

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, July 19, 2021, at 7:00 p.m. at Ten Sleep Town Hall in Ten Sleep, Wyoming. WCCD Board members present included Dave Slover, Dan Rice, Vance Lungren, Charley Orchard (virtually) and Susan D. Pennington (virtually). Also, present was WCCD Director, Amanda O'Keefe and NRCS District Conservationist, Laura Galloway. Guests included FFA students Luke Voss, Abel Vega and Koby Busch attended WyRed this year.

Dave called the meeting to order at 7:07 pm.

Charley made a motion to approve the WCCD July 19, 2021, board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the June 21, 2021, board meeting minutes. Dave asked that the meeting minutes be amended for the Gooseberry Ranch project that the pipe dimension be revised from 10" to 8". Dan moved to approve the amended minutes. Vance seconded the motion. Motion carried.

FINANCIAL REPORT:

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

Date	Payment To	Invoice Number	Check Number	Amount
6/30/2021	Amanda O'Keefe	9327	Electronic	\$ 2,184.11
6/30/2021	Halli Caines	9328	Electronic	\$ 0.66
6/30/2021	Dusty Vail	9329	Electronic	\$ 384.18
6/30/2021	Big Horn Federal HSA/Amanda	9330	Electronic	\$ 208.33
6/30/2021	VSP of Wyoming	9331	Electronic	\$ 20.86
6/30/2021	BCBS of Wyoming	9332	Electronic	\$ 5,325.00
6/30/2021	Internal Revenue Service	9333	Electronic	\$ 685.18
6/30/2021	Wyoming Retirement Services	9334	8504	\$ 686.39
6/30/2021	Range	9335	Electronic	\$ 114.27
6/30/2021	Wyoming Dept of Workforce Services	9336	Electronic	\$ 183.19
7/12/2021	Chase Cardmember Services	9337	8505	\$ 78.49
7/12/2021	High Plains Power Inc	9338	8506	\$ 455.54
7/12/2021	Northern WY News	9339	8507	\$ 48.00
7/12/2021	Kennedy Ace Hardware	9340	8508	\$ 75.96

Amanda provided the Board with the Bi-Annual Vendor List Report for 01/01/21 to 06/30/21, the Final FY2021 Budget vs. Actual through 06/30/21, and the FY2022 YTD Budget vs. Actual report as of 07/16/21.

Amanda reported that the mill levy funding received to date is \$1,464.68.

Amanda reported the following financial account balances as of 07/16/21: WCCD main checking account (ending 3537): \$1,868.26, Money Market account (ending 3596): \$107,713.23, Emergency Reserve Money Market account (ending 0843): \$77,727.50, Depreciation Reserve Savings account (ending 5209): \$4,045.21 and Petty Cash: \$25.00. The CD Account

balance was \$17,348.32 as of June 30, 2021. The June 30, 2021, bank statements, credit card statements and reconciliation copies were provided. Bank accounts and credit card statements were reconciled by Amanda O'Keefe.

DC REPORT

Amanda provided the WCCD Board with the DC report for July 2021. Laura was present and discussed: Office status due to Covid; EQIP program; AMA project; Water Smart program; CSP has 1 application; Dicksie Hildebrand will be Acting DC while Laura completed a 120-day detail as Assistant State Conservationist; New Soil Conservationist is Kaile Brant. There was also some side discussion on aerial application of herbicides to control cheat grass.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her June 2021 Timesheet and the July 2021 Director's Monthly report prior to the meeting. Amanda provided an update of the items included in the report to include: FY2022 Budget issues that was addressed with DOA and resolved; FY2022 Budget format revisions; 319 Bighorn Slick Nowater 319 Grant report update; City of Worland Compost Lot potential grant and missed deadline; Updates on WCCD Land Use Plan; Cottonwood Grass Creek WID Annual Tour in conjunction with Hot Springs Weed & Pest tour; WSGA Environmental Stewardship Galloway Tour Speech; WACD Annual Awards and Outstanding Technician nomination; Washakie Watershed Committee Meeting for July 27th; invitation to speak at Coffee Talk and Garden Walk meeting for Worland Garden Club; Community Connections spot with LeAnn Baker for Bighorn Radio August 10th; two Subdivision reports completed; Halli Caines return from Maternity Leave.

