



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, December 18, 2023 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Susan Pennington, Charley Orchard, Jaci Harkink, and Keith Bower. Board Supervisor and Chairman Daniel Greet joined virtually. Also in physical attendance were NRCS District Conservationist Emma Allen, and District Manager, Amanda O'Keefe.

The board meeting was called to order and started at 7:02 pm.

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

Charley made a motion to approve the November 20, 2023 meeting minutes. Keith seconded the motion. Motion carried.

FINANCIAL REPORT

Charley made a motion to approve the monthly expense report. Susan seconded the motion. Motion carried.

Date	Payment To	Invoice Number	Check Number	Amount
11/27/2023	Pepsi Banner Room	9835	8739	\$ 56.70
11/29/2023	Greet Ranch	9836	8740	\$ 3,000.00
11/29/2023	CNA Surety Direct Bill	9837	8741	\$ 429.75
11/29/2023	Range	9838	Electronic	\$ 104.08
11/30/2023	Amanda O'Keefe	9839	Electronic	\$ 3,006.49
11/30/2023	Janet Hofmann	9840	Electronic	\$ 2,539.30
11/30/2023	Big Horn Federal HSA	9841	Electronic	\$ 50.00
11/30/2023	Big Horn Federal HSA	9842	Electronic	\$ 416.66
11/30/2023	Internal Revenue Service	9843	Electronic	\$ 1,585.54
11/30/2023	Wyoming Retirement System	9844	Electronic	\$ 1,359.64
11/30/2023	WACD	9845	8742	\$ 43.90
11/30/2023	Wyoming Ag in the Classroom	9846	8743	\$ 125.00
11/30/2023	WEBT	9847	Electronic	\$ 1,554.05
11/30/2023	High Plains Power	9848	Electronic	\$ 39.11
12/7/2023	Otter Creek Grazing Assoc	9849	8744	\$ 10,000.00
12/7/2023	Mountain West Farm Bureau	9850	8745	\$ 811.00
12/7/2023	Jordan Farms	9851	8746	\$ 5,000.00
12/7/2023	Chawna Wiechmann	9852	8747	\$ 84.10
12/8/2023	Michel Enterprises	9853	8748	\$ 5,000.00
12/8/2023	Jaci Harkink	9854	8749	\$ 213.53
12/8/2023	Chase Cardmember Services	9855	Electronic	\$ 1,419.84
12/18/2023	Janet Hofmann	9856	8750	\$ 62.50
12/18/2023	Eric Bower	9857	8751	\$ 5,000.00



Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$91,305.24

Amanda provided the Bank Balance report showing the following balances as of December 18, 2023: WCCD main checking account (ending 3537): \$-28,476.43, Money Market account (ending 3596): \$138,403.83, Operating Reserve Money Market account (ending 0843): \$80,991.85, Depreciation Reserve Savings account (ending 5209): \$6,139.20, Restricted Reserve account (ending 4407): \$9,384.52, Employee Benefit Reserve (ending 5624): \$4,858.80; Technical Assistance Reserve (ending 5632): \$27,217.34; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The November 30, 2023 bank statements were reconciled by Jaci Harkink and credit card statement was reconciled by Amanda O'Keefe. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen, District Conservationist for NRCS was present and provided her December update. NRCS program application deadlines are EQIP General January 19th, EQIP IRA ACT NOW May 10th, CSP Classic January 19th, AMA May 15th. Washakie County was awarded county funds for our initial allocation of \$67,391.00. Emma highlighted the High Tunnel requirements, provided an update on the Hanover Irrigation District application for WFPO, and advised that Clark Bros has started their project.

EMPLOYEE REPORTS

Amanda provided a copy of the November 2023 timesheets and the December monthly report. 6 projects for the Rural Cost Share were completed, with 5 submitting receipts for reimbursement. 2 projects were completed for the Upper Big Horn Sub Basin Watershed Implementation Program, with 1 submitting receipts for reimbursement. The WDA Interim Report was submitted, and the extension of the grant was approved by the Board of Ag through February 29, 2024. The Annual Report and Reimbursement Request #2 was submitted to WDEQ and awaiting review. The Christmas Tree Recycling Event was promoted by participation in the Christmas Parade, banners and tags handed out. The event will take place January 6th.

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

BOARD SUPERVISOR REPORTS

OLD BUSINESS

Security State Bank

Amanda met with Sheila Munoz and Becky Martinez at Security State Bank to get a better understanding of the Intrafi account services that would sweep any balances over \$250K into the Intrafi Cash Services account to assure any funds over the FDIC \$250K stay insured. Charley made a motion to move forward with opening the Intrafi account. Jaci seconded the motion. Motion carried.

Ten Sleep Canyon Climbing Management

Amanda provided a copy of the comment letter submitted.

NACD Convention

Amanda advised the Board that the early bird registration deadline is Friday, December 22, 2023.

*Minutes amended at 1/15/24 meeting to include:
Charley advised the WCCD Board about the SEC comment period on the creation of Natural Asset Corporation and the affects that can have on public land management.*

2/19/24