



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, August 21, 2023 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Daniel Greet, Charley Orchard, Susan Pennington, Keith Bower and Jaci Harkink. District Manager, Amanda O'Keefe and NRCS District Conservationist Emma Allen, NRCS District Conservationist were also present.

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

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

Charley made a motion to approve the July 17, 2023 meeting minutes. Susan seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
7/28/2023	Amanda O'Keefe	9778	Electronic	\$ 3,046.66
7/28/2023	Janet Hofmann	9779	Electronic	\$ 2,456.74
7/28/2023	John Ben Vega	9780	Electronic	\$ 80.81
7/28/2023	Big Horn Federal HSA	9781	Electronic	\$ 416.66
8/2/2023	Range	9782	Electronic	\$ 103.43
08/02/236	WACD	9783	8721	\$ 87.80
8/2/2023	WCDEA	9784	8722	\$ 50.00
8/2/2023	Northern Wyoming News	9785	8723	\$ 59.13
8/2/2023	High Plains Power	9786	8724	\$ 34.34
8/2/2023	WNRF	9787	8725	\$ 150.00
8/2/2023	IRS	9788	Electronic	\$ 1,581.98
8/2/2023	Wyoming Retirement System	9789	Electronic	\$ 1,338.22
8/3/2023	WEBT	9790	Electronic	\$ 1,554.05
8/4/2023	Ten Sleep National Honor Society	9791	8726	\$ 84.10
8/18/2023	Chase Cardmember Services	9792	Electronic	\$ 3,476.39

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$5,954.67

Amanda provided the Bank Balance report showing the following balances as of August 18, 2023: WCCD main checking account (ending 3537): \$-4,459.27, Money Market account (ending 3596): \$122,363.71, Operating Reserve Money Market account (ending 0843): \$80,667.82, Depreciation Reserve Savings account (ending 5209):



\$6,120.69, Restricted Reserve account (ending 4407): \$9,368.85, Employee Benefit Reserve (ending 5624): \$4,839.36; Technical Assistance Reserve (ending 5632): \$27,108.45; Petty Cash: \$18.00 and Pinnacle Bank CD: \$17,601.67.

The July 31, 2023 bank statements were provided and all accounts were reconciled by Jaci Harkink on August 4, 2023. Bank statements and reconciliation reports were available through the agenda link. Amanda O'Keefe reconciled the credit card statement on August 18, 2023 and the statement and reconciliation report were available through the agenda link as well.

DC REPORT

Emma Allen, District Conservationist for NRCS provided her August update. Emma presented 21 approved contracts for the Board to review and sign. Susan Pennington signed all the presented contracts.

EMPLOYEE REPORTS

Amanda provided a copy of the July 2023 timesheets and provided a copy of her monthly report highlighting Rural Cost Share applications and Septic Cost Share applications received; update on SAP Development and a site visit by 3 WDEQ employees and board supervisor Jaci Harkink to review former monitoring results and complete a site monitoring selection review to include visiting 4 locations in person; NRCS STAC meeting attendance were Amanda represented Division 1 and provided an update on Natural Resource Concern rankings, Priority Watersheds and discussions had during the LWG meeting in March; WY SRM 2023 Field Tour.

Education Coordinator Janet Hofmann provided the board with her monthly report for review prior to the meeting.

BOARD MEMBER REPORTS

Jaci provided an update on the Legislative meeting that happened on August 14, 2023 to address the public's concerns with the Alkali Reservoir project and how the Engineer and WID district are handling the project.

OLD BUSINESS

Public Surplus Printer and Toner

The printer did not sell. Amanda presented the option to relist on Public Surplus with a lower reserve of \$150.

Broken Back Ranch Rural Cost Share Project

Amanda advised the board that the Mills are postponing starting the project until Fall 2023. The current fix they have is working adequately to allow them to finish out the season and then shift efforts to a permanent repair.

Area III Meeting

Reminder that the Area III Meeting will be September 7-8, 2023 in Meeteetse. Agenda has not been posted yet. Amanda asked the Board if they had any resolutions to present, and mentioned discussions on a resolution that was presented for WACD to present a resolution that they do not agree with BLM's proposed rule to make conservation a use. The Board agreed to wait until after the Area Meetings to see what other districts bring forward.

NEW BUSINESS

Rural Cost Share and Septic Cost Share Applications

Daniel Greet, Chairman of WCCD removed himself as Chairman so he could present the following three applications for cost share approval. Susan was designated to run the meeting during these application proceedings.

- Double Lazy A Holdings presented an application for cost share on the electrical for a new pivot system on cropland that has not previously been irrigated. This project will be funded primarily through the



landowner. Daniel presented the project and the Board responded with questions. The Board moved forward with ranking the project. This project received a ranking score of 28. Keith made a motion to approve cost share funding of \$5000.00 on the electrical. Charley seconded the motion. Motion carried.

- Greet Ranch Inc presented an application for cost share on the electrical for a new pivot system. This project is currently being considered by NRCS for EQIP but has not been approved. Daniel presented the project to the Board. If the application is approved by NRCS, Greet Ranch would move forward with installation. If not approved, they will not be utilizing the cost share funding. The Board reviewed the application and responded with questions. The Board moved forward with ranking the project. The project received a ranking score of 26. Jaci made a motion to approve cost share funding of \$5000.00 on the electrical. Charley seconded the motion. Motion carried.
- Greet Ranch Inc presented an application for cost share on a failing septic system. This project will replace a failing septic line that is thought to dispense into the nearby creek, with a septic tank and leach field. Daniel presented the project and the Board responded with questions. Charley made a motion to approve cost share funding of \$3000.00 on the septic system replacement. Jaci seconded the motion. Motion carried.

Department of Audit Annual Reports

Amanda presented to the Board the following FY2023 reports for review, approval, and signatures: F-32 Census, Local Government Annual Report Summary, Internal Control Evaluation Worksheet, Record of Testing for Self-Audit, Bank Reconciliation, and Proof of Cash. Keith made a motion to approve the reports. Susan seconded the motion. Motion carried. Jaci and Daniel signed the required forms.

Subdivision Review

Amanda provided the Board with the soil reports and cover letters for the Deromedi Subdivision for review. Charley made a motion to approve the soil report and letter for Deromedi Subdivision. Keith seconded the motion. Motion carried.

FY2024 Annual Plan

Amanda presented to the Board the FY2024 Annual Plan for review and approval. Keith made a motion to approve the Annual Plan. Charley seconded the motion. Motion carried. The Board signed the Annual Plan.

DR Pro Weed Trimmer

Amanda asked the Board for approval to dispose of the older DR Pro Weed Trimmer and advised them that Ben Vega was interested in purchasing it. Charley made a motion to sell the weed trimmer to Ben Vega for \$50. Susan seconded the motion. Motion carried.

Special Discretionary Application Ranking

Amanda provided the Board with the ranking form that Jaci provided with notes from Amanda. The Board discussed what should be considered when ranking these applications. It was agreed to utilize a yes or no answer for each ranking item. Ranking items to be included are: Water Quality/Quantity, Soil Erosion, Energy Conservation, Wildlife Habitat, Can't Qualify for other Farm Bill Programs, Live within Worland/Ten Sleep city limits, Educational Opportunity, Previous Funding within 3 years, and a bonus question if it contributes to Local Food Supply. Amanda will present the draft ranking form and revised application for the Board to review and approve at the September board meeting.

Bighorn National Forest Steering Committee Meeting

Amanda advised the board that the BH National Forest Steering Committee Meeting will be on August 31, 2023 meeting at the Grouse Mountain Parking Area at 9:30. If anyone is interested in attending and carpooling, they need to reach out to Amanda.

Watershed Improvement Districts

- Amanda provided the Board with the August 7, 2023 Nowood meeting agenda, May – June 2023 meeting minutes, March – July 2023 Alkali updates and advised that a special meeting was held by Legislatures to address landowner issues with Alkali Reservoir, which was held on August 14, 2023.
- Amanda provided the Board with the FY2024 Budget from Cottonwood Grass Creek WID.

