



**WASHAKIE COUNTY CONSERVATION DISTRICT  
MINUTES OF MONTHLY BOARD MEETING**

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, March 18, 2024 at the Ten Sleep Town Hall located at 415 5<sup>th</sup> Street in Ten Sleep, WY 82401. WCCD Board members present included Daniel Greet, Susan Pennington, Charley Orchard and Jaci Harkink. Keith Bower was present virtually. District Manager Amanda O’Keefe was physically present and NRCS District Conservationist Emma Allen was present virtually. There were 9 guests present.

The board meeting was called to order at 7:05 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the February 19, 2024 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
2/19/2024	Mark Dooley	9887	8759	\$ 1,650.00
2/15/2024	Northern Wyoming News	9888	8760	\$ 75.25
2/29/2024	Amanda O'Keefe	9889	Electronic	\$ 3,015.47
2/29/2024	Janet Hofmann	9890	Electronic	\$ 2,562.92
2/29/2024	Big Horn Federal HAS	9891	Electronic	\$ 50.00
2/29/2024	Big Horn Federal HAS	9892	Electronic	\$ 416.66
2/29/2024	IRS	9893	Electronic	\$ 1,572.64
2/29/2024	Wyoming Retirement System	9894	Electronic	\$ 1,149.78
2/27/2024	Range	9895	Electronic	\$ 104.15
2/29/2024	WACD	9896	8761	\$ 43.90
3/8/2024	Chase Cardmember Services	9897	Electronic	\$ 2,548.12
3/11/2024	High Plains Power	9898	Electronic	\$ 40.30
3/18/2024	Cody Conservation District	9899	8762	\$ 1,271.25
3/18/2024	Wyoming Water Association	9900	8763	\$ 200.00
3/18/2024	Washakie County 4-H	9901	8764	\$ 125.00
3/18/2024	WEBT	9902	Electronic	\$ 1,554.05
3/18/2024	Jaci Harkink	9903	8765	\$ 2,621.86

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$170,880.02

Amanda provided the Bank Balance report showing the following balances as of March 18, 2024: WCCD main checking account (ending 3537): \$-2,701.82, Money Market account (ending 3596): \$151,965.89, Operating



Reserve Money Market account (ending 0843): \$81,234.41, Depreciation Reserve Savings account (ending 5209): \$6,157.77, Restricted Reserve account (ending 4407): \$9,396.23, Employee Benefit Reserve (ending 5624): \$4,873.35; Technical Assistance Reserve (ending 5632): \$27,298.85; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,996.38.

The February 29, 2024 bank statements and March 5, 2024 credit card statement were reconciled by Jaci Harkink. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

### **DC REPORT**

Emma Allen, District Conservationist for NRCS provided her March update. 6 applications in EQIP moved to contract. Emma provided a brief update on the NRCS LWG Meeting that was held on March 7<sup>th</sup> here in Worland. Emma advised the board that during the April Board Meeting she will have a QA Review for Civil Rights and some forms for Daniel, Keith and Jaci to sign.

### **EMPLOYEE REPORTS**

Amanda provided a copy of the February 2024 timesheets and gave a verbal update on her March monthly report. 319 Update: One new potential application coming through, and Reimbursement Request #3 was approved, funds are pending release. We are gearing up to start water quality monitoring. WDA: Final report completed and submitted for WCCD SAP Development. Received all Landowner Permission forms. WCDEA Training: Training is completed and was successful. Budget Development: Will begin in April with an initial review in April or May and budget hearing in June. Community Needs Assessment: Under development. Changing format from Weebly to Google Forms for ease of sharing results. CRM with Canyon Creek: Guest present to discuss this as an extension of the Nature Conservancy project application.

Education Coordinator Janet Hofmann provided the board prior to the board meeting.

### **OLD BUSINESS**

#### Social Media Policy Development

This topic was tabled from the February 19, 2024 meeting. Amanda provided the board with a template created in 2021 for WCCD as well as other examples of policies. Jaci made a motion to move forward with Social Media Policy Development. Charley seconded the motion. Motion carried. Amanda asked the board to review the template and provide feedback for revisions to be discussed.

