

**WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401**

MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, January 18, 2021 at 7:00 p.m. at the Ten Sleep Townhall in Ten Sleep, Wyoming. WCCD Board members physically present included Dave Slover, Dan Rice, Vance Lungren and Susan Pennington; Charley Orchard was in virtual attendance. Also, physically present was WCCD Director, Amanda O'Keefe and WCCD Program Assistant Halli Caines; Laura Galloway, NRCS-DC was in virtual attendance.

Dave called the meeting to order at 7:02pm.

Charley made a motion to approve the WCCD January 18, 2021 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the December 21, 2020 board meeting minutes. Susan made a motion to accept the minutes. Vance seconded the motion. Motion carried.

FINANCIAL REPORT:

Amanda provided the Board with the Monthly Expense Report. Dan made a motion to accept the expenses. Susan seconded the motion. Motion carried. Expenses approved are listed below.

Amanda provided the Board with the Budget vs. Actual FYTD report. One variance on Payroll Liabilities needs to be resolved.

Amanda reported that the mill levy funding received to date is \$110,898.89.

Amanda reported the following financial account balances as of January 14, 2020: WCCD main checking account (ending 3537); \$11,975.75, Money Market account (ending 3596); \$110,568.36, Emergency Reserve Money Market account (ending 0843); \$77,631.21, Depreciation Reserve Savings account (ending 5209); \$4,040.20. The CD Account balance was \$17,297.58. The December 31, 2020 Bank Statements for all accounts were provided and reconciled by Amanda O'Keefe.

Amanda provided the WCCD Board with the Bi-Annual Transaction List by Vendor from July 2020 to December 2020.

Date	Payment To	Invoice Number	Check Number	Amount
12/28/2020	NACD	9206	Electronic	\$1,000.00
12/28/2020	WAIC-Wy Ag in Classroom	9207	8444	\$250.00
12/28/2020	Wyoming Livestock Round Up	9208	8445	\$50.00
12/28/2020	Mountain West FB Mutual Insur	9209	8446	\$875.00
12/28/2020	CAN Surety Direct Bill	9210	8447	\$429.75
12/30/2020	Wyoming Retirement	9211	8448	\$1,069.76
12/30/2020	Amanda O'Keefe	9212	Electronic	\$2,180.31
12/30/2020	Halli Caines	9213	Electronic	\$2,075.44
12/30/2020	Pinnacle Bank	9214	Electronic	\$208.33
12/30/2020	Pinnacle Bank	9215	Electronic	\$50.00
12/30/2020	Big Horn Federal	9216	Electronic	\$208.33
12/30/2020	IRS	9217	Electronic	\$1,169.00
12/30/2020	VSP	9218	Electronic	\$20.86

12/30/2020	BCBS	9219	Electronic	\$1,827.00
12/30/2020	IRS	9220	Electronic	\$100.00
12/30/2020	WYUI	9221	Electronic	\$411.15
12/30/2020	WEBT	9222	8449	\$27.75
1/13/2021	Wyoming Dept of Revenue	9223	Electronic	\$87.55
1/13/2021	Serklay Printing	9224	8450	\$310.00
1/13/2021	Northern Wyoming News	9225	8451	\$126.00
1/13/2021	307 Accounting Services	9226	8452	\$95.00
1/13/2021	WDA	9227	8453	\$25.00
1/13/2021	Range	9228	Electronic	\$113.96
1/13/2021	WACD	9229	8454	\$176.60
1/13/2021	Chase Cardmember Services	9230	Electronic	\$1,947.56
1/14/2021	Ten Sleep Tribute	9231	8455	\$30.00

DC REPORT

Amanda provided the WCCD Board with the DC report for January 2021 prior to the meeting. Laura was on the call and provided the Board with an update on: Office still in Phase 0 for Covid-19 restrictions; EQIP eligibility papers and Assessments and Rankings; AMA Applications; Water Smart Program updates; CTA updates and Ranking pool submitted to State Office. Provided in Laura's report was the Snowpack Report for January 11, 2021.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her December 2020 Timesheet and the Director's Monthly report prior to the meeting. Items listed on the monthly report that were reviewed: Annual Plan Activity progress; Industry Meetings; Cooperating Agency updates; Grant reporting and Active Project updates; Administrative activities. Topics discussed included: Social Media Outreach; Christmas Tree Recycling success; Commissioners Meeting for NFWF 5 Star Grant Opportunity in 2022; Year End Taxes, WDA Funding Requirements were met; Rehabilitation Cost Share Program outreach plan.

Amanda provided the WCCD Board with Halli Caine's Program Assistant Monthly report prior to the meeting. Halli was in attendance and updated the Board on her activities, to include: Recycling event update; Ten Sleep Christmas Tree collection success; Gooseberry boundary sign One-Call update; Social Media postings; Wyoming Forestry PLT poster contest; Educational outreach; BNF Climbers Coalition Plan update; Nowood Stock Water Grant project additions.

EXECUTIVE SESSION

Dan made a motion to move into Executive Session. Vance seconded the motion. The WCCD Board went into Executive Session at 7:32pm. Dan made a motion to approve the execute minutes. Charley seconded the motion. Motion carried. The Board convened and went back into regular session at 7:58pm.

Dan made a motion to approve Halli Caines Maternity Leave as follows: Week 1-5 off with utilization of accrued time off, Week 6-9 approved without pay; Week 10-11 approved to telecommute parttime; Health Care benefits will not be interrupted; Annual and Sick Time accruals will cease during time off without pay (approx. 4 weeks). Any changes outside of this motion would require further approval. Vance seconded the motion. Motion carried.

BOARD MEMBER REPORTS:

Dan provided an update on the webinar relating to Rangeland Management Directives from the USFS. WCCD Board was provided a copy of the webinar presentation prior to the meeting. Amanda elaborated on the webinar since she was in virtual attendance.

OLD BUSINESS

NACD Convention: Amanda advised the WCCD Board that registration is still open for the NACD Annual Convention that will be held virtually.

NFWF 5 Star Grant-Commissioners Meeting: Commissioners will work with WCCD for the 2022 Application. Commissioners will provide WCCD a site map indicating location of project and during end of Q1-beginning of Q2 we will perform a site visit.

Rural Cost Share Program-Rehabilitation Application: Amanda provided the revised and final draft of the Rehabilitation Application for approval. Dan proposed a change on the Board of Supervisors reviews of the application to monthly instead of quarterly. Charley made the motion. Susan seconded the motion. Motion carried.

NEW BUSINESS

Board of Supervisor Officer Elections: Charley made a motion to keep all positions on the WCCD Board of Supervisors the same for the 2021 calendar year. Vance seconded the motion. Motion carried. The 2021 Board of Supervisor Officers are: Dave Slover-Chairman; Dan Rice-Vice Chairman; Vance Lungren-Secretary/Treasurer. Board members filled out their information as requested on the Reorganization Form for WACD and WDA.

WDA Funding Criteria:

- Risk Management Practices

Amanda read through the WDA Risk Management Practice Form FR-2:

- Two supervisors' signatures are required for each check.
- A perjury statement is on each voucher and the vouchers are signed by three board members.
- The board reviews bank statement reconciliation at least once each quarter during a regularly scheduled board meeting for the bank accounts.
- Amanda O'Keefe and Halli Caines are authorized to incur debt using the WCCD's credit card, up to a \$5,000 limit each.
- The WCCD does not utilize a debit card.
- The WCCD continues to have their bank accounts at Security State Bank and Pinnacle Bank.
- The WCCD has an investment policy on file.

Charley made a motion to continue with the risk management practices as presented by Amanda. Vance seconded the motion. Motion carried. The WDA Risk Management Practices Form FR-2 was signed by Dave Slover.

- Local Funding

Amanda read through the WDA Pursuing Local Funding Form BR-1:

- WCCD actively engages in the pursuit of local funding by utilizing a mill levy.

Charley made a motion to continue to utilize a mill levy for WCCD funding. Dan seconded the motion. Motion carried. The WDA Pursuing Local Funding Form BR-1 was signed by Dave Slover.

