



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, May 15, 2023 at Ten Sleep Town Hall located at 415 5<sup>th</sup> Street in Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet, Keith Bower, Susan Pennington, and Jaci Harkink. Charley Orchard called into the meeting. District Manager, Amanda O'Keefe was also in attendance. There was 1 guest present.

Chairman Daniel Greet called the meeting to order at 7:03 pm.

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

Charley made a motion to approve the April 17, 2023 meeting minutes. Susan 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
4/28/2023	Range	9702	Electronic	\$ 103.52
4/28/2023	Amanda O'Keefe	9703	Electronic	\$ 3,006.48
4/28/2023	Janet Hofmann	9704	Electronic	\$ 2,103.69
4/28/2023	Big Horn Federal HSA	9705	Electronic	\$ 50.00
4/28/2023	Big Horn Federal HSA	9706	Electronic	\$ 416.66
4/28/2023	Internal Revenue Service	9707	Electronic	\$ 1,427.20
4/28/2023	Wyoming Retirement System	9708	Electronic	\$ 1,247.25
4/12/2023	Gracious Living Corporation	9709	8672	\$ 1,856.16
4/28/2023	Ten Sleep National Honor Society	9710	8673	\$ 84.10
5/10/2023	Dandy Rentals	9711	8674	\$ 15.75
5/10/2023	Christy Hankinson	9712	8675	\$ 5.25
5/10/2023	Larry Hill	9713	8676	\$ 99.75
5/10/2023	Lyman Ranch Company	9714	8677	\$ 10.50
5/10/2023	Susan Pennington	9715	8678	\$ 99.75
5/10/2023	Kathy Smith	9716	8679	\$ 83.50
5/10/2023	Christy Swing	9717	8680	\$ 21.00
5/10/2023	Wyoming Local Government Liability Pool	9718	8681	\$ 598.00
5/10/2023	Dan Rice	9719	8682	\$ 35.00
5/10/2023	Vance Lungren	9720	8683	\$ 1.25
5/10/2023	Charley Orchard	9721	8684	\$ 444.11



5/10/2023	Daniel Greet	9722	8685	\$ 305.18
5/10/2023	Susan Pennington	9723	8686	\$ 131.65
5/10/2023	Keith Bower	9724	8687	\$ 67.52
5/10/2023	Jaclyne Harkink	9725	8688	\$ 118.04
5/11/2023	Chase Cardmember Services	9726	Electronic	\$ ,875.74

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of May 11, 2023
- FYTD 2023 Mill Levy Funding, \$189,297.24

Amanda provided the Bank Balance report showing the following balances as of May 11, 2023: WCCD main checking account (ending 3537): \$931.70, Money Market account (ending 3596): \$124,789.15, Operating Reserve Money Market account (ending 0843): \$80,424.32, Depreciation Reserve Savings account (ending 5209): \$6,102.43, Restricted Reserve account (ending 4407): \$14,350.89, Employee Benefit Reserve (ending 5624): \$4,824.75; Technical Assistance Reserve (ending 5632): \$27,026.63; Petty Cash: \$13.00 and Pinnacle Bank CD: \$17,460.19.

The April 30, 2023 bank statements were provided and all accounts were reconciled by Amanda O'Keefe on May 1, 2023. Bank statements and reconciliation reports were available through the agenda link. Amanda O'Keefe reconciled the credit card statement on May 11, 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 May 2023 report in the agenda for the board to review.

### **EMPLOYEE REPORTS**

Amanda provided a copy of the April 2023 timesheets and an update to the board on the following: USDA Compost and Food Waste Reduction grant will not be pursued this year due to missing the deadline to propose expenses to the City of Worland; Composting bins were picked up and distributed at the end of April; WCCD co-hosted a Composting Workshop on April 27, 2023 with UW Extension with approx. 12 people in attendance; Interim Report submitted for the WDA Water Quality Grant for SAP Development project; No one has contacted us for interest in a No-Till Drill through the Facebook post we had and we need to do further outreach to see if there is an interest. This is something we can do for FY2024 and if there is interest, propose in the FY2025 budget; Rural Cost Share program update (provided under Old Business).

