



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, January 16, 2023 at the Ten Sleep Town Hall located at 415 5<sup>th</sup> Street in Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, Jaci Harkink, Charley Orchard and Keith Bower. District Manager, Amanda O'Keefe was also in attendance. Guest in attendance was Shreve Stockton.

Chairman Daniel Greet called the meeting to order at 6:57 pm.

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

Susan made a motion to approve the December 19, 2022 meeting minutes. Charley seconded the motion. Motion carried.

### FINANCIAL REPORT

Charley made a motion to approve the monthly expense report. Keith seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
12/28/2022	Range	9641	Electronic	\$ 103.51
12/30/2022	Amanda O'Keefe	9642	Electronic	\$ 2,957.96
12/30/2022	Janet Hofmann	9643	Electronic	\$ 2,417.49
12/30/2022	Big Horn HSA	9644	Electronic	\$ 416.66
12/30/2022	Internal Revenue Service	9645	Electronic	\$ 1,096.74
12/30/2022	Wyoming Retirement System	9646	Electronic	\$ 1,286.86
12/30/2022	Ten Sleep Tribute	9647	8643	\$ 60.00
12/30/2022	Washakie County School District #2	9648	8644	\$ 500.00
12/30/2022	Department of Workforce Services	9649	Electronic	\$ 469.43
1/4/2023	Wyoming Dept of Revenue	9650	Electronic	\$ 302.43
1/16/2023	WEBT	9651	8645	\$ 2,055.08
12/22/2022	Northern Wyoming News	9652	8646	\$ 64.50
1/10/2023	Wyoming Dept of Agriculture	9653	8647	\$ 25.00
1/11/2023	WACD	9654	8648	\$ 89.90
1/11/2023	Chase	9655	Electronic	\$ 987.65

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of January 11, 2023
- FYTD 2023 Mill Levy Funding, \$142,855.62
- Mill Levy Comparison FY21-FY22-FY23
- Vendor Transaction List for July 1, 2022 to December 31, 2022

Amanda provided the Bank Balance report showing the following balances as of January 11, 2023: WCCD main checking account (ending 3537): \$1505.76, Money Market account (ending 3596): \$170,316.21, Emergency Reserve Money Market account (ending 0843): \$80,133.70, Depreciation Reserve Savings account (ending 5209): \$6,084.43, Restricted Reserve account (ending 4407): \$14,315.48, Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,413.54.

The December 31, 2022 bank statements were reconciled by Amanda O'Keefe on January 3, 2023. Bank statements and reconciliation reports were available through the agenda link. Amanda O'Keefe reconciled the credit card statement on January 11, 2023 and the statement and reconciliation report were available through the agenda link.

## **DC REPORT**

Emma Allen, District Conservationist was not able to attend the meeting. Amanda provided a copy of her January report for the board to review.

## **EMPLOYEE REPORTS**

Amanda provided a copy of her December 2022 timesheet and an update to the board on the following: Compost Bin Sales update-17 out of 18 sold and pre-orders close January 20<sup>th</sup>; Grow Washakie Workshop grant funding application, event planning & presenter update; Christmas Tree Recycling event completion; Update on status of Upper Big Horn Sub-Basin 319 program-no applications submitted yet, set up table at Sale Barn for outreach and SAP development is stalled; WCDEA Annual Training; Food Security Meeting; Women in Ag Wool Workshop; attended Nowood Meeting virtually; WCHS meeting virtually for part of meeting; attended BLM Solar Project EIS meeting; completed year end tasks to include taxes and W2/W3; and QuickBooks rate increases and other options for accounting and payroll software.

Education Coordinator Janet Hofmann's monthly board report was made available to the Board for review.

## **BOARD MEMBER REPORTS**

Annual Legislative Luncheon Update was given by Charley Orchard, as well as an overview from Susan on the Women in Ag Wool Workshop.

## **OLD BUSINESS**

### Hanover Irrigation District

Amanda provided the Board with an update on the request of the Hanover Irrigation District's request to partner on an RCPP NRCS application. Amanda and Steve Snyder spoke to Monte Bush, State Program Administrator and he advised that funding needs to be secured through WWDC prior to applying to RCPP. He also stated that we could apply for additional funding through RCPP for some landowner projects as part of the overall project, and this will rank our application higher.

### Associate Members

This discussion was tabled from the October 2022 meeting. Amanda did not have an opportunity to reach out to Dan or Vance to see if they had an interest. Jaci and Daniel thought it was best to drop the discussion on Associate Members. Dan and/or Vance can always be called for an opinion on topics should the Board feel there is a need. The Board can also utilize a contractor for developing comments, such as Leanne Correll the NEPA consultant for SER Conservation District.

### Certificate of Deposit Rates

Amanda provided the Board with copies or links of CD Interest Rates from Pinnacle Bank, Security State Bank, Sunlight Federal Credit Union and ANB Bank. Charley made a motion to continue to invest our CD with Pinnacle Bank for 12-month renewal. Susan seconded the motion. Motion carried.

### Security State Bank Signatures

Amanda provided the board with the paperwork to sign for opening the two new reserve accounts, Technical Assistance Reserve and Employee Benefit Reserve. Charley, Daniel, Keith and Jaci signed the forms.

## **NEW BUSINESS**

### WDA Funding Criteria Forms 2023

Amanda presented to the Board the following forms for review and signature of the Board Chairman, Daniel Greet:

Pursuing Local Funding, Form BR-1

Risk Management Practices, Form FR-2

Bonding, Form FR-1

Amanda read aloud to the board and Daniel Greet signed.

Grow Washakie: A Rural Living Workshop

Amanda and Janet have been organizing this workshop which will be held on March 4, 2023 at the Washakie Museum & Cultural Center. Amanda wrote a grant for funding through UW Barnyards & Backyards Rural Living Workshop program. Amanda provided a board with a list of topics and guest speakers as well. WCCD will utilize the budgeted \$350 set aside for Westi Ag Days since that event is cancelled.

#### Compost Bin Program

Amanda updated the board on compost bin sales, 17 out of 18 bins pre-ordered, and made a request to order an additional 18 bins. Jaci made a motion to approve the order of an additional 18 compost bins. Charley seconded the motion. Motion carried. Amanda updated the board on options for invoice and payment options as a heads up, but will clarify how the billing will be handled through Recycling Connections.

#### BLM Solar Energy Utility Scale PEIS

Amanda asked the Board if they wanted to request Cooperating Agency Status on the BLM Solar Utility Scale PEIS. Amanda attended a virtual meeting regarding this PEIS. The board thought it wouldn't be a bad idea to request Cooperating Agency Status, so Amanda will make a formal written request.

#### NRCS Conservation Practices Handbook

NRCS is making revisions to their Conservation Practice Handbook. Comments are due January 18, 2023. The Board is not interested in making comments at this time.

#### NACD Convention

Jaci made a motion to increase her spending limit by \$750, from \$2500 to \$3250. Charley seconded the motion. Motion carried.

#### Apparel Logo

Amanda provided the Board with 3 mock ups of logos to be put on the apparel. The Board decided on Option #3, which is the header to these minutes.

#### WACD Updates

Amanda provided the Legislative Update #4, Omnibus Bills for Construction and Planning, and a request from WACD if Board Members wanted to be included in direct emails.

#### Board Supervisor Training

District Supervisor Training is being held in Cheyenne February 21-23, 2023. Attendance can be in person, or virtually. Agenda was provided. Amanda also provided the Board with House Bill 60 which shows the requirements for Board Supervisor Training.

#### Nowood WID

Amanda provided a copy of the Nowood Meeting agenda for January 9, 2023 and the November signed meeting minutes, and the November, December & January Alkali Reservoir Updates.

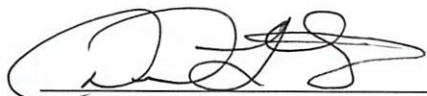
#### Cottonwood Grass Creek WID

Q1 2022 meeting scheduled for January 20, 2023 virtually.

### **OTHER BUSINESS**

The WCCD Board meeting adjourned at 8:53 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on February 15, 2023.



CHAIRMAN

DATE

2/20/23



SECRETARY/TREASURER

DATE

2/20/23