



**WASHAKIE COUNTY CONSERVATION DISTRICT
MINUTES OF MONTHLY BOARD MEETING**

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, February 19, 2024 at the UW Washakie Extension Meeting Room located at 1200 Culbertson Avenue, in Worland, WY 82401. WCCD Board members present included Daniel Greet, Susan Pennington, Keith Bower, Charley Orchard and Jaci Harkink. District Manager Amanda O’Keefe, Education Coordinator Janet Hofmann, and NRCS District Conservationist Emma Allen were also present.

The board meeting was called to order at 7:01 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the January 15, 2024 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. Below are the approved expenditures:

Date	Payment To	Invoice Number	Check Number	Amount
1/29/2024	Range	9872	Electronic	\$ 104.15
1/31/2024	Amanda O'Keefe	9873	Electronic	\$ 3,015.49
1/31/2024	Janet Hofmann	9874	Electronic	\$ 2,598.46
1/31/2024	Big Horn Federal	9875	Electronic	\$ 50.00
1/31/2024	Big Horn Federal	9876	Electronic	\$ 416.66
1/31/2024	Wyoming Retirement System	9877	Electronic	\$ 1,372.68
1/31/2024	Internal Revenue Service	9878	Electronic	\$ 1,586.26
1/31/2024	Melissa Baker	9879	8754	\$ 86.03
1/31/2024	RL Busch Farm & Feedlot	9880	8755	\$ 5,000.00
1/31/2024	WACD	9881	8756	\$ 43.90
2/6/2024	Amanda O'Keefe	9882	8757	\$ 27.15
2/10/2024	WEBT	9883	Electronic	\$ 1,554.05
2/10/2024	Chase Cardmember Services	9884	8758-VOID	\$ -
2/10/2024	Chase Cardmember Services	9885	Electronic	\$ 699.89
2/12/2024	High Plains Power	9886	Electronic	\$ 40.85
				\$ 16,595.57

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$167,194.03

Amanda provided the Bank Balance report showing the following balances as of February 16, 2024: WCCD main checking account (ending 3537): \$104.83, Money Market account (ending 3596): \$159,821.68, Operating



Reserve Money Market account (ending 0843): \$81,157.03, Depreciation Reserve Savings account (ending 5209): \$6,157.77, Restricted Reserve account (ending 4407): \$9,392.50, Employee Benefit Reserve (ending 5624): \$4,868.71; Technical Assistance Reserve (ending 5632): \$27,272.85; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The January 31, 2024 bank statements and February 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 February update. They had 2 EQIP applications moved to contract, and 44 applications this year in various states of eligibility. They received 1 CSP renewal application, that program deadline is May 3, 2024. AMA deadline is May 15, 2024. Emma advised that the continuing resolution expires March 1, 2024. NRCS Local Work Group meeting is in Worland on March 7, 2024 starting at 9am.

EMPLOYEE REPORTS

Amanda provided a copy of the January 2024 timesheets and the February monthly report. 319 Update: Geis Farms and Clark Bros completed projects and submitted receipts for reimbursement. Grow Washakie event received funding through Barnyards and Backyards for 2024. WCCD SAP is completed and approved by WDEQ. NRCS Local Work Group meeting is hosted by Washakie this year on March 7, 2024 starting at 9am at the Extension Meeting room located at 1200 Culbertson Ave in Worland. WDA Lab Fund budget was submitted to WDA to utilize the remaining lab funds for water monitoring in 2024. Amanda attended the CA meeting for BLM Grazing where they went over the new tool for drought management that is optional for Rangeland Managers within BLM to use. WCDEA Training is underway and will be held in Casper March 12-14, 2024.

Education Coordinator Janet Hofmann provided the board with a brief update of her monthly report. WCCD Annual Tree sale is underway. PLT poster contest has started and NRCS poster contest will begin at the end of February. Janet provided an update on the Regenerative Legacy Summit and Montana Soil Symposium of which she attended virtually and in person.

BOARD SUPERVISOR REPORTS

Jaci provided a brief update on her attendance at NACD Annual Convention in San Diego, CA. She spoke about a property tax incentive program in Indiana that was discussed, as well as a reseeding program in OR. Materials for the event were available through QR codes, which Jaci states she will put together for the board to review.

