

**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, April 18, 2022, at the USDA Service Center in Worland, Wyoming. WCCD Board members present included Dan Rice, Vance Lungren, Susan D. Pennington, and Daniel Greet and Charley Orchard was present virtually. In Person attendance also included WCCD Director Amanda O'Keefe and NRCS District Conservationist, Emma Allen. Virtual guest present was Kelli Little, Executive Director of WACD.

Dan Rice called the meeting to order at 7:09 pm.

Charley made a motion to approve the WCCD April 18, 2022 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft minutes for March 21, 2022 Board Meeting. Charley made a motion to approve the minutes. Vance seconded the motion. Motion carried.

**FINANCIAL REPORT**

Amanda provided the Board with the Monthly Expense Report prior to the meeting. Susan made a motion to approve the expense report. Vance seconded the motion. Motion carried. Expenses approved are listed below:

Date	Payment To	Invoice Number	Check Number	Amount
3/31/2022	Amanda O'Keefe	9483	Electronic	\$ 2,398.25
3/31/2022	Halli Caines	9484	Electronic	\$ 1,803.50
3/31/2022	Big Horn Federal HSA	9485	Electronic	\$ 50.00
3/31/2022	Big Horn Federal HSA	9486	Electronic	\$ 208.33
3/31/2022	Wyoming Retirement System	9487	Electronic	\$ 1,176.42
3/31/2022	Internal Revenue Service	9488	Electronic	\$ 1,027.54
3/31/2022	VSP of Wyoming	9489	Electronic	\$ 20.86
3/31/2022	BCBS of Wyoming	9490	Electronic	\$ 2,993.00
3/31/2022	Range	9491	Electronic	\$ 113.29
3/31/2022	WY Dept of Workforce Services	9492	Electronic	\$ 374.61
4/13/2022	LGLP	9493	8568	\$ 518.00
4/13/2022	Chase Cardmember Services	9494	Electronic	\$ 141.09

Amanda also provided the following for the Board to review:

- FYTD Budget vs Actual as of April 13, 2022
- FYTD Mill Levy Funding, \$136,763.99
- FY21 to FY22 Mill Levy Comparison

Amanda provided prior to the meeting the Bank Balance report showing the following balances as of April 13, 2022: WCCD main checking account (ending 3537): \$12,804.29, Money Market account (ending 3596): \$106,530.77, Emergency Reserve Money Market account (ending 0843): \$77,856.95, Depreciation Reserve

Savings account (ending 5209): \$5,061.45, Restricted Reserve account (ending 4407): \$4,303.19, Petty Cash: \$23.00 and Pinnacle Bank CD: \$17,377.92.

The March 31, 2022, bank statements and credit card statements were provided, and reconciled on April 18, 2022 by Vance Lungren.

## **DC REPORT**

Emma Allen, new District Conservationist for Worland, was present and provided an update on: Covid 19 Office status; 2022 EQIP Program contracts are signed and beginning survey and design; AMA program has 1 application needing funding; Water Smart Program 2022 contracts are signed; CSP Program deadline is April 22, 2022; providing CTA as needed; NRCS assisting FSA with Grasslands CRP program; Outreach event with NRCS and FSA on April 26 at Extension Office starting at 2pm.

## **EMPLOYEE REPORTS**

Amanda provided the WCCD Board with her March 2022 timesheet, and April 2022 Director's Report. Amanda provided a review of her report to include updates on: WCDEA Training completion; Blueway Trails public meeting completed; R3 Coalition meetings underway for May 14<sup>th</sup> HHW Recycling Event; Soil Workshop in conjunction with Extension completed; working on FY2023 draft budget; WyRED camp requesting CD volunteers for registration and range contest; WASD meeting completed; PLC 2022 Spring Legislative Conference webinar; Seasonal Maintenance tech back to work; WDA Board of Ag approved Nowood Stock Water final report and approved Daniel Greet to fill vacant Board position.

Amanda provided Facebook Insights for March 2022.

Amanda provided the WCCD Board with Halli Caines April Monthly report.

## **BOARD MEMBER REPORTS**

Charley Orchard provided the Board with an update on the proposed Ten Sleep Badlands weather station.

## **OLD BUSINESS**

America the Beautiful Initiative-30x30 Resolution: Amanda provided the Board with a list of recipients that the resolution was email too.

BLM Worland Field Office-Draft RMP: Amanda provided the Board with the Draft RMP that was released. Comments are due May 11, 2022. Dan provided feedback on what comments should include.

Bighorn National Forest Steering Committee Meeting: Amanda provided the Board with News Release for the meeting and that a virtual option is available.

## **NEW BUSINESS**

Oath of Office: Daniel Greet verbally took his Oath of Office. There was no notary present.

Mill Levy Distribution: Kelli Little, WACD Executive Director provided a brief presentation to the WCCD Board explaining the legislation referring to Ad Valorem Mineral Tax (Senate File 38) that was passed that allowed for mineral companies start paying monthly, and the deferred taxes for prior years to be paid back over a period (13-year amortization). WCCD can request loan funds through the County Commissioners to cover the gap for 4 months of ad valorem that special districts will not receive when this system starts. The Board doesn't think there is a need to take a loan.

Joey's Fly-Fishing Foundation: Amanda presented a request for sponsorship from Matt Mueller of Joey's Fly-Fishing Foundation for \$300.00. The board discussed the program and how it relates to our program goals. At this time, we will not be including in the FY2023 budget.

Draft Budget for FY2023: Amanda provided the Board with what she had completed on the FY2023 draft budget. Amanda provided updates on items she is working on, to include Insurance costs, healthcare premiums, and

estimates needed for repairs to the recycling bin and outdoor classroom toilet. Final draft budget will be presented for approval at the May 2022 Board meeting.

Seasonal Maintenance Technician: Amanda provided the Board with the 2022 Season Work Schedule. Ben Vega requested reimbursement for 30 miles on his personal vehicle for transporting the tree cages from Outdoor Classroom to the office. Total for reimbursement would be \$17.55. Charley made a motion to approve the mileage reimbursement. Vance seconded the motion. Motion carried. It was also discussed on what to do with the tree cages and those can be offered to district residents that purchased trees through this year's tree sales program.

Nowood WID: Amanda provided the agenda for the April 1, 2022 meeting.

Cottonwood Grass Creek WID: Amanda provided the Q1 2022 Meeting minutes.

WyRED: Amanda provided the Board with the attendance list for WyRED provided by FFA Advisor Grace Godfrey. This year there are 8 participants. Request to increase sponsorship from \$500 to \$1000 was made. Charley made a motion to utilize the Education Partnership/Support line-item funds of \$500 to supplement the sponsorship request. Vance seconded the motion. Motion carried.

Daniel made a motion to enter Executive Session. Susan seconded the motion. Motion carried. The Board went into Executive Session at 9:33pm.

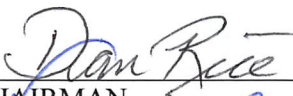
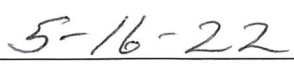


At 10:05pm the Board went back into Regular Session. Vance made a motion to approve the Executive Session minutes. Charley seconded the motion. Motion carried.

#### **OTHER BUSINESS**

No other business was presented.

The WCCD Board meeting adjourned at 10:06 pm.

Respectfully submitted by Amanda O'Keefe, Director April 27, 2022.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE