



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, October 17, 2022 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Dan Rice, Charley Orchard, and Vance Lungren. Daniel Greet joined virtually and Susan Pennington was not in attendance. District Manager, Amanda O'Keefe was present and NRCS DC Emma Allen joined virtually. Guest in attendance were Shreve Stockton, Jaci Harkink and Tom Outland.

Dan Rice called the meeting to order at 7:05 pm.

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

Charley made a motion to approve the September 19, 2022 meeting minutes. Vance seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
9/28/2022	Amanda O'Keefe	9592	8617	\$ 22.80
9/30/2022	Amanda O'Keefe	9593	Electronic	\$ 3,040.96
9/30/2022	Janet Hofmann	9594	Electronic	\$ 2,186.88
9/30/2022	Ben Vega	9595	Electronic	\$ 108.05
9/30/2022	Big Horn Federal HSA	9596	Electronic	\$ 208.33
9/30/2022	Range	9597	Electronic	\$ 114.01
9/30/2022	Internal Revenue Service	9598	Electronic	\$ 989.18
9/30/2022	Wyoming Retirement System	9599	Electronic	\$ 1,235.19
9/30/2022	Dan Rice	9600	8618	\$ 151.25
9/30/2022	Vance Lungren	9601	8619	\$ 3.75
9/30/2022	Charley Orchard	9602	8620	\$ 196.25
9/30/2022	Daniel Greet	9603	8621	\$ 45.00
9/30/2022	Susan Pennington	9604	8622	\$ 43.75
9/30/2022	Kennedy Ace Hardware	9605	8623	\$ 53.97
9/30/2022	Ten Sleep National Honor Society	9606	8624	\$ 80.25
10/3/2022	Department of Workforce Services	9607	Electronic	\$ 508.51
10/13/2022	Chase Cardmember Services	9608	Electronic	\$ 417.62
10/13/2022	WEBT	9609	8625	\$ 2,055.08
10/13/2022	Ten Sleep Tribute	9610	8626	\$ 30.00

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of October 14, 2022
- FYTD 2023 Mill Levy Funding, \$45,274.25

Amanda provided the Bank Balance report showing the following balances as of October 14, 2022: WCCD main checking account (ending 3537): \$10,697.16, Money Market account (ending 3596): \$104,413.13, Emergency Reserve Money Market account (ending 0843): \$78,016.76, Depreciation Reserve Savings account (ending 5209): \$5,075.39, Restricted Reserve account (ending 4407): \$10,813.78, Petty Cash: \$25.00 and Pinnacle Bank CD: \$17,402.69.

The September 30, 2022, bank statements and credit card statements were provided. Amanda completed all reconciliations and provided copies of the reconciliation reports.

DC REPORT

Emma Allen, District Conservationist joined us virtually and made her report presentation. She updated the board on the following: NRCS Worland had their Area Office Spot Check which included a field tour; Big Game Migration Program was formalized for \$6M and the potential to increase staffing capacity and streamlining application process; application deadline date for FY2023 not announced yet but likely towards end of November 2023; FY2022 CSP payments will start be distributed; WWDC is holding the Critical Aging Infrastructure on November 10, 2022 in Worland at the Community Center at 6pm.

EMPLOYEE REPORTS

Amanda provided a copy of her September 2022 Timesheet and an update to the board on the following: Completed 2nd field day for water quality monitoring with Meeteetse CD during their DEQ audit; WID election ballots will go in the mail October 19, 2022 and canvassing will happen following the election; Washakie Watershed Steering Committee meeting will be held on Tuesday, October 18, 2022 at 7pm to review the 319 Grant application and ranking process. An update was provided regarding the Community Compost Bin program and other conservation districts interest in the program. Amanda also provided a list of meetings and webinars attended and a list of administrative tasks that were done.

Education Coordinator Janet Hofmann's monthly board report was available to the Board for review.

BOARD MEMBER REPORTS

OLD BUSINESS

Cost Share Threshold

Prior to the board meeting, Amanda provided the board with a spreadsheet showing all previous cost share applications that the ranking rubric was used on, dating back to November 2019. The Board discussed what the minimum threshold should be for an application to be approved for cost share assistance. Charley made a motion that any application ranked 18 or lower using the rubric ranking, not be considered for funding. Vance seconded the motion. Motion carried.

Teleworking Policy

Amanda presented to the board the recommendations of the County Attorney John Worrall and LGLP Risk Management Consultant Mary Augustin for revisions to the Teleworking Policy on Section 8. The recommendations were discussed, and the Board would like the policy to read that it is encouraged that employees meet with visitors outside of the home work location, but in the instance that they meet at the employee's home office location we should use the County Attorney recommendation that the employee is liable for, and shall save hold harmless and indemnify employer any injuries sustained by visitors to the employee's home office location, provided that the negligence of the employee is the proximate cause of such injury. Amanda is to revise the policy and bring it to the Board at the November meeting for a reading and approval.

Employee Volunteer Hours

Amanda proposed to the Board a revision to the Personnel Policies to include 5 paid hours of volunteer work during scheduled work hours each quarter per employee. The Board advised Amanda to draft the policy and present at the November 2022 meeting.

Legislative Luncheon

The 2022 Legislative Luncheon will be on Tuesday, December 13, 2022 at the Other Store from 12pm to 1:30pm.

NEW BUSINESS

Special Discretionary Application

Tom Outland with the Worland Shooting Complex was in attendance to present his application for windbreak improvements needed at the Worland Shooting Complex. He discussed their current process for manually watering all the trees with the

assistance of a board member who will no longer be able to do this after this fall. This was done with a water tank on the bed of a truck, hauling the water to the complex, and hooking a hose up to a pump to create the pressure needed to manually water. With his retirement, this creates the need for a low maintenance system for watering the windbreaks. There is no current water available on site. The board asked Tom some questions about the history of the shooting complex site and age of the trees. The project seems to fit the criteria for the special discretionary program, and potentially for the rural cost share program. A cost estimate of the project and landowner permission to install is needed for formal approval. Tom was encouraged to put this together and bring it back to the board for consideration.

Security State Bank

Dave Slover is still listed as a signatory on the Security State Bank accounts. Vance made a motion to remove Dave Slover as a signatory on the Security State Bank accounts. Charley seconded the motion. Motion carried.

WDA Water Quality Grant

Amanda made the first request for funding from the WDA Water Quality grant for the SAP Development to cover the remaining calendar year of 2022. This totaled \$1906.13 and will cover personnel expenses, mileage, and fuel.

BLM Grazing Regulations

Amanda shared with the board the comments provided to BLM for Chapters 1 and 2 regarding the EIS for Grazing Rule Regulation amendments. There is a virtual meeting scheduled for October 18th to discuss the process and the proposed schedule for Chapters 3 and 4.

WACD Annual Convention

Amanda provided the Board with the Award Nomination packet, and RSVP for the convention is open. Convention is December 6-8, 2022 in Casper. The WNRF raffle tickets are also available for purchase.

NACD

NACD annual dues invoice was received. The board discussed the benefits of the membership and the legislative direction of NACD current Board. Charley made a motion to pay \$101 in dues to meet the bronze level. This is not a full membership contribution. Vance seconded the motion. Motion carried.

WWDC Aging Infrastructure Meeting

WWDC Critical Aging Infrastructure meeting is in Worland at the Community Center on November 10, 2022 at 6pm. Amanda plans to attend.

WCCD Apparel

Amanda brought in samples of apparel items for the board to look at. Amanda will narrow down selection and bring order forms to the November 2022 meeting.

Associate Members

Amanda and Charley brought the idea of inviting Dan Rice and Vance Lungren to become Associate Members of the WCCD Board. This would allow the WCCD Board in place to draw from their knowledge and experience. It was decided this would be something for the new board to discuss and decide. Discussion was tabled at this time.

Nowood WID

Amanda provided the Board with a copy of the Nowood Meeting agenda for October 3, 2022, the September 2022 meeting minutes, and the October update on Alkali Reservoir.

Cottonwood WID

The Cottonwood Grass Creek WID board has been silent lately. Unsure of when next meeting will be held.

WID Elections

WID elections are planned with the general election on November 8, 2022. Amanda will reach out to Susan Pennington to see if she is interested in canvassing the election results.

OTHER BUSINESS

No other business was presented.

