

**WASHAKIE COUNTY CONSERVATION DISTRICT**  
**208 Shiloh Road**  
**WORLAND, WYOMING 82401**

**MINUTES OF MONTHLY BOARD MEETING**

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, December 20, 2021, at the USDA Service Center in Worland, Wyoming. WCCD Board members present included Dave Slover, Dan Rice, Vance Lungren, Susan D. Pennington, and Charley Orchard, as well as WCCD Director Amanda O'Keefe. Present virtually were Program Assistant Halli Caines and Shreve Stockton.

Dave called the meeting to order at 7:03 pm.

Vance made a motion to approve the WCCD December 20, 2021 board meeting agenda. Charley seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the November 15, 2021 board meeting minutes. Vance made a motion to approve the minutes. Charley seconded the motion. Motion carried.

**FINANCIAL REPORT**

Amanda provided the Board with the Monthly Expense Report prior to the meeting. Charley made a motion to approve the expense report. Susan seconded the motion. Motion carried. Expenses approved are listed below:

Date	Payment To	Invoice Number	Check Number	Amount
11/30/2021	Amanda O'Keefe	9412	Electronic	\$ 2,393.25
11/30/2021	Halli Caines	9413	Electronic	\$ 1,673.24
12/1/2021	Big Horn Federal HSA	9414	Electronic	\$ 50.00
12/1/2021	Big Horn Federal HSA	9415	Electronic	\$ 208.33
12/1/2021	Internal Revenue Service	9416	Electronic	\$ 1,008.56
12/1/2021	BCBS of Wyoming	9417	Electronic	\$ 2,993.00
12/1/2021	VSP of Wyoming	9418	Electronic	\$ 20.86
12/1/2021	Wyoming Retirement System	9419	Electronic	\$ 1,147.23
12/1/2021	Range	9420	Electronic	\$ 113.94
12/1/2021	Ten Sleep National Honor Society	9421	8540	\$ 71.90
12/1/2021	Westi Ag Days	9422	8541	\$ 250.00
12/3/2021	LJ Revocable Trust	9423	8542	\$ 25.00
12/17/2021	Wyoming Ag in the Classroom	9424	8543	\$ 125.00
12/17/2021	CNA Surety	9425	8544	\$ 429.75
12/17/2021	Mountain West Farm Bureau	9426	8545	\$ 673.87
12/17/2021	Chase Cardmember Services	9427	Electronic	\$ 418.80

Amanda also provided the following for the Board to review:

FYTD Budget vs Actual

FYTD Mill Levy Funding, \$72,027.79

FY21 to FY22 Mill Levy Comparison, \$2,186.50 less than what was collected in FY2021 from December 2020.

Amanda provided prior to the meeting the Bank Balance report showing the following balances as of December 20, 2021: WCCD main checking account (ending 3537): \$-197.53, Money Market account (ending 3596): \$107,510.63, Emergency Reserve Money Market account (ending 0843): \$77,793.00, Depreciation Reserve Savings account (ending 5209): \$5,058.26, Restricted Reserve account (ending 4407): \$14,300.00 and Petty Cash: \$25.00. The CD Account balance was \$17,359.25 as of December 20, 2021.

The November 30, 2021, bank and credit card statements were provided. Bank accounts and credit card were reconciled by Dan Rice just prior to the meeting.

## **DC REPORT**

Amanda provided the WCCD Board with the December 2021 DC report from Laura Galloway prior to the meeting. Laura Galloway was not present to give her report.

## **EMPLOYEE REPORTS**

Amanda provided the WCCD Board with her November 2021 Timesheet. Amanda also provided a Director's Monthly report for December and updated the Board on the following: Wyoming Department of Agriculture Appropriation Funding Requirements were completed which included the Annual Plan FY2022, Annual Report FY2021, One Page Summary, Legislative Luncheon, Land Use Plan 2021; WDA Nowood Watershed Stock Water Development Program Phase 1 videos are completed and final report will be done before end of year and forwarded to WCCD Board for review and comments; WDEQ FY2022 319 Implementation Grant Funding proposal and presentation was completed and WCCD was recommended for 100% funding of \$195,000.00; WACD Annual Convention were both Amanda and Halli were in attendance, Amanda attended the WCDEA Business meeting and they are requesting proposals for Spring 2022 training; Blueway Trails meeting was attended and Amanda volunteered to lead the Worland regional team for a public meeting and outreach program; WCCD 2022 Calendars completed; Xmas Tree Recycling event will be January 8, 2022; Hazardous Household Waste event will happen in 2022; Big Horn Radio Community Connections appearance in late January; Board Vacancy advertisements were posted in Northern Wyoming News and Ten Sleep Tribute and Amanda updated the application and will accept brief bios prior to the January board meeting; reminders sent to WIDs on Annual Report; Sage Creek Land and Cattle completed contracts; followed up with Hiedi Hernandez about septic project with no response so will file application; Truck Air Bag recall was completed.

Amanda provided the WCCD Board with Halli Caines December Monthly report.

## **BOARD MEMBER REPORTS**

Dan Rice provided an update on the WACD Annual Convention held November 29 through December 1, 2021. Dan also provided an update on the resignation of Hunter Petsch, Executive Director of WACD and Cathy Rosenthal has been named Interim Executive Director until further notice.

