



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, July 18, 2022, at Ten Sleep Town Hall located at 415 5th Street in Ten Sleep, Wyoming. WCCD Board members present included Dan Rice, Susan D. Pennington, Daniel Greet and Charley Orchard. District Manager, Amanda O'Keefe was also present. Emma Allen, NRCS-DC was present via phone. We had 1 guest present.

Dan Rice called the meeting to order at 7:06 pm. Charley made a motion to approve the agenda. Susan seconded the motion. Motion carried.

Charley made a motion to approve the June 20, 2022 meeting minutes. Susan seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
6/24/2022	Dan Rice	9535	8587	\$ 33.60
6/24/2022	Vance Lungren	9536	8588	\$ 1.12
6/24/2022	Charley Orchard	9537	8589	\$ 107.52
6/24/2022	Daniel Greet	9538	8590	\$ 20.16
6/24/2022	Susan Pennington	9539	8591	\$ 20.72
6/24/2022	John Ben Vega	9540	8592	\$ 19.20
6/24/2022	Wyoming Water Association	9541	8593	\$ 200.00
6/24/2022	Kennedy Ace Hardware	9542	8594	\$ 25.00
6/30/2022	Amanda O'Keefe	9543	Electronic	\$ 2,853.20
6/30/2022	Halli Caines	9544	Electronic	\$ 1,707.89
6/30/2022	Ben Vega	9545	Electronic	\$ 384.18
6/30/2022	Big Horn Federal HSA	9546	Electronic	\$ 50.00
6/30/2022	Big Horn Federal HSA	9547	Electronic	\$ 208.33
6/30/2022	IRS	9548	Electronic	\$ 930.28
6/30/2022	Wyoming Retirement System	9549	Electronic	\$ 1,231.99
6/30/2022	WACD	9550	8595	\$ 295.80
7/1/2022	Range	9551	Electronic	\$ 114.51
7/1/2022	High Plains Power	9552	8596	\$ 458.58
7/6/2022	WY Workforce Services	9553	Electronic	\$ 436.27
7/18/2022	WEBS	9554	8597	\$ 3,352.11
7/18/2022	Northern Wyoming News	9555	8598	\$ 48.00
7/18/2022	Chase Cardmember Services	9556	Electronic	\$ 1,945.25

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of July 18, 2022
- FY2022 Final Budget vs Actual
- FYTD 2023 Mill Levy Funding, \$2,567.61

Amanda provided the Bank Balance report showing the following balances as of July 18, 2022: WCCD main checking account (ending 3537): \$19,009.99, Money Market account (ending 3596): \$89,590.65, Emergency Reserve Money Market account (ending 0843): \$77,922.03, Depreciation Reserve Savings account (ending 5209): \$5,067.73, Restricted Reserve account (ending 4407): \$10,803.83, Petty Cash: \$23.00 and Pinnacle Bank CD: \$17,391.73.

The June 30, 2022, bank statements and credit card statements were provided, and reconciled by District Manager, Amanda O'Keefe.

DC REPORT

Emma Allen, District Conservationist for Worland, provided the WCCD Board with an update for her July report. EQIP Big Game Migration pilot program has 7 applications, of which she believes not all will be funded. State Conservationist, Astrid Martinez received a promotion, leaving an opening for this position. CSP has 2 preapproved applications for the year, which will move to the approval process shortly.

EMPLOYEE REPORTS

Amanda provided a copy of her July report and updated the board on the following: Final Draft of FY2023 Budget available for approval; WDA Water Quality Application was approved just awaiting contract; Blueway Trail First Responders meeting was well attended with opposition to the development through the diversion dam areas but NPS still encouraging Commissioners to move forward with their 4 mile section of development; Amanda attended Wyoming Watershed Conference June 29-30; All FYE tasks were completed to include QB Audit and preparation of paperwork for Self-Audit; Amanda assisted at West Side Elementary Garden on Wednesday, July 6th.

Amanda also provided a copy of her June 2022 timesheet, and the Facebook Insights for June 2022. A copy of Halli Caine's July monthly report was also included.

BUDGET HEARING

Chairman Dan Rice called the Budget Hearing to order at 7:30pm. Guests in attendance was Shreve Stockton. The FY2023 Final Budget was presented for review and approval. Supervisor Charley Orchard asked for clarification on Total Administration Costs for FY21 and FY22 compared to FY23. Amanda advised FY21 and FY22 were actual costs vs. estimated for FY23. There were no other comments. Charley made a motion to approve the FY2023 Budget. Daniel seconded the motion. Motion carried.

There was further discussion related to how the asset reserve accounts were listed as expense accounts and whether those should be removed or not. Chairman Dan Rice wanted to see transparency in how the funds were expended per budgeted reserve line. Amanda needs to provide the board with a procedure and report format that would show transaction on each separate reserve account for the August 2022 Board Meeting. There is no motion required at this time, as this is only discussion.

Chairman Dan Rice closed the Budget Hearing at 8:09pm.

BOARD MEMBER REPORTS

There were no board member reports.

OLD BUSINESS

WCCD Teleworking Policy

Amanda provided the Board with the revised policy with the approved changes, and some grammatical corrections. It was advised that we have the Liability Pool or County Attorney review the policy for liability purposes, specifically related to #8, last line. Amanda will reach out and get a review and provide a legal response to the Board.

Bighorn River Blueway Trail Update

Amanda provided an update to the Board on the First Responder Meeting held on June 30, 2022. There are concerns of liability issues from the Irrigation Districts pertaining to loss of water supply should a rescue have to happen, headgates and

pumphouses being vandalized, as well as trespassing issues. It was suggested that no promotion of the river sections that have diversion dams be done until safe portage can be developed. NPS is still suggesting the development of the 4-mile section that the Commissioners want to develop. Amanda also advised the Board that Commissioner Anderson emailed her with the pre-application for the FY2022 Wyoming Outdoor Recreation Grant. Amanda has questions regarding the application and is awaiting response from the Commissioners.

NEW BUSINESS

Department of Audit Requirements

Amanda provided the Board with a copy of the F32, Proof of Cash and Internal Evaluation/Self Audit forms that are due to the Department of Audit no later than September 30, 2022. Amanda offered the Board the option to complete the Self Audit or have 307 Accounting perform it again this year. The consensus was that a third-party accounting firm would be the better option. Amanda will send off paperwork to Bethany Measles of 307 Accounting to complete.

WDA Water Quality Grant

Application was approved for Water Quality Grant for a Sampling and Analysis Plan development. The amount approved was \$4,487.13 with a match of \$2,182.38.

Farm Bill NASCA Committee

Committee is searching for feedback on Farm Bill 2017 programs. Chairman Rice said the allocation of money to enhance productivity and utilization of lands should be a high priority. Amanda advised the Board they can provide feedback directly to Justin Caudill, or forward to Amanda and she will forward.

USDA Forest Service, Bighorn National Forest

Record of Decision for Invasive and Other Plant Management was released, and a Notice of Objection period is now open. Amanda will draft a letter for the Board to review next month stating they agree with the decision.

Nowood WID

Amanda provided a copy of the July 11th Board meeting agenda and their Budget Hearing Agenda.

Cottonwood Grass Creek WID

There were no updates. Cottonwood Grass Creek WID has not informed Amanda of when they plan to have their Budget Hearing.

WACD Annual Awards

Award nominations are now open, and Amanda provided a link to the application.

NWQI Funding Opportunity FY2023



Amanda provided the Board with the NWQI bulletin and Action Needs. This period is for the NRCS department to determine if priority watersheds need to be adjusted. No action needed.

OTHER BUSINESS

No other business was presented.

The WCCD Board meeting adjourned at 9:11 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on July 22, 2022.

	8-15-2022
CHAIRMAN	DATE
	8-15-22
SECRETARY/TREASURER	DATE