#### Security State Bank, Operating Reserve

Charley made a motion to move the interest from Security State Bank account ending in 0843 to the Money Market account ending in 3596, and to close the Security State Bank account ending in 0843 and designate the Intrafi CDAR account as the Operating Reserve account. Jaci seconded the motion. Motion carried.

#### Recycling Campaign

Amanda advised the Board that the Washakie County Landfill board approved for funds to be utilized towards the Recycling Campaign. Amanda will work on getting the R3 Coalition together to discuss objectives and ideas.

### **NEW BUSINESS**

#### Rural Cost Share Application-Presentation Only

Trey Davis with The Nature Conservancy was present and gave a presentation on the cost share application presented to the board for a project to restore approximately 1 mile of riparian area on Canyon Creek in the Ten Sleep Preserve. The request was for cost share on the design of a dam structure to replace the existing, outdated push dam. The estimated costs on this project is \$57,780.00 of which that amount would assist in Phase 1 which includes designing proper infrastructure fit/needs for the diversion dam, as well as addressing encroaching invasives. The ranking for this project will take place at the May WCCD Board meeting. Trey Davis invited the



Board to come out and visit the Preserve as well. CJ Grimes would also like to add that the landowners in that area are requesting Coordinated Resource Management group to help with all the phases of this project and restoration of the Canyon Creek area. This is a locally led group of landowners that come together with resource partners to discuss and address issues in the area. Amanda will be reaching out to WDA and WACD in regards to how to start up this working group for success.

Ten Sleep School Natural Resource Field Trip

Wade Moore, teacher with WCSD #2, and students Siri Smith, Aiden Bader, Tenley Cierlein, and Trinity Wenzel were present and requesting for the Teton Science School trip funds to be utilized on a trip to the Black Hills to include Wind Cave, Mt Rushmore, Devils Tower, Jewel Cave and more. The trip will incorporate lessons on natural resources like what is done with Teton Science School. Susan made a motion to approve the \$500 sponsorship of this trip utilizing the Teton Science School budgeted funds. Charley seconded the motion. Motion carried. This trip is scheduled for May 6-10, 2024 and the students will come back to the Board meeting to provide a recap of the trip.

WACD Executive Director, Holly Kennedy

Holly Kennedy called into the Board Meeting to introduce herself to the board and provide a WACD update on the Spring Fly-In for NACD, WNRF Commissioners Tag raffle, WEBT increase for healthcare coverage for FY2025 budget, WLA Grazing Position was filled, legislative updates and remind the board that WACD is now utilizing a monthly newsletter.

FY2025 Budget

Amanda let the board know that we are in budget season and any ideas or suggestions for budgeting need to be given to her soon to allow time to be incorporated into the budget. Amanda advised the board of the condition of the paint on the district truck, which is showing excessive chipping.

Water Quality Monitoring Update

Amanda presented to Daniel Landowner Permission forms from Wyoming Sugar Company and Voss Family that needed signatures. Amanda advised the board that she was requesting additional leftover WDA Lab Funds to cover the cost to purchase a multiparameter meter for testing temperature, pH, DO and more. The full costs of the parameter will not be covered by WDA Lab Funds so Amanda is requesting cost share from the district. Charley made a motion to approve WCCD cost sharing on the multiparameter tool. Jaci seconded the motion. Motion carried.

Nowood Watershed Improvement District


Amanda provided the Board with the March 4, 2024 Nowood WID meeting agenda and the March 2024 Alkali Reservoir Tri-Hydro report. Amanda also provide the board with the January and February 2024 signed minutes.

**OTHER BUSINESS**

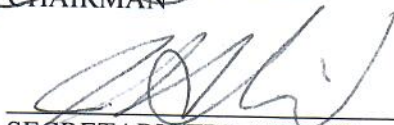
Greet Ranch made a formal request to withdraw their approved application for FY2024 Rural Cost Share on electrical cost share on a pivot.

Charley made a motion to adjourn the meeting at 9:21pm. Susan seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on March 10, 2024.

  
\_\_\_\_\_  
CHAIRMAN

4/15/24  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SECRETARY/TREASURER

4/15/24  
\_\_\_\_\_  
DATE