Due to Halli's absence for maternity leave, there was no Program Assistant report for July 2021.

BOARD MEMBER REPORTS:

Nothing addressed or discussed.

OLD BUSINESS

FY2022 Budget Hearing: Dan called the Budget Hearing to order at 8:00 pm. Amanda provided the Board with the suggested Final Budget for FY2022. The WCCD Board reviewed and provided comments for revisions to the final budget on the Directors annual salary and associated indirect cost revisions. Charley made a motion to approve a \$1.00 per hour raise for the Program Assistant and a \$2.00 per hour raise for the Director effective July 2021, and to review the Director pay again during March 2022 with a performance and budget review. Susan seconded the motion. Dan opposed the motion. Motion carried. Dan made a motion to approve the budget with the discussed revisions to the Directors pay and related indirect costs and split those saving between Vehicle/Fuel Maintenance and Recycling Maintenance. Vance seconded the motion. Motion carried.

WACD Annual Awards: Amanda presented the WCCD Board with the nomination letter for Allen Croft for Outstanding Technician. Charley made a motion to approve the nomination. Susan seconded the motion. Motion carried.

Restricted Reserve Bank Account: Amanda provided the WCCD Board with the paperwork to open the new Restricted Reserve bank account that was approved during the June 21 Board Meeting. This account will be set up as a Money Market account which will allow checks to be written when expenses occur. Susan and Charley were not in person to sign, and Amanda will get their signatures later.

Bighorn National Forest Invasive and Other Select Plant Management Project DEIS: Amanda provided the WCCD Board with the Draft Environmental Impact Statement. Dan suggested WCCD provide comments prior to the comment deadline of August 9, 2021. Amanda will draft comments and submit.

NEW BUSINESS

WyRed FFA Students: FFA students Luke Voss, Abel Vega and Koby Busch attended WyRed this year under the sponsorship of WCCD and came in to talk about their experience.

Subdivision Reports: Amanda provided the WCCD Board with two subdivision reports, Starbuck 1 and Starbuck 2 Subdivision. Charley made a motion to approve Starbuck 1 Subdivision. Dan seconded the motion. Motion carried. Dan made a motion to approve Starbuck 2 Subdivision. Vance seconded the motion. Motion carried.

Sam.gov Entity Administrator: Amanda advised the WCCD Board that she needs to be listed as the Administrator on the Sam.gov account to renew the account and complete grants through grant.gov. She had inadvertently been removed by

Administrator when encountering login issues. Dan made a motion to approve the letter to reinstate as Administrator.

Charley seconded the motion. Dave opposed the motion. Motion carried.

Nowood WID Updates: Amanda provided the WCCD Board with the final FY2022 Budget. Nowood held their Annual Tour in conjunction with WWA Tour with a site visit to Alkali Reservoir. No one from WCCD was present.

Cottonwood Grass Creek WID Updates: Amanda provided the WCCD Board with the final FY2022 Budget and the Annual Report for 2021. The signed Q2 2021 meeting minutes was also provided. Amanda attended the Annual Tour of Cottonwood Grass Creek WID that was held in conjunction with Hot Springs Weed & Pest on June 29th.

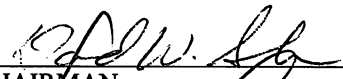


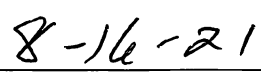
Grant Opportunities: Amanda provided the WCCD Board with a list of open grant opportunities: USDA FSA CRP; USDA OUAIP; USDA RD RPIC; NRCS WREP and WDEQ CWA Section 319 Grant.

OTHER BUSINESS

Charley provided the USDA Farm Service Agency with a weather report for June 2020 through June 2021 precipitation from the weather station on his ranch. This is the same report that he provided last year when FSA was requesting Drought Designation status. Discussion revolved around conditions Charley has experienced on his ranch.

The WCCD Board meeting adjourned at 9:21 pm.

Respectfully submitted by Amanda O'Keefe, Director August 16, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE