



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, June 19, 2023 at the USDA Service Center located at 208 Shiloh Road, Worland, Wyoming. WCCD Board members physically present included Susan Pennington, Keith Bower and Jaci Harkink. District Manager, Amanda O'Keefe was also in attendance.

Chairman Daniel Greet was absent so Vice Chairwoman Susan Pennington called the meeting to order at 7:00 pm.

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

Keith made a motion to approve the May 15, 2023 meeting minutes. Jaci seconded the motion. Motion carried.

### FINANCIAL REPORT

Jaci 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
5/20/2023	WACD	9727	8689	\$ 43.90
5/19/2023	Vega Brothers	9728	8690	\$ 2,310.00
5/25/2023	Nick Bower	9729	8691	\$ 15.75
5/25/2023	Christy Hankinson	9730	8692	\$ 15.75
5/25/2023	Patty Keller	9731	8693	\$ 15.75
5/25/2023	Kathy Wise	9732	8694	\$ 15.75
5/29/2023	Wyoming Assoc of Special Districts	9733	8695	\$ 100.00
5/29/2023	Amanda O'Keefe/Petty Cash	9734	8696	\$ 12.00
5/29/2023	WyRED	9735	8697	\$ 1000.00
5/30/2023	Michel Enterprises LLC	9736	8698	\$ 5,000.00
5/30/2023	Range	9737	Electronic	\$ 103.52
5/31/2023	Amanda O'Keefe	9738	Electronic	\$ 3,046.66
5/31/2023	Janet Hofmann	9739	Electronic	\$ 2,427.50
5/31/2023	Ben Vega	9740	Electronic	\$ 432.19
5/31/2023	Big Horn Federal HSA	9741	Electronic	\$ 416.66
5/31/2023	Internal Revenue Service	9742	Electronic	\$ 1,630.10
5/31/2023	Wyoming Retirement System	9743	Electronic	\$ 1,330.78
5/31/2023	WEBT	9744	Electronic 8699-VOID	\$ 1,448.05
5/31/2023	WACD	9745	8700	\$ 35.00



5/31/2023	WACD	9746	8701	\$ 45.00
5/30/2023	Signs of Sutherlands	9747	8702	\$ 430.00
6/7/2023	RL Busch Farm & Feedlot LLC	9748	8703	\$ 10,000.00
6/7/2023	307 Accounting	9749	8704	\$ 171.25
6/12/2023	WEBT	9750	Electronic	\$ 1,554.05
6/12/2023	Chase Cardmember Services	9751	Electronic	\$ 1,539.88
6/14/2023	Ten Sleep National Honor Society	9752	8705	\$ 84.10
6/16/2023	Susan Pennington	9753	8706	\$ 40.00

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of June 16, 2023
- FYTD 2023 Mill Levy Funding, \$214,138.02

Amanda provided the Bank Balance report showing the following balances as of June 16, 2023: WCCD main checking account (ending 3537): \$-13,331.94, Money Market account (ending 3596): \$136,025.92, Operating Reserve Money Market account (ending 0843): \$80,506.29, Depreciation Reserve Savings account (ending 5209): \$6,102.43, Restricted Reserve account (ending 4407): \$9,361.02, Employee Benefit Reserve (ending 5624): \$4,829.67; Technical Assistance Reserve (ending 5632): \$27,054.17; Petty Cash: \$25.00 and Pinnacle Bank CD: \$17,460.19.

The May 31, 2023 bank statements were provided and all accounts were reconciled by Amanda O'Keefe on June 2, 2023. Bank statements and reconciliation reports were available through the agenda link. Amanda O'Keefe reconciled the credit card statement on June 12, 2023 and the statement and reconciliation report were available through the agenda link as well.

## DC REPORT

Emma Allen, District Conservationist for NRCS was not able to attend the meeting. Amanda provided a copy of her June 2023 report in the agenda for the board to review.

