



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, August 19, 2024 at the UW Extension Meeting Room, 1200 Culbertson Ave in Worland, Wyoming. WCCD Board members physically present included Susan Pennington, Charley Orchard, and Keith Bower. District Manager Amanda O'Keefe was also physically present. NRCS Acting District Conservationist Curtis Johnson joined virtually.

The meeting was called to order at 7:04 pm by Vice Chairwoman Susan Pennington.

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

Keith made a motion to approve the July 15, 2024 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
7/31/2024	Amanda O'Keefe	9989	Electronic	\$3,114.23
7/31/2024	Janet Hofmann	9990	Electronic	\$2,955.99
7/31/2024	John Ben Vega	9991	Electronic	\$221.64
7/31/2024	Big Horn Federal HSA	9992	Electronic	\$75.00
7/31/2024	Big Horn Federal HSA	9993	Electronic	\$416.66
7/31/2024	Wyoming Retirement System	9994	Electronic	\$1,495.32
7/31/2024	Internal Revenue Service	9995	Electronic	\$1,787.94
7/31/2024	WACD	9996	8806	\$42.90
7/1/2024	Forsgren Associates	9997	8807	\$1,190.00
7/11/2024	Northern Wyoming News	9998	8808	\$80.63
7/15/2024	Ten Sleep Tribute	9999	8809	\$60.00
7/23/2024	Matt Jones	1000	8810	\$86.03
8/16/2024	Amanda O'Keefe	1001	8811	\$60.42
8/16/2024	Charley Orchard	1002	8812	\$160.80
8/16/2024	Daniel Greet	1003	8813	\$84.42
8/16/2024	Susan Pennington	1004	8814	\$18.09
8/16/2024	Keith Bower	1005	8815	\$134.00
8/16/2024	Jaci Harkink	1006	8816	\$102.51
8/16/2024	WY Dept of Transportation	1007	8817	\$20.00
8/16/2024	Northern Wyoming News	1008	8818	\$48.00
8/16/2024	WCDEA	1009	8819	\$50.00



8/16/2024	Kienlin Ace Hardware	1010	8820	\$9.99
8/16/2024	Chamber of Commerce	1011	8821	\$50.00
8/1/2024	Range	1012	Electronic	\$104.01
8/12/2024	High Plains Power	1013	Electronic	\$36.07
8/16/2024	WEBT	1014	Electronic	\$1,616.05
8/16/2024	Chase Cardmember Services	1015	Electronic	\$4,143.75

Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding

Amanda provided the Bank Balance report showing the following balances as of August 16, 2024: WCCD main checking account (ending 3537): \$1871.08, Money Market account (ending 3596): \$119,088.05, Depreciation Reserve Savings account (ending 5209): \$6,194.67, Restricted Reserve account (ending 4407): \$9,415.94, Employee Benefit Reserve (ending 5624): \$4,897.92; Technical Assistance Reserve (ending 5632): \$27,436.44; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$82,474.94; and Pinnacle Bank CD: \$17,996.38.

The July 31, 2024 bank statements and August 5, 2024 credit card statement were reconciled by Amanda O'Keefe. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Acting DC Curtis Johnson was present virtually to provide the August update. EQIP: No new pre-approvals, continuing to certify completed projects. CSP: No changes. AMA: No changes.

EMPLOYEE REPORTS

Amanda provided a copy of the July 2024 timesheets and her August Board report with updates on Water Monitoring, 319 Upper Bighorn Sub Basin Watershed Implementation Program, and SWPP. Amanda also provided updates on meetings and webinars attended.

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

OLD BUSINESS

November Board Meeting

This topic was tabled from the July 15, 2024 board meeting. Charley made a motion to move the November board meeting to November 11, 2024. Keith seconded the motion. Motion carried.

Board Supervisor Training Certification and Self Audit

Amanda had Charley signed the DOA form to certify he attended board supervisor training. Jaci emailed Amanda and agreed to perform the Self-Audit for FY2024.

SWPP Sage Creek Livestock Well

Amanda submitted the paperwork to WWDC to request Notice to Proceed on this project. Turn around is 3-4 weeks.

NEW BUSINESS

Rural Cost Share Program

Amanda provided the board with the application for Rice Ranch Pivot Electrical. Dan Rice presented the project and provided a cost estimate at the July 15, 2024 board meeting. The application ranked 23 points. Charley made



NEW BUSINESS

Rural Cost Share Program

Amanda provided the board with the application for Rice Ranch Pivot Electrical. Dan Rice presented the project and provided a cost estimate. Ranking for Rural Cost Share program will happen at the August board meeting.

WDA Intent to Utilize Lab Funds

Amanda presented to Susan to sign the 2025-2026 Biennium Intent to Utilize WDA Lab Funds. Susan signed the form. The form will be submitted to WDA. These are reimbursable funds once we use them on qualified expenses.

WACD Annual Convention

Amanda asked who would be wanting to attend November 19-21 in Jackson. Susan and Keith will not be attending, Jaci will be a maybe. It was agreed to wait to resubmit the nomination for Janet for Outstanding Employee. We would like to see more achievements that would secure her a win, and the Board feels the ODC upgrades being completed would provide more accomplishments for consideration.

November Board Meeting

Jaci made a motion to table discussion until the August Board meeting. Keith seconded the motion. Motion carried.

Self-Audit, DOA

Amanda presented to Jaci the self-audit forms for review and her consideration on completing the audit. She will review and let the Board know at the August board meeting.

Nowood Watershed Improvement District

Amanda provided the Board with the July 1, 2024 Nowood WID meeting agenda. Also provided was the article from Northern Wyoming News about the outlook of the Alkali Reservoir project.

Jaci made a motion to adjourn the meeting at 8:08 pm. Keith seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on July 22, 2024.

A handwritten signature in blue ink, appearing to be "A. O'Keefe", written over a horizontal line.

CHAIRMAN

DATE

8/21/24

A handwritten signature in blue ink, appearing to be "M. [unclear]", written over a horizontal line.

SECRETARY/TREASURER

DATE

7/17/24