



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, November 11, 2024, at the Ten Sleep Town Hall located at 415 5<sup>th</sup> Street in Ten Sleep, Wyoming. WCCD Board members physically present included Susan Pennington, Jaci Harkink, Keith Bower and newly elected Board Supervisor Andrew Mills. Charley Orchard joined virtually. District Manager Amanda Konkowski was also physically present.

The meeting was called to order at 7:01 pm by Vice Chairwoman Susan Pennington.

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

Vice Chairwoman Susan Pennington welcomed Andrew Mills to the Board and gave him his oath of office.

Vice Chairwoman called for nominations for the Chairman position. Jaci nominated Keith. Susan seconded the nomination. Vice Chairwoman called for other nominations. No other nominations were made. All were in favor of Keith Bower. Keith Bower will assume the position of Chairman at the December 2024 meeting.

Vice Chairwoman called for nominations for the Vice Chair position. Jaci nominated Susan. Charley seconded the nomination. Vice Chairwoman called for other nominations. No other nominations were made. All were in favor of Susan Pennington. Susan Pennington will remain in the position of Vice Chairwoman.

Vice Chairwoman called for nomination for the Secretary/Treasurer. Keith nominated Jaci. Charley seconded the nomination. Vice Chairwoman called for other nominations. No other nominations were made. All were in favor of Jaci Harkink. Jaci Harkink will remain in the position of Secretary/Treasurer.

Charley made a motion to approve the October 21, 2024 meeting minutes. Keith seconded the motion. Motion carried.

### FINANCIAL REPORT

Jaci made a motion to approve the monthly expense report. Charley seconded the motion. Motion carried. Below are the approved expenditures:

Date	Payment To	Invoice Number	Check Number	Amount
10/31/2024	Amanda O'Keefe	1053	Electronic	\$3,154.41
10/31/2024	Janet Hofmann	1054	Electronic	\$2,823.30
10/31/2024	Ben Vega	1055	Electronic	\$443.28
10/31/2024	Big Horn Federal HSA	1056	Electronic	\$25.00
10/31/2024	Big Horn Federal HSA	1057	Electronic	\$416.66
10/31/2024	Internal Revenue Service	1058	Electronic	\$1,790.18
10/31/2024	Wyoming Retirement System	1059	Electronic	\$1,461.10
10/29/2024	Range	1060	Electronic	\$129.18
10/29/2024	Nate Allsup	1061	8837	\$29,433.85



10/29/2024	Riley Bernard	1062	8838	\$50.00
10/31/2024	WACD	1063	8839	\$42.90
10/8/2024	Kienlen Ace Hardware	1064	8840	\$24.99
10/31/2024	Ron's Sanitation	1065	8841	\$85.00
11/6/2024	WEBT	1066	Electronic	\$1,616.05
11/6/2024	Csquared Wreaths	1067	8842	\$215.40
11/7/2024	Admiral Beverage	1068	8843	\$54.00
10/17/2024	Northern Wyoming News	1069	8844	\$290.25
11/7/2024	Ellen Whittle	1070	8845	\$50.00
11/11/2024	High Plains Power	1071	Electronic	\$38.13
11/7/2024	Chase Cardmember Services	1072	Electronic	\$2,335.09

Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding, \$53,518.73

Amanda provided the Bank Balance report showing the following balances as of November 7, 2024: WCCD main checking account (ending 3537): \$-29,913.06, Money Market account (ending 3596): \$124,367.79, Depreciation Reserve Savings account (ending 5209): \$6,213.41, Restricted Reserve account (ending 4407): \$9,433.41, Employee Benefit Reserve (ending 5624): \$4,912.75; Technical Assistance Reserve (ending 5632): \$27,519.51; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$83,074.57; and Pinnacle Bank CD: \$18,238.59.

The October 31, 2024 bank statements and November 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

Curtis Johnson provided the NRCS Report for December prior to the meeting. It was uploaded for the board to review.

### EMPLOYEE REPORTS

Amanda provided a copy of the October 2024 timesheets and her November Board report with updates on Nowood WID elections, Grow Washakie, Tree Sales, Canyon Creek CRM and Christmas Tree Recycling Program.

Education Coordinator Janet Hofmann provided her Board Report prior to the meeting for review.

### OLD BUSINESS

#### Cost Share Application Signature

Amanda provided the Jaci with contracts that need her signature. Charley will stop by the office on Thursday to give his signature.

### NEW BUSINESS

#### WACD Convention

Charley made a motion to approve Jaci Harkink as the Voting Delegate for WACD Convention. Keith seconded the motion. Motion carried.



The Board had a conversation about the Resolution and Sunsetting policies. With not fully understanding the process for adopting resolutions and sunsetting policies, Jaci was advised to act as an observer for this years Convention.

WCCD FY2024 Annual Report

The board was presented with the FY2024 Final Annual Report for review and approval. Jaci made a motion to approve the report. Charley seconded the motion. Motion carried.

Worland Community Garden

Amanda presented the request for the Worland Community Garden to purchase bare root seedling trees at cost for resale to benefit the Community Garden. The board didn't see any issue with allowing this. No motion was taken.

Legislative Luncheon

Amanda polled the board supervisors to see who would be in attendance for the Legislative Luncheon. All Board Supervisors should be in attendance.

Polling Help

Prior to the meeting, Janet was able to secure a poll worker to assist with the ballot counts.

Nowood Watershed Improvement District

Amanda provided the Board with the November 4, 2024 meeting agenda and the September 2024 meeting minutes. Amanda advised the Board that Terri O'Donnell was reappointed, and Sheri Mascaro was newly elected.

Keith made a motion to adjourn the meeting at 8:18 pm. Jaci seconded the motion. Motion carried.

Respectfully submitted by Amanda Konkowski, District Manager on November 13, 2024.

Keith Dan                      12/19/2024  
CHAIRMAN                              DATE

Susan D Pennington                      2/17/25  
SECRETARY/TREASURER                      DATE  
Vice chairwoman