## EMPLOYEE REPORTS

Amanda provided a copy of the May 2023 timesheets and an update to the board on the following: Busch Farms and Michel Enterprises projects completed and funds to be distributed; WDA SAP Development former monitoring sites were mapped by Steffen at Meeteetse CD and we will be inviting Ron Steg with DEQ to assist in study design and site selection; Upper Big Horn Sub Basin Watershed Implementation Program had one application rescind (B4 CLLC) and we have one landowner with two potential pipeline projects interested in applying; presented a request to City of Worland City Council for consideration in reopening the compost lot and partnering with WCCD in discussions on recycling efforts and educational opportunities for the community; Upper Hanover Canal District is still considering applying for NRCS RCPP for the flume project but unsure if timeline for application will work since funding through WWDC is still pending; WCDEA Training attending May 16-18 in Pinedale; WY SGIT Sage Grouse Map team had a meeting in Worland and Charley and Amanda attended for discussions on proposed additions and removal of core areas; gave an update on BLM policy and rule activity.

Education Coordinator Janet Hofmann provided the board with her monthly report for review prior to the meeting.





## **BOARD MEMBER REPORTS**

Jaci provided the Board with a report on two training courses she attended: No-Till Drill workshop in Riverton and Water Quality Training in Sheridan. Amanda will reach out to Beth Voss to see if there is potential for a storage area to be put on site to house a drill if we move forward with this idea.

## **OLD BUSINESS**

### Rural Cost Share Update

Michel Enterprises East Pivot project was completed and certified through NRCS so funds for cost share assistance in the amount of \$5000.00 were released. Busch Farms pipeline was completed and inspected by Amanda so funds for cost share assistance in the amount of \$10000.00 were released.

### FY2024 Draft Budget

Amanda presented the FY2024 Draft Budget for a second review. A request to increase the Advertising proposed budget by \$500 from \$1200 to \$1700 and a request to increase Special Project proposed budget from \$1000 to \$5000 were presented. Keith made a motion to approve the Draft FY2024 Budget with the requested changes. Jaci seconded the motion. Motion carried.

### BLM Conservation and Landscape Health Proposed Rule

Amanda presented a draft comment letter to submit on behalf of WCCD to the BLM regarding the Conservation and Landscape Health Proposed Rule. Keith made a motion to approve the letter. Jaci seconded the motion. Motion carried.

### BLM Greater Sage Grouse Comments

Amanda provided a copy of the comments submitted on June 16, 2023 to the BLM regarding the Greater Sage Grouse Management Plan amendments.

## **NEW BUSINESS**

### Security State Bank

Amanda advised the Board that she received a letter from Security State Bank stating that cash management fees will start to hit our account for any ACH transactions that occur monthly. A copy of the letter will be filed in the office.

### Wyoming Association of Special Districts

Amanda presented the form from WASD requesting a voting delegate be assigned. Keith made a motion to name Daniel Greet as the voting delegate. Jaci seconded the motion. Motion carried.

### Subdivision Review

Amanda provided the Board with the soil reports and cover letters for both the Brubaker Subdivision and the Fairview Farms Subdivision for review. Jaci made a motion to approve the soil report and letter for Brubaker Subdivision. Keith seconded the motion. Motion carried. Jaci made a motion to approve the soil report and letter for Fairview Farms Subdivision. Keith seconded the motion. Motion carried.

### Nowood WID

Amanda provided the Board with a copy of the June 5, 2023 meeting agenda. Amanda, along with George Kelso from South Big Horn CD, and Justin Caudill with WDA all tried calling into the meeting but there was no audio. There was word that landowners dealing with easements were displeased with actions happening and WDA was present to have them consider mediation. January – April 2023 meeting minutes were provided, as well as a copy of their Proposed FY2024 Budget for review.

### Cottonwood Grass Creek WID

Cottonwood Grass Creek will have their Q3 meeting on July 7, 2023. A copy of their FY2024 Proposed Budget was provided for review.

### Legislative Luncheon

Amanda informed the Board that the Legislative Luncheon is tentatively set for December 19, 2023. Location TBD.



**OTHER BUSINESS**

The WCCD Board meeting adjourned at 8:50 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on July 14, 2023.

  
CHAIRMAN

7/17/23  
DATE

  
SECRETARY/TREASURER

7/17/23  
DATE