



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, January 15, 2024 virtually through Google Meet. Meeting link was published to 4 Facebook sites and on the WCCD website. WCCD Board members present included Daniel Greet, Susan Pennington, Charley Orchard and Jaci Harkink. District Manager, Amanda O’Keefe was also present virtually.

The board meeting was called to order and started at 5:04 pm by Vice Chairwoman Susan Pennington. Chairman Daniel Greet arrived late.

Charley made a motion to approve the agenda with an amendment to add Natural Asset Corporation discussion to Board Member reports. Jaci seconded the motion. Motion carried.

Charley made a motion to approve the December 18, 2023 meeting minutes with a correction. Jaci seconded the motion. Motion carried. Correction will be noted in the margins of the December 18, 2023 meeting minutes.

FINANCIAL REPORT

Charley made a motion to approve the monthly expense report. Jaci seconded the motion. Motion carried. Below are the approved expenditures:

| Date | Payment To | Invoice Number | Check Number | Amount |
|------------|---------------------------|----------------|--------------|---------------------|
| 12/29/2023 | Range | 9858 | Electronic | \$ 104.08 |
| 12/29/2023 | Amanda O'Keefe | 9859 | Electronic | \$ 3,006.48 |
| 12/29/2023 | Janet Hofmann | 9860 | Electronic | \$ 2,528.84 |
| 12/29/2023 | Big Horn Federal | 9861 | Electronic | \$ 50.00 |
| 12/29/2023 | Big Horn Federal | 9862 | Electronic | \$ 416.66 |
| 12/29/2023 | Wyoming Retirement System | 9863 | Electronic | \$ 1,356.84 |
| 12/29/2023 | Internal Revenue Service | 9864 | Electronic | \$ 1,581.26 |
| 12/29/2023 | Department of Workforce | 9865 | Electronic | \$ 531.48 |
| 12/29/2023 | WACD | 9866 | 8752 | \$ 43.90 |
| 1/3/2024 | WY Department of Revenue | 9867 | Electronic | \$ 336.75 |
| 1/3/2024 | WEBT | 9868 | Electronic | \$ 1,554.05 |
| 1/8/2024 | Chase Cardmember Services | 9869 | Electronic | \$ 2,736.22 |
| 12/21/2023 | Northern Wyoming News | 9870 | 8753 | \$ 64.50 |
| 1/10/2024 | High Plains Power | 9871 | Electronic | \$ 27.10 |
| | | | | \$ 14,338.16 |

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$137,288.95
- Vendor Transaction List, July 1, 2023 to December 31, 2023



Amanda provided the Bank Balance report showing the following balances as of January 12, 2024: WCCD main checking account (ending 3537): \$13,185.41, Money Market account (ending 3596): \$128,676.37, Operating Reserve Money Market account (ending 0843): \$81,074.40, Depreciation Reserve Savings account (ending 5209): \$6,157.77, Restricted Reserve account (ending 4407): \$9,388.51, Employee Benefit Reserve (ending 5624): \$4,863.75; Technical Assistance Reserve (ending 5632): \$27,245.08; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The December 31, 2023 bank statements and January 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

Emma Allen, District Conservationist for NRCS provided her January update prior to the board meeting. She was not present to discuss. Amanda provided an overview of deadlines for NRCS programs. The Board was interested in knowing why the High Tunnel application deadline was moved up from May to January 19, 2024. Amanda will report back at the next meeting.

EMPLOYEE REPORTS

Amanda provided a copy of the December 2023 timesheets and the January monthly report. 319 Update: Geis Farms completed project and submitted receipts. Clark Bros is done, just waiting for receipts. Allsup completed two settling ponds, needs to complete waste ditch which is scheduled for Spring 2024. Reimbursement request #3 is due January 31, 2024 for Upper Big Horn Sub Basin Watershed Implementation Program. Other updates provided were Annual Legislative Luncheon, Christmas Tree Recycling Event attendance and Grow Washakie Rural Workshop application submitted. Amanda attended the following meetings: Quad City Legislative Meeting in Cody, Big Horn River Flow Gauge virtually and is working with the WCDEA Training Committee for 2024 Annual Training. Year end tasks to include W2, W3 and State Sales Tax were completed, along with other routine administrative tasks.

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

BOARD SUPERVISOR REPORTS

Charley Orchard updated the board regarding the Natural Asset Corporations and that comments are due January 18, 2024.

OLD BUSINESS

Security State Bank

Amanda advised the board that the Intrafi Cash Services account would not sweep in and out of a designated account through Security State Bank, the funds would sit in the Intrafi account. Amanda advised the board that the funds may be better sitting in a CD account at Pinnacle Bank and accruing interest instead of a sweep account. By utilizing Pinnacle Bank, the district could assure that funds don't exceed the \$250,000 FDIC insured limits. The board agreed and asked Amanda to get CD rates with Pinnacle Bank and determine an amount that would be sufficient to pull over from Security State Bank. In addition, verify legislative requirements for investments and look at staggering CD's.

NACD Convention

Amanda advised the Board that Jaci will be attending the NACD Convention in San Diego February 10-14, 2024. Susan stated that receipts are required for reimbursement, as learned during the Supervisor Training. Jaci agreed

