



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, November 20, 2023 at Ten Sleep Town Hall located at 415 5th Street in Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, Jaci Harkink, and Keith Bower. Charley Orchard, NRCS District Conservationist Emma Allen, and guest John Busch were present virtually. Also physically present was District Manager, Amanda O'Keefe and guests Eric Bower and Shreve Stockton.

The board meeting was called to order and started at 7:07pm.

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

Susan made a motion to approve the October 16, 2023 meeting minutes. Keith seconded the motion. Motion carried.

Daniel Greet signed a copy of the October 16, 2023 executive session meeting minutes.

FINANCIAL REPORT

Keith made a motion to approve the monthly expense report. Jaci seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
10/26/2023	Ron's Sanitation	9821	8735	\$ 85.00
10/31/2023	Amanda O'Keefe	9822	Electronic	\$ 3,006.48
10/31/2023	Janet Hofmann	9823	Electronic	\$ 2,514.21
10/31/2023	Big Horn Federal HSA	9824	Electronic	\$ 50.00
10/31/2023	Big Horn Federal HSA	9825	Electronic	\$ 416.66
10/31/2023	Internal Revenue Service	9826	Electronic	\$ 1,576.22
10/31/2023	Wyoming Retirement System	9827	Electronic	\$ 1,353.12
10/31/2023	Range	9828	Electronic	\$ 104.08
11/3/2023	Weston County NRD	9829	8736	\$ 1,045.00
11/3/2023	Northern Wyoming News	9830	8737	\$ 86.00
11/3/2023	WACD	9831	8738	\$ 43.90
11/3/2023	WEBT	9832	Electronic	\$ 1,554.05
11/7/2023	Chase Cardmember Services	9833	Electronic	\$ 1,680.60
11/10/2023	High Plains Power	9834	Electronic	\$ 37.92

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$52,270.01

Amanda provided the Bank Balance report showing the following balances as of November 13, 2023: WCCD main checking account (ending 3537): \$-575.24, Money Market account (ending 3596): \$113,261.20, Operating



Reserve Money Market account (ending 0843): \$80,912.05, Depreciation Reserve Savings account (ending 5209): \$6,139.20, Restricted Reserve account (ending 4407): \$9,380.66, Employee Benefit Reserve (ending 5624): \$4,854.01; Technical Assistance Reserve (ending 5632): \$27,190.52; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The October 31, 2023 bank statements and credit card statement were reconciled by Amanda O'Keefe. Credit card and bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen, District Conservationist for NRCS was present virtually and provided her November update. NRCS program application deadlines are November 29th for EQIP IRA & CSP IRA, January 19th for EQIP General & CSP Classic, May 10th for EQIP IRA ACT NOW, and May 15th for AMA. Emma advised that there will not be a new farm bill for this year, therefore payment limitation will stay at \$450,000 for EQIP and \$200,000 for CSP. This will disqualify a few producers in our county that have reached payment limitations. NRCS is going from Divisional funding to County funding, anticipating that Washakie will receive between \$100,000-\$300,000. Allsup project certification was completed, but not on ponds.

EMPLOYEE REPORTS

Amanda provided a copy of the October 2023 timesheets and the November monthly report highlighting activity happening within the Rural Cost Share program with 1 new applications submitted for pivot electrical which totals 3 pivot electrical applications up for ranking during this board meeting; WDA Washakie Sampling and Analysis Plan Development Program will be sent to WDA Board of Ag for approval on extension since they will be meeting prior to the grant deadline; Upper Big Horn Sub-Basin Watershed Implementation Program has 1 application up for approval at this board meeting; Social Media Policy request for samples is in the works and will most likely be on the agenda for January to discuss; Small Water Project Program application was submitted to WWDC on behalf of a landowner; Amanda attended the WDEQ Water Conference in Laramie Oct 16-18, 2023; completion of administrative tasks while working from home; and provided a breakdown of sick and annual time accrued while working from home.

Education Coordinator Janet Hofmann provided the board with her monthly report prior to the meeting for review. WCCD will be pulling the Recycling Trailer for the Worland Christmas Parade on December 2, 2023.

BOARD SUPERVISOR REPORTS

Jaci advised the board that while she did go to Dubois to attend the convention, she had to leave early due to getting sick. She was present for the meet and greet on Wednesday, November 15th.

OLD BUSINESS

FY2023 Annual Report and FY2024 Annual Plan

Amanda had the present Board Supervisors sign both the FY2023 Annual Report and the FY2024 Annual Plan.

NEW BUSINESS

Rural Cost Share Program Presentations and Ranking

John Busch with Busch Farms and Eric Bower were present to speak with the Board Supervisors on their cost share request for the electrical on both of their pivot systems. The board reviewed their application and asked questions in preparation for ranking each project later in the meeting. In addition to both of these applications being ranked at this meeting, the Jordan Farms application for pivot electrical cost share that was presented during October's board meeting will also be ranked.



Jordan Farms ranked 29 points. Jaci made a motion to approve cost share at 50% up to \$5,000. Susan seconded the motion. Motion carried.

Busch Farms ranked 19 points. Charley made a motion to approve cost share at 50% up to \$5,000. Jaci seconded the motion. Motion carried.

Eric Bower ranked 23 points. Keith Bower excused himself from participating in ranking or voting. Susan made a motion to approve cost share at 50% up to \$5,000. Charley seconded the motion. Motion carried.

Upper Big Horn Sub-basin Watershed Implementation Program

Amanda presented to the Board the application, Watershed Steering Committee ranking and a copy of the estimated budgeted costs for the Clark Bros Pipeline Project. Charley made a motion to approve cost share on the project at 60% (\$44,627.52) of the total estimated budgeted cost. Keith seconded the motion. Motion carried.

Subdivision Review

Amanda provided a copy of the cover letter and soil report for the proposed Clark Bros Subdivision Review. Charley made a motion to approve the subdivision review. Susan seconded the motion. Motion carried.

Big Horn National Forest Ten Sleep Canyon Climbing Management Plan

Amanda provided the board with the proposed plan actions through the scoping process to discuss for comments. Amanda advised that to provide objectives down the road in this process, we would need to provide comments now. Comments are due November 24, 2023. The board asked that comments include the following: Encourage new route development process to include a permitting component; support the installation of vault toilets, signage, consolidation of trails and closures within the Leigh Creek Natural Resource Area; encourage the climbing community to provide financial contributions. The Board advised Amanda to compile comments and send them out on Tuesday, November 21st for the Board to review and provide feedback.

Security State Bank

Sheila from Security State Bank provided some information on a new program for cash services called Intrafi Cash Service. Amanda shared the information with the Board. This is not mandatory. The Board advised Amanda to gather more information about the program and report back.

Public Funding Depository Designation 2024

Charley made a motion to make Security State Bank our Public Funding Designatory for 2024 for the accounts we currently hold at Security State Bank. Susan seconded the motion. Motion carried.


Charley made a motion to make Pinnacle Bank our Public Funding Designatory for 2024 for our Certificate of Deposit account at Pinnacle Bank. Jaci seconded the motion. Motion carried.


Watershed Improvement Districts

- Amanda provided the Board with the November 6, 2023 Nowood WID meeting agenda. Also they have 1 landowner that is participating in mediation at this time.
- Amanda advised the Board that the Cottonwood Grass Creek WID is still working through the Dissolution Process.

The WCCD Board meeting adjourned at 8:47 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on November 27, 2023.


 CHAIRMAN _____ DATE 12/18/23 _____


 SECRETARY/TREASURER _____ DATE 12/18/23 _____