



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, January 20, 2025 virtually due to subzero temperatures forecasted. WCCD Board members present included Keith Bower, Susan Pennington, Charley Orchard and Andrew Mills. District Manager Amanda Konkowski was also present.

The meeting was called to order at 7:04 pm by Chairman Keith Bower.

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

Susan made a motion to approve the December 16, 2024 meeting minutes. Charley seconded the motion. Motion carried.

Charley made a motion to approve the January 8, 2025 Special Meeting minutes. Susan 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 |
|------------|-------------------------------|----------------|--------------|------------|
| 12/19/2024 | Northern Wyoming News | 1088 | 8851 | \$64.50 |
| 12/30/2024 | Amanda Konkowski | 1089 | Electronic | \$3,174.50 |
| 12/30/2024 | Janet Hofmann | 1090 | Electronic | \$2,523.63 |
| 12/30/2024 | Big Horn Federal HSA | 1091 | Electronic | \$416.66 |
| 12/30/2024 | Internal Revenue Service | 1092 | Electronic | \$1,615.12 |
| 12/30/2024 | Wyoming Retirement System | 1093 | Electronic | \$1,383.88 |
| 12/30/2024 | Range | 1094 | Electronic | \$129.24 |
| 12/30/2024 | WACD | 1095 | 8852 | \$42.90 |
| 12/30/2024 | Chawna Weichmann | 1096 | 8853 | \$86.03 |
| 12/30/2024 | WY Dept of Workforce Services | 1097 | Electronic | \$513.97 |
| 1/8/2025 | Chase Cardmember Services | 1098 | Electronic | \$591.71 |
| 1/8/2025 | Worland-Ten Sleep Chamber | 1099 | 8854 | \$275.00 |
| 1/8/2025 | Mountain West Farm Bureau | 1100 | 8855 | \$443.00 |
| 1/10/2025 | WEBT | 1101 | Electronic | \$1,616.05 |
| 1/10/2025 | High Plains Power | 1102 | Electronic | \$24.79 |
| 1/10/2025 | 8th Day Farms | 1103 | 8856 | \$5,000.00 |
| 1/13/2025 | Petty Cash-Amanda Konkowski | 1104 | 8857 | \$20.00 |
| 1/17/2025 | Janet Hofmann | 1105 | 8858 | \$279.13 |



Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding, \$142,046.51
- Vendor Transaction History for July 1, 2024 to December 31, 2024

Amanda provided the Bank Balance report showing the following balances as of January 17, 2025: WCCD main checking account (ending 3537): \$7,206.07, Money Market account (ending 3596): \$155,660.53, Depreciation Reserve Savings account (ending 5209): \$6,232.20, Restricted Reserve account (ending 4407): \$9,452.33, Employee Benefit Reserve (ending 5624): \$4,922.61; Technical Assistance Reserve (ending 5632): \$27,574.72; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$83,884.61; and Pinnacle Bank CD: \$18,238.59.

The December 31, 2024 bank statements and January 5, 2025 credit card statement were reconciled by Amanda Konkowski. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

There was no DC report for January 2025.

EMPLOYEE REPORTS

Amanda provided a copy of the December 2024 timesheets and her January Board report with updates on: Upper Big Horn Sub-Basin Implementation Watershed Program Annual Report was submitted; Legislative Luncheon was successful; Christmas Tree Recycling resulted in 111 trees collected and good volunteer turnout; Grow Washakie presenters and topics are secured, will open registration next week; Livestock Evacuation Training is pending date selection from Scott Cotton; WCCD Totes ordered and will be handed out at Grow Washakie. Meetings and Trainings that were attended were provided to the board, as well as all administrative tasks completed.

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

BOARD MEMBER REPORTS

Tabled Ranching for Profit Workshop report from Andrew until the February Board Meeting.

OLD BUSINESS

NEW BUSINESS

WDA Reorganization Form and Feedback for NASCA

Amanda will reach out to each Board Member to get information needed for Reorganization Form. Amanda asked the board for any input on topics to send to Justin Caudill for his NASCA meeting in February. Charley mentioned keeping NAC's on the radar. Amanda will provide that input to Justin. If any board members have any other topics, please forward those to Amanda by end of month.

WDA Funding Criteria Forms

This will be tabled until the February meeting when the board will meet in person.

Wyoming Boys School Microgreens Program MOU

Amanda presented the draft copy of the MOU that Janet provided to WBS to review. The board requests the final MOU be presented for approval and signature.

Subdivision Review

Amanda presented to the Board the Soil Report and Recommendation Letter for the L2S Tie Down Subdivision Review. Charley made a motion to approve the report. Andrew seconded the motion. Motion carried.



Board Training Opportunity

Amanda provided the Board with a training opportunity, held by Thermopolis Hot Springs Chamber of Commerce and Mary Martin, UW Extension Educator. The training is Leading by Excellence and goes over the board responsibilities and how to effectively manage/lead your board towards success. Keith and Amanda will be attending. Anyone else interested should let Amanda know by Friday.

Wyoming Water Association Legislative Meetings

Amanda provided the board with info regarding the weekly Wednesday meetings by the Executive Board at WWA to review water related legislation during this legislative session. If anyone is interested in attending, please reach out to Amanda to get invite.

NACD Convention

Susan will be attending NACD Convention in Salt Lake City this year. She will attend February 8-11th. The Board was good with paying for her to participate in the Welcome Reception as well.

Grow Washakie

Amanda provided an update to the board on this event during her Employee Monthly Board Report.

Nowood Watershed Improvement District

Amanda provided the Board with the January 6, 2025 meeting agenda.

NRCS Natural Resource Concern Rankings

Emma will attend the February board meeting and lead us in ranking our natural resource concerns and selecting our priority watershed. Andrew asked for some historical ranking information for review.

OTHER BUSINESS

Ten Sleep Climbing Management Plan has again been postponed due to staffing issues, and a request for a tribal review.

Charley made a motion to adjourn the meeting at 7:51 pm. Susan seconded the motion. Motion carried.

Respectfully submitted by Amanda Konkowski, District Manager on January 23 2025.

Keith Owen 2/17/25
CHAIRMAN DATE

Susan D Pennington 2/17/25
SECRETARY/TREASURER DATE