

WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, August 15, 2022, at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members present included Dan Rice, Susan D. Pennington, Vance Lungren and Charley Orchard. District Manager, Amanda O'Keefe and NRCS District Conservationist Emma Allen, NRCS-DC were also present. Guest in attendance were Shreve Stockton, Shane Sanderson, and Keith Bower.

Dan Rice called the meeting to order at 7:08 pm. Charley made a motion to approve the agenda. Susan seconded the motion. Motion carried.

Charley made a motion to approve the July 18, 2022 meeting minutes. Susan seconded the motion. Motion carried.

FINANCIAL REPORT

Susan 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
7/21/2022	Kennedy Ace Hardware	9557	8599	\$ 81.11
7/28/2022	Range	9558	Electronic	\$ 114.51
8/1/2022	Amanda O'Keefe	9559	Electronic	\$ 2,750.79
8/1/2022	Ben Vega	9560	Electronic	\$ 384.18
8/1/2022	Halli Caines	9561	Electronic	\$ 1,738.47
8/1/2022	Big Horn Federal HSA	9562	Electronic	\$ 50.00
8/1/2022	Big Horn Federal HSA	9563	Electronic	\$ 208.33
8/1/2022	Wyoming Retirement	9564	Electronic	\$ 1,258.25
8/1/2022	Internal Revenue Service	9565	Electronic	\$ 1,198.86
8/10/2022	WEBT	9566	8600	\$ 1,331.06
8/10/2022	University of Wyoming Extension	9567	8601	\$ 250.00
8/10/2022	Northern Wyoming News	9568	8602	\$ 227.00
8/10/2022	Kennedy Ace Hardware	9569	8603	\$ 16.58
8/11/2022	VOIDED CHECK	9570	8604	\$ -
8/11/2022	VOIDED CHECK	9571	8605	\$ -
8/11/2022	Chase Cardmember Services	9572	Electronic	\$ 754.68
8/11/2022	WCDEA	9573	8606	\$ 25.00
8/11/2022	Ten Sleep National Honor Society	9574	8607	\$ 80.25
8/10/2022	Halli Caines	9575	8608	\$ 3,304.46

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of August 11, 2022
- FYTD 2023 Mill Levy Funding, \$10,116.86

The Board requested that the Mill Levy Fiscal Year comparison be presented quarterly.

Amanda provided the Bank Balance report showing the following balances as of August 11, 2022: WCCD main checking account (ending 3537): \$3,329.92, Money Market account (ending 3596): \$97,139.90, Emergency Reserve Money Market account (ending 0843): \$77,922.03, Depreciation Reserve Savings account (ending 5209): \$5,067.73, Restricted Reserve account (ending 4407): \$10,803.83, Petty Cash: \$2.20 and Pinnacle Bank CD: \$17,391.73.

The July 31, 2022, bank statements and credit card statements were provided. Amanda reconciled the credit card statement, and Charley Orchard reconciled the bank statements. Due to a needed correction on the recording of a bank transfer of funds from the Money Market account (ending 3596) to the Business Checking account (ending 3537) in the amount of \$14,000.00 on December 30, 2021 that showed up on the reconciliation reports, Amanda will have Bethany Measles at 307 Accounting review and make the necessary adjustments.

DC REPORT

Emma Allen, District Conservationist for Worland, was present and provided the WCCD Board with an update. EQIP Big Game Migration pilot program has 4 pre-approved applications, which will be reviewed for approval in September. Allen Croft, Engineer is working on designs for Water Smart Program projects. CSP contracts for FY2022 were signed at the end of July. Emma presented all the maps for the conservation plans for the 2022 contracts to the Board, omitting any landowner information, and Susan signed the contracts. Dan Rice abstained from reviewing the maps or contracts.

EMPLOYEE REPORTS

Amanda provided an update to the board on the following: County land project for river access has been tabled and Commissioners will revisit in the winter; updates to Education Coordinator job description were completed and job opening was posted to Wyomingatwork.com, Conservationjobboard.com, LinkedIn, and Facebook resulting in 3 resumes with application and 2 resumes only through LinkedIn; completed Water Quality Training in Buffalo July 19-21 and passed test; will be visiting Cody to do water monitoring with Carmen McIntyre August 18-19; submitted approved budget to DOA and sent paperwork to Bethany Measles at 307 Accounting for audit requirements; update to potential time missed from work due to vehicle warranty issues.

Amanda also provided a copy of her July 2022 timesheet, and the Facebook Insights for July 2022. A copy of Halli Caine's final report for August was also included.

BOARD MEMBER REPORTS

Charley Orchard and Amanda O'Keefe updated the board on the weather station project and that UW Professor Ginger Paige wants to discuss locations for a Met Weather Station. A future virtual meeting should take place for discussion.

OLD BUSINESS

WCCD Teleworking Policy

Amanda provided the Board with the County Attorney recommendations. LGLP has also offered to review the policy for any recommendations. Amanda will provide the board with their recommendations before policy revisions are completed.

Bighorn River Blueway Trail Update

Amanda provided an update to the Board on the Commissioners meeting on August 2, 2022. Due to Commissioner Frandson passing away, County Planner David Anderson resigning and filling the vacancy, the Commissioners have tabled any further development or discussion on the County Land improvements. They will revisit this in the winter.

WDA Water Quality Grant

Amanda provided the Board with a copy of the WDA Water Quality Grant contract for the SAP Development needed for the DEQ 319 Grant program. Charley made a motion to approve the contract terms. Vance seconded the motion. Motion carried.

NEW BUSINESS

Septic Improvement Application

Shane Sanderson presented his application for the Septic Improvement Cost Share Program. Shane's septic system is failing and backing up into his house, not allowing for functional use of his plumbing without sewer back up. The Board reviewed the location of his septic system and leach field and discussed the public benefit and water quality risks. The costs of the project are estimated between \$8,000-9,000 dollars but could exceed that once the repairs get started. The Board saw no water quality risks or benefit to the public. No cost share for this project was approved.

Rural Cost Share Application

Keith Bower presented his application for the Rural Cost Share Program. Keith has neighbors that are flooding his property by not regulating flow of irrigation water into the concrete ditch, causing erosion past the ditch and flooding which doesn't allow for full utilization for his land for crops. Keith would like to convert the open ditch to buried pipe, at approximately 800 feet. Landowner permission has not been obtained yet. Keith has applied to NRCS as well. Charley made a motion to rank the application for approval. Susan seconded the motion. Water Quality and Public Benefit from receiving cost share funds was discussed and the application was ranked, scoring only 12 out of 32 potential points. Dan called for a vote to approve the application. Motion failed. Amanda will reach out to Keith once the 319 Grant program contract is signed and the Steering Committee has met to review the application and ranking process.

Halli Caines Resignation

Halli Caines provided her resignation as Program and Education Coordinator on July 25, 2022. Her last day of work was August 5, 2022. Amanda provided the resignation letter, as well as her final paycheck which included paying out of her accrued annual and sick leave.

Education Coordinator

Amanda provided the board with the revised Education Coordinator job description. Amanda, Susan, and Dan will move forward with interviewing the candidates that provided a resume and an application. Interviews will be scheduled for Wednesday, August 17, 2022 starting at 4:30 pm. Compensation will be determined based on the chosen applicant's experience.

Signatory on Security State Bank Accounts

Charley made a motion to approve Daniel Greet to be a signer on the bank accounts at Security State Bank. Susan seconded the motion. Motion carried.

Barnyards and Backyards Small Acreage Program

Amanda provided the Board with the invoice for the UW Barnyards and Backyard Small Acreage Program support. This was coded to Cooperating Agency Support.

Area III Meeting

Meeting will be held at 8:30 am on Thursday September 15, 2022 in Thermopolis at the Fire Hall.

Nowood WID



Amanda provided a copy of the August 1, 2022 Board meeting agenda and the August Update on the Alkali Creek Reservoir Project.

OTHER BUSINESS

No other business was presented.

The WCCD Board meeting adjourned at 9:28 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on August 17, 2022.

	<u>9-19-2022</u>
CHAIRMAN	DATE
	<u>9-21-22</u>
SECRETARY/TREASURER	DATE