OLD BUSINESS

Security State Bank, Intrafi Cash Services

Amanda provided the board with CDAR and ICS interest rates and urged the board to decide on whether to consolidate the Pinnacle Bank CD over to Security State Bank, and to move funds from the Operating Reserve Account 0843 to either a sweep ICS account or a CDAR. The board did not make any motion to change the CD held at Pinnacle Bank. Jaci made a motion to move the funds from the account ending in 0843 to a 6-month CDAR account at 4.07% APY at Security State Bank. Charley seconded the motion. Motion carried.

NAC Rule Comment Letter

Amanda provided the Board with the comment letter Janet drafted for the SEC NAC Rule, which was withdrawn. The comment letter was not submitted but only provided to the Board to review.



NEW BUSINESS

Wyoming Community Foundation Grant

Janet placed a bid request with Public Purchase to receive bids on the Worland Community Garden fencing project. WCCD applied for and received the grant on behalf of the Community Garden. The bid received well exceeded the \$13,000 budget the garden has for the fence installation. Charley made a motion to deny the bid. Keith seconded the motion. Motion carried. Janet will have the Community Garden Board look at additional funding avenues and reach out to other local contractors for the fence installation.

Wyoming Hunger Initiative

Janet plans on submitting a grant funding request on behalf of the Wyoming Boys School to implement a microgreens program that the Boy's School will operate. The grant will open in March and Janet will submit the application. There is no cost match requirement from WCCD.

Recycling Campaign

Amanda spoke with Mike Sigfried at the landfill regarding starting a Recycling Campaign that is focused on paint and other recyclables that the landfill and other organizations can recycle outside of the Hazardous Household Waste Event. The HHW event will not be held in 2024, and WCCD has funds budgeted to expend this year. Amanda made a request to have \$2000 of the HHW event funds reallocated towards a Recycling Campaign. Jaci made a motion to approve the request. Charley seconded the motion. Motion carried. Amanda invited the Board to participate in the R3 meetings for campaign development. Amanda will advise the board once more details are available and how the funds will be utilized.

Social Media Policy

Amanda provided the board with the NACD Social Media Policy Guidance document for review. This matter will be tabled until the March 2024 meeting.

WDA Funding Criteria Forms

Amanda presented to the Board the following forms as part of the WDA Appropriation Funding criteria. Chairman Daniel Greet signed all the forms.

- FR-1, Bonding
- FR-2, Risk Management Practices
- BR-1, Pursuing Local Funding

WCCD Sampling and Analysis Plan Development

Amanda advised the Board that she submitted and after 2 draft reviews, received approval on the WCCD SAP. Chairman Daniel Greet and District Manager Amanda O'Keefe signed the SAP.

WDA Lab Funds

Amanda provided the board with the budget for the remaining lab funds. The funds will be utilized to get supplies and equipment needed for the 2024 water quality monitoring season.

Big Horn River Flume Project Recommendation Letter

Amanda provided the board with a draft recommendation letter for the Hanover Irrigation District's Big Horn River Flume project. Charley made a motion to approve the recommendation letter. Keith seconded the motion. Motion carried.

Range Membership Dividends

Amanda provided the board with a request for a completed W9 from Range for membership dividends. The Board asked Amanda to complete the W9 and submit to Range.

Nowood Watershed Improvement District

- Susan made a motion to approve the mileage and meal reimbursement for John Joyce to attend a Wyoming Game and Fish meeting regarding the Alkali Reservoir. Jaci seconded the motion. Motion carried.
- Amanda provided the Board with the 2023 Nowood WID Annual Summary and Financial Report for review.





- Amanda provided the Board with the February 5, 2024 Nowood WID meeting agenda and the February 2024 Tri-Hydro report.

NRCS Local Work Group Meeting, Natural Resource Ranking

Amanda provided the Board with the 2023 LWG meeting minutes, the NRCS Natural Resource Concern ranking form and the Priority Watershed map. Charley made a motion to keep our ranking the same as 2023 ranking (see attached ranking form). Keith seconded the motion. Motion carried. After discussion, Jaci made a motion to have the Elk Creek-Bighorn River Watershed HUC 1008000712 as the priority watershed. Charley seconded the motion. Motion carried.

Charley made a motion to adjourn the meeting. Jaci seconded the motion. Motion carried. The WCCD Board meeting adjourned at 8:54 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on February 21, 2024.

 CHAIRMAN	<u>3/18/24</u> DATE
 SECRETARY/TREASURER	<u>3/18/24</u> DATE