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

### **BOARD MEMBER REPORTS**

#### **OLD BUSINESS**

##### Rural Cost Share Update

Amanda contacted James Michel with Michel Enterprises to get an update on the electrical components for the pivot projects he was awarded cost share on. One is almost complete, the other won't be done until Fall 2023. The Board wants to ensure the pivots are operational before dispersing funds. Any funds not distributed during FY2023 need to be carried over to FY2024 on the budget.





## **NEW BUSINESS**

### **Rural Cost Share Application**

Terrill Mills with Broken Back Ranch applied for cost share funding on a pipeline for an open ditch that recently failed due to erosion from storm runoff. Pictures and testimony of past events on this ditch were presented and the Board had discussion. The ranking was completed, and the project ranked 26 points. Jaci made a motion to approve cost share funding of 50% up to \$10,000. Keith seconded the motion. Motion carried.

### **Special Discretionary Funding Application**

James Tolley and Jaci Harkink applied for cost share funding on a xeriscape project for their front yard. This project is a water conservation project that will eliminate most of the grass in their front yard for water savings and introducing native plants to their landscape. The project will provide a demonstration on water savings through this practice with Jaci tracking her water bill expenses in the long term. Jaci excluded herself from discussion regarding the approval of the project. Charley made a motion to approve the project with cost share of 50% of the estimated project expenses, up to \$2500. Keith seconded the motion. Motion carried.

### **Subdivision Review**

Amanda provided the Board with the soil report and cover letter for the Schneider Subdivision for review. Charley made a motion to approve the soil report and letter. Keith seconded the motion. Motion carried. The board further discussed having a future agenda item to discuss the composition of future cover letters we provide along with soil reports.

### **FY2024 Draft Budget Review**

Amanda presented the first draft budget for FY2024 for the Board to review. The board reviewed the draft budget line by line, with Amanda providing explanation or clarification when needed. The following changes were requested: Increase Seasonal Maintenance from \$13/hour to \$15/hour and any other associated indirect costs that the increase will affect; Reduce the NACD Membership Dues from \$776 to \$136; carry over in the Restricted Reserve account the cost share funding for Michel Enterprises of \$10,000. Susan made a motion to approve the draft budget with the proposed three changes listed above. Jaci seconded the motion. Motion carried.

### **NACD Poster Contest**

The Board took a break to look at the top 5 posters from each grade and school to choose their pick for grand prize from each class. The poster selections were noted and will be given back to Janet for final determination and presentation of winners at the schools.

### **Public Surplus**

Amanda asked the board for approval to list the HP Color Laserjet CP4525 printer and toner cartridges for sale on Public Surplus and requested a reserve amount for the listing. Jaci made a motion for the reserve amount to be \$300. Susan seconded the motion. Motion carried.

### **BLM Current Agency Actions**

Amanda provided some feedback regarding the current BLM agency actions that are happening: BLM Conservation and Landscape Health proposed rule; BLM Utility Scale Solar Development PEIS; BLM Greater Sage Grouse RMP amendments; BLM Grazing Rule. There is a lot going on, and a tremendous amount of this is overlapping, creating a heavy workload to review and understand each effort BLM is proposing. Amanda was looking for some direction on where to prioritize efforts. The Grazing Rule is currently at a standstill, but the Utility Scale Solar is supposed to meet every two weeks, while the Greater Sage Grouse is currently under development with a comment period fast approaching. The pressing issue is the Conservation and Landscape Health proposed rule which has a June 20, 2023 deadline for comments. Amanda has reached out to several agencies requesting to review their comments or participate in the comment process alongside them. This includes the state association. It was requested that Amanda reach out to WACD and request a copy of the draft comments and continue to push forward with being a signer or supporter of the comments made. If WCCD needs to have a special meeting after reviewing WACD comments to approve, then it was agreed that it could be done. Amanda will keep the board up to date on the efforts.



Nowood WID

Amanda provided the Board with a copy of the May 8, 2023 meeting agenda.



Cottonwood Grass Creek WID

Cottonwood Grass Creek WID is working with Hot Springs Conservation District to transfer their Small Water Projects over to the CD. When this is approved, the WID will call a special meeting to vote on dissolution of the WID.

**OTHER BUSINESS**

The WCCD Board meeting adjourned at 10:42 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on May 30, 2023.

	<u>7/17/23</u>
CHAIRMAN	DATE
	<u>6/20/23</u>
SECRETARY/TREASURER	DATE