## **OLD BUSINESS**

Board of Supervisors Vacancy: Amanda advised the Board that she received one application from Shreve Stockton for the vacant board position. The application period will remain open until the January 2022 board meeting, and the Board can determine if they want to extend that based on when WDA Board of Agriculture meets for Q1 2022. Amanda revised the application for election to be used for an application for appointment. Advertisements were posted in Northern Wyoming News, Ten Sleep Tribute, and flyers posted around Ten Sleep and Worland. Big Horn Radio Community Connections will also spotlight the vacancy.

WDEQ Fiscal Year 2022 319 Implementation Grant Proposal: Amanda provided the Board with the presentation given on December 15<sup>th</sup>, as well as the narrative and advised the Board that we have been recommended for 100% funding, which would total \$195,000.00. There is a 40% match requirement which would be done through

landowner contributions to projects as well as In-Kind Match. A water quality monitoring program was part of the proposal, and Amanda and Halli will need to get certified to implement this portion of the proposed project.

## **NEW BUSINESS**

Nowood Watershed Stock Water Development Program, Phase 1 Video Presentation: Halli was virtually available to present the videos for the WDA Nowood Stock Water Development project. She presented to the Board two of the five completed videos to see the formatting and content. Amanda advised the Board that the final report and budget is still being worked on and she provided a review of the budget and notified the Board that an allocation of funds from Task 2/3 to Task 4 within the contract range would need to occur. The final report, budget and videos will be submitted to WDA prior to December 31, 2021.

Public Funds-Depository Designation: This was tabled from the November 15, 2021 board meeting. Dan Rice abstained from voting and discussion. Amanda provided the Board with the applications for Public Funds Depository Designation for 2022. Charley made a motion to continue to use Security State Bank for our Public Funds Designation. Vance seconded the motion. Motion carried.

WDA Funding Requirements: Amanda provided the Board with the following reports prior to the meeting for review: Annual Report, Annual Plan, and the One Page Summary. Amanda also provided the Elected Official Function form for review and signature. The 2021 WCCD Land Use Plan Final Draft was also presented. The Annual Report needs to have the Reserve Funds added to the report. Charley made a motion to approve the Annual Report with requested changes. Susan seconded the motion. Motion carried. The Annual Plan for FY2022 was reviewed and Amanda provided some insight on changes to the programs. Vance made a motion to approve the FY22 Annual Plan. Susan seconded the motion. Motion carried. The Resolution for Adoption of the 2021 WCCD Long Range Land Use Plan was reviewed and read aloud by Dave Slover. Susan made a motion to approve the Resolution of Adoption. Charley seconded the motion. Motion carried.

Nowood WID: Amanda provided the Board with the December 2021 Nowood WID meeting agenda and the Alkali Creek Reservoir Updates for November and December 2021. There was also a letter received by Joe and Joy Bain regarding concerns on Alkali Creek project. It was determined through the Nowood WID that they were aware and are addressing the concerns.

Christmas Tree Recycling Event: The Christmas Tree Recycling Event will take place on Saturday, January 8, 2022. Amanda is working on getting volunteers to help with the event.

WCDEA 2022 Training: Amanda advised the Board that the WCDEA Training Committee (Amanda is an Area Representative and member on the Training Committee) are now taking proposals from districts interested in hosting the event.

30x30 Resolution Development: Amanda provided the Board with Fremont County and WACD Resolutions regarding the 30x30 America the Beautiful Initiative. Amanda also provided the Board with a template to create a resolution. There was discussion had regarding the 30x30 Initiative itself, and it was determined that WCCD should consider creating their own Resolution. Amanda will draft a resolution to present to the Board during the January 2022 board meeting to review and develop.

WOTUS Proposed Rule: Amanda provided the Federal Register notice for the Proposed Rule for WOTUS. Comments are due February 7, 2022. Amanda will draft comments for the Board to review during the January 2022 board meeting.

Wildflower Variety Package: Amanda provided the Board with an email for a community offering for wildflowers. No action needed.

Conservation and Coffee Talk: Amanda would like to introduce a monthly themed community outreach program where Amanda and Halli are available in a public setting like The Other Store for 1-2 hours, once a month on a

recurring schedule with program information and available to assist the community with any questions they have on conservation and natural resource programs. This is a program that needs consistency over a long period of time to determine its effectiveness. The Board was supportive of this request. This should not affect the current budget in place or create additional expenses during the initial few months.

Marketing and Outreach Program: Amanda provided the Board with materials that have been developed using Canva, an online marketing platform for developing reports, calendars, brochures, post cards and more. The annual cost of this platform is \$120.00. Amanda will find funds within Office Supplies and Tech Support to cover this cost.

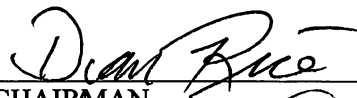
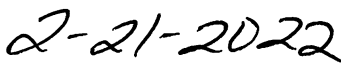
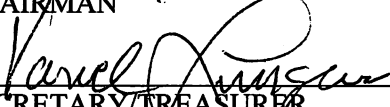
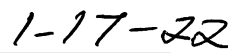
USFS 2020 Alaska Roadless Rule: Amanda provided the Board with the Federal Register notice on the Proposed Rule for the Alaska Roadless Rule. The comment period ends on January 24, 2022. Amanda will develop comments for the Board to review during the January 2022 board meeting.

### **OTHER BUSINESS**

None

The WCCD Board meeting adjourned at 9:30 pm.

Respectfully submitted by Amanda O'Keefe, Director January 10, 2022.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE