



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, June 17, 2024 at the UW Extension Meeting Room located at 1200 Culbertson Avenue in Worland, Wyoming. WCCD Board members physically present included Susan Pennington, Jaci Harkink, Charley Orchard and Keith Bower. Daniel Greet joined the meeting virtually. District Manager Amanda O’Keefe, Education Coordinator Janet Hofmann, and NRCS District Conservationist Emma Allen were also physically present. Guests in attendance included Landis & Janet Benson, Steve Perry, and Heather Ondo.

The board meeting was called to order at 7:06 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the May 20, 2024 meeting minutes. Susan seconded the motion. Motion carried.

FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
4/26/2024	Wind River Seed	9949	8789	\$595.00
4/30/2024	One Canopy	9950	8790	\$62.50
5/17/2024	Schumachers	9951	8791	\$1,962.24
5/19/2024	One Canopy	9952	8792	\$187.50
5/29/2024	Range	9953	Electronic	\$103.93
5/31/2024	Amanda O'Keefe	9954	Electronic	\$3,015.49
5/31/2024	Janet Hofmann	9955	Electronic	\$2,501.28
5/31/2024	John Ben Vega	9956	Electronic	\$470.98
5/31/2024	Wyoming Retirement Services	9957	Electronic	\$1,347.54
5/31/2024	Internal Revenue Services	9958	Electronic	\$1,628.64
5/31/2024	Big Horn Federal	9959	Electronic	\$50.00
5/31/2024	Big Horn Federal	9960	Electronic	\$416.66
6/3/2024	John Ben Vega	9961	8793	\$8.33
6/3/2024	WACD	9962	8794	\$42.90
6/6/2024	Chase Cardmember Services	9963	Electronic	\$745.78
5/30/2024	Chawna Wiechmann	9964	8795	\$86.02
6/4/2024	Hasco	9965	8796	\$1,216.68
6/5/2024	Bar S Bar Electric	9966	8797	\$700.00
6/10/2024	High Plains Power	9967	Electronic	\$37.27
6/12/2024	WEBT	9968	Electronic	\$1,616.05



investments made. Janet agreed to work more on phase development and costs and present it to the board later in the year.

Promotional Items

Amanda provided the board with the cost estimate on the garden kneeling pads (250 count for \$1200). She also provided an estimate of 15 t-shirts with the WCCD logo. Keith Bower recommended getting t-shirts with pockets. Jaci brought with her 3 different tote bags and encouraged Amanda to also work on getting those ordered during this fiscal year.

Nowood Watershed Improvement District

Amanda provided the Board with the June 3, 2024 Nowood WID meeting agenda.

EXECUTIVE SESSION

Charley made a motion to enter Executive Session to discuss employee performance reviews at 8:51. Susan seconded the motion. Motion carried.


Charley made a motion to enter back into regular session at 9:16pm. Keith seconded the motion. Motion carried.

Charley made a motion to adjourn the meeting at 9:27pm. Keith seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on June 18, 2024.

 8/21/24

CHAIRMAN DATE

 7/15/2024

SECRETARY/TREASURER DATE



Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$207,014.87

Amanda provided the Bank Balance report showing the following balances as of June 12, 2024: WCCD main checking account (ending 3537): \$7,586.31, Money Market account (ending 3596): \$135,017.92, Operating Reserve Money Market account (ending 0843): \$0.00, Depreciation Reserve Savings account (ending 5209): \$6,176.19, Restricted Reserve account (ending 4407): \$9,408.07, Employee Benefit Reserve (ending 5624): \$4,888.11; Technical Assistance Reserve (ending 5632): \$27,381.50; Petty Cash: \$15.00, Intrafi CDAR (ending 1939): \$81,647.64; and Pinnacle Bank CD: \$17,996.38.

The May 31, 2024 bank statements and June 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 June update. EQIP: 20 new contracts for 2024; 1 pre-approved application for Upper Hanover Water SMART (gated pipe); Certified and paid on multiple projects. CSP has a few renewal applications due in the fall. AMA had 2 additional high tunnel applications preapproved, one in Worland and one in Ten Sleep. Emma presented 22 contracts for the Board of Supervisors to sign.

EMPLOYEE REPORTS

Amanda provided a copy of the May 2024 timesheets and her June Board report with updates on Water Monitoring, WDA Water Quality Grant for Multiparameter tool, SWPP Sage Creek IV Livestock Well, and Grow Washakie.

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

OLD BUSINESS

Rural Cost Share Contracts

Amanda provided Susan Pennington with the signed contracts for 8th Day Farm, Galloway Ranch and The Nature Conservancy to sign. Amanda will provide copies to all applicants.

NEW BUSINESS

Upper Big Horn Sub-Basin Watershed Implementation Program

Amanda provided the board with the Application, Steering Committee Ranking Sheet, and Preliminary Design for the Perry Pipeline Project. Steve Perry and Heather Ondo presented the project and provided cost estimated for both 12" and 15" pipeline. Steve's preference was the 15" pipeline at a total project cost of \$130,395.62, with approximately \$85,000 of the project covered under the EQIP Upper Hanover Water SMART program. The steering committee ranked the project high, qualifying it for 60% cost share of the difference of \$45,395.62, which would total \$27,237.37. Susan made a motion to approve cost share funding of \$27,237.37. Charley seconded the motion. Motion carried.

Outdoor Classroom Presentation

Janet presented to the room her ideas for the permaculture renovations at the Outdoor Classroom. The slide presentation showed history of the outdoor classroom, the current design, and recommendations on improvements to the outdoor classroom. The ideas were well accepted, with Heather Ondo recommending more agriculture-related history and working areas that represent our district. Landis and Janet Benson are open to the idea of having a longer lease on the property so we can assure the public benefit to cost ratio would be beneficial to the