- Bonding

Amanda read through the WDA Bonding Form FR-1:

- WCCD Board has a dishonesty bond in place.

Dan made a motion to continue with a dishonesty bond as per requirements for employees and board members. Charley seconded the motion. Motion carried. The WDA Bonding Form FR-1 was signed by Dave Slover.

- Intent to Use Lab Funds

Amanda read through the WDA Intent to Use Lab Funds Form:

- WCCD plans to utilize the lab fund allocation of \$3882.

Charley made a motion to utilize the lab funding. Dan seconded the motion. Motion carried. The WDA Intent to Use Lab Funds Form was signed by Dave Slover.

Legislative Updates from WACD: Amanda provided the WCCD Board with Legislative Update #1 from WACD for their review. All stances on legislative actions are pending at this time.

Cottonwood Grass Creek WID: Dan attended the Cottonwood Grass Creek WID meeting on December 23, 2020 where Annie DeGanahl was nominated by the CWGC WID Board of Directors to fill the vacant position. Dan made a motion to approve the nomination. Vance seconded the motion. Motion carried.

Westi Ag Days: Amanda provided the WCCD Board with a request from UW Extension for support of Westi Ag days in the amount of \$500. Out of that \$500 would include the bulk mailing costs and a check cut for the remaining balance. Dan made a motion to approve the financial support. Charley seconded the motion. Motion carried.

NRCS Local Work Group Meeting: 2021 meeting will be held on February 16, 2021 at 1:00pm in Basin at the Fairgrounds. As part of this meeting, WCCD and our Local NRCS office need to rank our natural resource priority concerns and our priority watershed. Dan made a motion to move Forest Health up to 9 and have everything else below that move down one spot in ranking. Charley seconded the motion. Motion carried. Vance made a motion to name Elk Creek-Big Horn River Watershed a priority. Charley seconded the motion. Motion carried.

EQIP Funding Letter-State Conservationist: Dave provided Amanda a letter from South Big Horn CD that he asked to share during the meeting regarding the EQIP being opened up to other special districts for funding. Concern is allocation of

funding being limited due to project size of special district. Discussion about subject ensued and at this time there is no need send a letter on behalf of WCCD to WY State Conservationist.

WCCD Policy-Volunteer Liability Waiver: Amanda created a WCCD Volunteer Liability Waiver for the Board to review as a possible WCCD Policy. Amanda needs to reach out to LGLP and determine what WCCD liability is for volunteers and then can discuss further.

Rural Cost Share Potential Applicant: Amanda provided information and videos from a site visit on a potential project. Request was to assist in how to determine worthiness of project. Board advised to have applicants submit application and be ranked to determine if funding would be approved. Vance volunteered to go out for a second site visit for this project. Landowner out of town and Amanda to follow up with date.

WDA Water Quality Grant Program RFP: Amanda informed the Board about this grant opportunity. We currently are utilizing these funds from a previous grant year for the Nowood Stock Water Development project.

WDEQ Public Notice-Updated Wyoming Assessment Method: Amanda provided the Board with the revised Assessment Method for WDEQ water quality collection and testing.

Nowood WID-January Board Meeting: Amanda provided the Board with the Agenda and call-in information prior to meeting. Nothing of importance discussed. Just reviewed applications for shares.

FWS & NOAA Proposed Rule and Comment Period: Amanda provided WCCD Board with the Proposed Rule with open comment period until February 11, 2021.



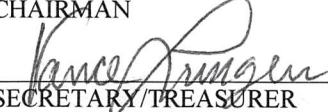

OTHER BUSINESS

CORRESPONDENCE OF HIGH IMPORTANCE

The WCCD Board reviewed the correspondence items: WACD Director What's Up Update January 15, 2021; WDEQ Drinking Water and Clean Water IUP's; Big Horn National Forest Quarterly SOPA; NCPP Producer Survey; UW Extension Webinars; USDA Advisory Committee on Urban Agriculture; USDA REAP Grant Program Webinar

The WCCD Board meeting adjourned at 10:00pm.

Respectfully submitted by Amanda O'Keefe, Director February 10, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE