtained. Amanda will drop off the paperwork to Security State Bank on December 20, 2022.

#### Investment Policy Review

Amanda advised the board that the Certificate of Deposit with Pinnacle Bank is to expire mid-March. It was discussed on if we should pursue additional investment options. Amanda will contact Pinnacle Bank and other local banks to determine what the interest rates are on CD accounts and report back to the board at the January 2023 board meeting.

Amanda requested that based on the recommendation of Bethany Measles at 307 Accounting, that we open two additional reserve accounts with Security State Bank for the Employee Benefit Reserve and the Technical Assistance Reserve. This will assist in easily reconciling the accounts and be more transparent for audit reviews. Charley made a motion to approve the opening of two additional reserve accounts for Employee Benefit Reserve and Technical Assistance Reserve. Keith seconded the motion. Motion passed.

Amanda also requested based on the recommendation of Bethany Measles at 307 Accounting, to remove the reserve accounts in QuickBooks from the expense category and add them as liabilities. Charley made a motion to approve this request. Keith seconded the motion. Motion passed.

#### Insurance Renewal

Amanda provided the board a copy of the Insurance policy which is up for renewal in January 2023 with Mountain Farm Bureau Agency here in Worland. The renewal rates are within reason to what was budgeted.

#### WDA Appropriation Funding

Amanda provided the board with a copy of the One Page Summary for FY2022. Also included was a copy of the Legislative Function paperwork that will be signed by Daniel Greet following the Annual Legislative Luncheon on December 20, 2022. These were the remaining two items to fulfill our requirement for appropriation funding through WDA.

#### Conservation District Training

Amanda notified the Board that the annual Conservation District Employee and Supervisor training is scheduled for February 21-23, 2023. Unsure of location at this time, but usually is held in Cheyenne. Amanda advised the board that effective July 2023, this will be a requirement for all Board Supervisors.

#### Nowood WID

Amanda provided the Board with a request from the WID for a Letter of Support on the Alkali Reservoir Project for the Bureau of Reclamation. Daniel Greet signed the letter. Amanda also provided a copy of the Nowood Meeting agenda for December 5, 2022.

#### Cottonwood Grass Creek WID


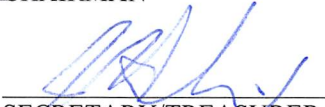
Amanda attended the Q4 2022 WID meeting on Friday, December 16, 2022 and included in this meeting was the Annual Tour requirement. Jim Butterfield has a pivot system and settling ponds that require removal of sediment build up and he is looking for a way to flow the sediment through the system and back into Cottonwood Creek. There was adequate snow on the ground not allowing for us to walk to the area he is looking at, but we will plan to do an additional site visit during Q1 or Q2 of 2023.

#### **OTHER BUSINESS**

Brianna Cauffman, a 5<sup>th</sup> grader from Westside Elementary in Worland was the state winner of the NACD Stewardship contest in 2022. Her poster will move on to the national competition.

The WCCD Board meeting adjourned at 9:30 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on January 3, 2023.

	1/16/23
CHAIRMAN	DATE
	1/16/23
SECRETARY/TREASURER	DATE