



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, September 16, 2024 at the Ten Sleep Town Hall located at 415 5th Street in Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, Charley Orchard, and Keith Bower. Jaci Harkink joined virtually. District Manager Amanda O’Keefe was also physically present.

The meeting was called to order at 7:06 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the August 19, 2024 meeting minutes. Keith seconded the motion. Motion carried.

Susan made a motion to approve the August 27, 2024 Special Meeting minutes. Charley seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
8/30/2024	Amanda O'Keefe	1016	Electronic	\$3,114.24
8/30/2024	Janet Hofmann	1017	Electronic	\$2,637.51
8/30/2024	Big Horn Federal HSA	1018	Electronic	\$75.00
8/30/2024	Big Horn Federal HSA	1019	Electronic	\$416.66
8/30/2024	IRS	1020	Electronic	\$1,635.74
8/30/2024	WACD	1021	8822	\$42.90
8/30/2024	Wyoming Retirement System	1022	Electronic	\$1,413.21
8/30/2024	Range	1023	Electronic	\$133.17
8/30/2024	Worland Community Garden	1024	8823	\$8,000.00
8/30/2024	WEBT	1025	Electronic	\$1,616.05
9/9/2024	Chase Cardmember Services	1026	Electronic	\$820.39
8/15/2024	Northern Wyoming News	1027	8824	\$182.50
9/12/2024	Cody Conservation District	1028	8825	\$15.00
9/10/2024	High Power Plains	1029	Electronic	\$36.62
9/12/2024	Wyoming Livestock Roundup	1030	8826	\$60.00

Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding, \$26,325.29



Amanda provided the Bank Balance report showing the following balances as of September 12, 2024: WCCD main checking account (ending 3537): \$9,722.09, Money Market account (ending 3596): \$110,883.94, Depreciation Reserve Savings account (ending 5209): \$6,194.67, Restricted Reserve account (ending 4407): \$9,419.94, Employee Benefit Reserve (ending 5624): \$4,902.91; Technical Assistance Reserve (ending 5632): \$27,464.40; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$82,791.87; and Pinnacle Bank CD: \$17,996.38.

The August 31, 2024 bank statements and September 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

Acting DC Curtis Johnson was not present at the meeting. A copy of his monthly report was made available on the agenda prior to the meeting to review.

EMPLOYEE REPORTS

Amanda provided a copy of the August 2024 timesheets and her September Board report with updates on Water Monitoring, 319 Upper Bighorn Sub Basin Watershed Implementation Program, SWPP, WDA Water Quality Grant approval, Nowood WID elections, Sage Grouse Transmitter Retrieval, Hillcrest Hops work experience, Annual Plan and Report, BNF Steering Committee meeting.

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

OLD BUSINESS

Cost Share Application Signature

Amanda provided the signed agreement for Rice Ranch to Daniel Greet for his signature.

NEW BUSINESS

Area III Meeting

Amanda advised the board that the Area III meeting will be Sept 24, 2024 in Cody. She provided a copy of the agenda and the WACD Sunsetting Policies for review. If the board has any suggestions, they can contact the Area III Supervisor for input.

WACD Convention

It is confirmed that no board members will be attending the convention in Jackson this year, therefore there will be no voting delegate assigned. Amanda and Janet plan to attend.

Joint Judiciary Committee Bill

There is a bill with the Joint Judiciary Committee to increase the amount a person can claim in damages from \$250,000 to \$1M. Amanda reached out to Holly Kennedy to see how this would affect Liability Premiums. No response has been provided.

Department of Audit Annual Self Audit Forms

The board reviewed the DOA Self Audit and additional forms. All looked good. Daniel Greet signed the forms. Jaci will stop by the office Sept 17, 2024 to sign as well. These are due to the DOA by September 30, 2024.

WDA Water Quality Grant-Monitoring Equipment

Amanda advised the Board that the grant application was accepted to purchase a new multiparameter tool. Once the contract is drawn up later this year, we will have the authority to purchase.

Website Online Purchases

Amanda and Janet plan to open up the shop on the website for tree sales this year, as well as Grow Washakie registration. We are looking at options on how to pass off the transaction fees for the tree sales. We will inform the board what we find out.



Ten Sleep Homecoming Parade


Amanda asked who on the board would like to ride along for the Ten Sleep Homecoming Parade on October 4th. Daniel will look at his commitments and Jaci is interested as well.

Nowood Watershed Improvement District

Amanda provided the Board with the September 9, 2024 Nowood WID meeting agenda, as well as the August meeting minutes.

Charley made a motion to adjourn the meeting at 7:58 pm. Keith seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on September 17, 2024.


CHAIRMAN _____ DATE 10/21/24


SECRETARY/TREASURER _____ DATE 11/7/2024