



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, October 16, 2023 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, Jaci Harkink, Charley Orchard, and Keith Bower. Education Coordinator Janet Hofmann and NRCS District Conservationist Emma Allen were present, as well as guests John and Gabe Scheuerman. District Manager, Amanda O'Keefe was present virtually.

The board meeting was called to order and started at 7:04pm.

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

Charley made a motion to approve the September 18, 2023 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. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
9/28/2023	Range	9807	Electronic	\$ 104.08
9/29/2023	Amanda O'Keefe	9808	Electronic	\$ 3,006.48
9/29/2023	Janet Hofmann	9809	Electronic	\$ 2,431.65
9/29/2023	Ben Vega	9810	Electronic	\$ 457.13
9/29/2023	Big Horn Federal HSA	9811	Electronic	\$ 50.00
9/29/2023	Big Horn Federal HSA	9812	Electronic	\$ 416.66
9/29/2023	Internal Revenue Service	9813	Electronic	\$ 1,621.34
9/29/2023	Wyoming Retirement System	9814	Electronic	\$ 1,331.72
9/29/2023	WACD	9815	8732	\$ 43.90
9/29/2023	Wyoming Livestock Roundup	9816	8733	\$ 60.00
10/6/2023	NACD	9817	8734	\$ 101.00
10/6/2023	WEBT	9818	Electronic	\$ 1,554.05
10/12/2023	Chase Cardmember Services	9819	Electronic	\$ 1,016.03
10/12/2023	Department of Workforce Services	9820	Electronic	\$ 558.01
				\$ 12,752.05

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$35,564.41

Amanda provided the Bank Balance report showing the following balances as of October 12, 2023: WCCD main checking account (ending 3537): \$-5.97, Money Market account (ending 3596): \$110,451.07, Operating Reserve Money Market account (ending 0843): \$80,829.67, Depreciation Reserve Savings account (ending 5209):



\$6,139.20, Restricted Reserve account (ending 4407): \$9,376.68, Employee Benefit Reserve (ending 5624): \$4,849.07; Technical Assistance Reserve (ending 5632): \$27,162.84; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The September 30, 2023 bank statements were provided and all accounts were reconciled by Jaci Harkink on October 6, 2023. Amanda also reconciled the October 5, 2023 credit card statement on October 12, 2023. Credit card, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen, District Conservationist for NRCS provided her October update. NRCS has a projected additional \$13 Million in IRA funding available throughout Wyoming for conservation on the ground. This includes the added practices of 314: Brush Management and 315: Weed Management. No word on the new Farm Bill yet. NRCS is moving away from Divisional Funding and allocating funds per county now which eliminates the competition with other counties for funding projects. Due to limited funding from the continuing resolution, only a handful of NRCS employees will be attending the WACD Annual Convention.

EMPLOYEE REPORTS

Amanda provided a copy of the September 2023 timesheets and the October monthly report highlighting activity happening within the Rural Cost Share program with 2 new applications submitted for pivot electrical; WDA Washakie Sampling and Analysis Plan Development Program to include site visits, template work and review, and an extension of the grant through February 29, 2024; Upper Big Horn Sub-Basin Watershed Implementation Program to include project updates; Compost Bin sales; Adopt-A-Highway program; a list of meetings and webinars attended to include the CA BLM Grazing Regs meeting; and a list of administrative tasks completed. Amanda also advised the Board of a family medical issue that will require her to work from home for an undetermined period.

Education Coordinator Janet Hofmann provided the board with her monthly report and provided an update on the Winter Gardening program and participant activities; Wyoming Boys School program updates with activities at Circle J Ranch and the Community Garden; Annual Calendar Photo contest; Jay Richard High Tunnel presentation happening in November; Worland Natural Resource Mural; Ten Sleep Macroinvertebrate program; Water Monitoring training with Cody Conservation District; OSU Permaculture Design Class; Outreach updates; Outdoor Classroom pump update with need for an electrician to check electrical supply.

OLD BUSINESS

Urban Special Discretionary Program

Amanda presented the draft of the Urban Special Discretionary program application. The board discussed the parameters of the application. A request to revise the review periods from February and August to April and August was made. The ranking questions were discussed, and revisions were requested to eliminate Wildlife Habitat, Live Within City Limits were made, as well as clarification from NRCS on Farm Bill Qualification (to be removed if Farm Bill programs wouldn't apply within city limits). A grammatical correction for the Program Objectives was made as well. A review of City Ordinances regarding Rain Catchment systems needs to be verified as well, and removed if it would violate city ordinances. Charley made a motion to approve the application based on the above revisions. Susan seconded the motion. Motion carried.

BLM Utility Scale Solar Development

Amanda provided the board with some maps and how each alternative would be applied. Based on what maps are showing, no action on behalf of WCCD is needed at this time. The PEIS should be available for review by Cooperating Agencies soon.



NEW BUSINESS

Rural Cost Share Program Presentation

John and Gabe Scheuerman with Jordan Farms were present to speak with the Board Supervisors on their cost share request for the electrical on a pivot system. The board reviewed their application and asked questions in preparation for ranking at the November 2023 Board Meeting.

John Busch with Busch Farms was scheduled to present his application for cost share assistance on pivot electrical but was not in attendance. The Board asked that we reschedule to have him present at the November 2023 Board Meeting. No action was taken on the applications for ranking at this meeting.

Annual Report FY2023

Amanda presented to the Board a draft copy of the FY2023 Annual Report. Charley made a motion to approve the FY2023 Annual Report. Susan seconded the motion. Motion carried. Amanda will get digital signatures from the board at the November 2023 Board Meeting.

Bighorn Basin Sage Grouse Local Work Group

Amanda advised the Board that the LWG is seeking to fill the vacant Conservation District Board position. Other districts have moved forward with a nomination of Matt Burkhardt from Meeteetse Conservation District. Amanda asked the Board if they would also consider this nomination. Charley made a motion to nominate Matt Burkhardt to fill the vacant position. Keith seconded the motion. Motion carried.

WACD Annual Convention

Amanda presented to the Board the proposed resolution and sunseting policies for WACD. Should the Board have any further questions or comments regarding these items, they can forward them to Daniel for discussion.

Ten Sleep Monthly Recycling Program

Janet advised the Board that the Ten Sleep Schools National Honor Society and Chawna Weichmann will no longer be running the recycling program in Ten Sleep. They have found a 7th grade class that can run the monthly recycling drive, but the school will not be providing a driver to transport the materials to Buffalo.

Amanda advised the board that they had a gentleman that once drove the trailer over to Buffalo, and we could try reaching out to see if he is interested. Other options include moving the recycling program to Worland if there is an interest, changing the recycling center from Buffalo to Powell, or running the program seasonally and having the District drive the materials. We will advise the schools of the discussion, reach out to the potential driver and do some outreach to see if there is any interest in drivers and then bring back for further discussion.

Watershed Improvement Districts

- Amanda provided the Board with the October 9, 2023 Nowood WID meeting agenda.
- Amanda advised the Board that the Cottonwood Grass Creek WID had their Q4 2023 meeting on October 5, 2023 where they voted to dissolve the WID. This will now move forward to the County Commissioners for approval. Amanda also advised the Board that the WID is in non-compliance with Dept of Audit for failing to submit their F32 by the September 30, 2023 deadline.

OTHER BUSINESS

Social Media Content Restrictions related to Employee Performance Review Amanda advised the Board of her dispute on her employee review relating to not posting content with a slant, and not posting memes. Amanda asked the Board what triggered this decision and what actions need to happen moving forward. The Board and employees reviewed the list of posts from January 1, 2023 to August 17, 2023 and discussed the content that was posted. No motion was made regarding moving forward with a Social Media Policy, but this will be moved to a future meeting for discussion once Amanda gets examples of other Social Media Policies that may be out there.





The Board of Supervisors moved into Executive Session at 9:34pm to discuss and review the Employee Performance Review for Amanda O'Keefe that was under dispute. Charley made a motion to move into Executive Session. Keith seconded the motion. Motion carried.



The Board left Executive Session at 10:30pm to resume the regular board meeting. During Executive Session, Jaci Harkink had to leave the meeting. The regular Board Meeting resumed with Daniel, Susan, Charley, and Keith. The Board advised Amanda that they would be updating her Employee Performance Review for 2023.

The WCCD Board meeting adjourned at 10:47 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on October 23, 2023.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE