



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

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, May 20, 2024 at Ten Sleep Town Hall located at 415 5<sup>th</sup> Street in Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet and Keith Bower. Charley Orchard and Jaci Harkink joined the meeting virtually. Susan Pennington was excused. District Manager Amanda O’Keefe was physically present and NRCS District Conservationist Emma Allen joined the meeting virtually. Keith and Laura Galloway were present as guests.

The board meeting was called to order at 7:01 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the April 15, 2024 meeting minutes. Jaci 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:

<b>Date</b>	<b>Payment To</b>	<b>Invoice Number</b>	<b>Check Number</b>	<b>Amount</b>
4/26/2024	Range	9931	Electronic	\$103.93
5/1/2024	Amanda O'Keefe	9932	Electronic	\$3,015.47
5/1/2024	Janet Hofmann	9933	Electronic	\$2,707.12
5/1/2024	Ben Vega	9934	Electronic	\$110.82
5/1/2024	Big Horn Federal HSA	9935	Electronic	\$50.00
5/1/2024	Big Horn Federal HSA	9936	Electronic	\$416.66
5/1/2024	Internal Revenue Service	9937	Electronic	\$1,643.60
5/1/2024	Wyoming Retirement System	9938	Electronic	\$1,400.60
5/1/2024	WACD	9939	8784	\$43.90
5/1/2024	WACD	9940	8783	\$35.00
4/11/2024	Worland-Ten Sleep Chamber	9941	8782	\$75.00
5/10/2024	Worland-Ten Sleep Chamber	9942	8785	\$75.00
5/14/2024	Ace Hardware	9943	8786	\$52.29
5/14/2024	VOIDED-WyRED	9944	8787	\$0.00
5/15/2024	WyRED	9945	8788	\$960.00
5/2/2024	WEBT	9946	Electronic	\$1,554.05
5/10/2024	High Plains Power	9947	Electronic	\$38.35
5/5/2024	Chase Cardmember Services	9948	Electronic	\$0.00
				<b>\$12,281.79</b>

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual and answered questions regarding income line items addressed by Charley.



- FYTD 2024 Mill Levy Funding, \$180,849.50

Amanda provided the Bank Balance report showing the following balances as of May 15, 2024: WCCD main checking account (ending 3537): \$6,509.31, Money Market account (ending 3596): \$122,623.81, Operating Reserve Money Market account (ending 0843): \$0.00, Depreciation Reserve Savings account (ending 5209): \$6,176.19, Restricted Reserve account (ending 4407): \$9,404.08, Employee Benefit Reserve (ending 5624): \$4,883.13; Technical Assistance Reserve (ending 5632): \$27,353.62; Petty Cash: \$15.00, Intrafi CDAR (ending 1939): \$81,647.64; and Pinnacle Bank CD: \$17,996.38.

The April 30, 2024 bank statements and May 5, 2024 credit card statement were reconciled by Jaci Harkink. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

### **DC REPORT**

Emma Allen, District Conservationist for NRCS provided her May update. EQIP: Received additional funding and have a total of 3 County apps preapproved. Watersmart (Upper Hanover) has 1 additional application that was received. Climatesmart had 3 additional applications in its 3<sup>rd</sup> round received. AMA had 2 additional high tunnel applications preapproved, one in Worland and one in Ten Sleep. Field office has Range Training this week.

### **EMPLOYEE REPORTS**

Amanda provided a copy of the April 2024 timesheets and her May Board report with updates on Water Monitoring sampled twice since last board meeting, Canyon Creek Coordinated Resource Management next step is a landowner meeting, R3 Coalition and Recycling Campaign promo materials and meeting notes. Amanda also provided updates on webinars and meeting attending, which included the public meeting BLM held in Worland regarding the Greater Sage Grouse management, which covered aspects of their preferred alternative, and the WWDC meeting which covered historical overview of the Alkali Reservoir and information on costs and status of project.

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

### **OLD BUSINESS**

#### Urban Community Enhancement Contracts

Amanda provided Daniel Greet with the signed contracts for Worland Community Garden and Zia Rojo Casitas to sign. Daniel signed. Amanda will provide a copy to both applicants.

#### R3 Coalition/Recycling Campaign

Amanda updated the board on the R3 Coalition meeting and with a review of discussion on future Hazardous Household Waste Event. Goal would be to move away from accepting paint in the future events to control costs to run the event. The group talked about an outreach campaign to educate Washakie County residents on what can be done with their hazardous waste in between events. We will be listing these resources on the R3 Coalition Facebook page which will be hosted and managed by WCCD, and a resource link on WCCD website. We will be handing out wildflower seed cards at Safety Days on June 1, 2024 (or make available during the event at tables).

### **NEW BUSINESS**

#### Rural Cost Share Application-Presentation and Ranking

Galloway Farms presented their application request for funding for a solar pumping plant on a deeded piece of very steep Forest Service land on the north rim of Ten Sleep Canyon. This would be a portable solar pumping plant that would be used with a mounted 350-gallon water tank, with overflow to a reservoir.



The Board then went on to rank three applications:

- 8<sup>th</sup> Day Farms ranked 24 points, The Nature Conservancy Ten Sleep Preserve ranked 22.5 points and Galloway Ranch ranked 22.5 points. All applications met the ranking requirements to be funded.
- Keith made a motion to approve \$5,000 for 8<sup>th</sup> Day Farms Pivot Electrical for FY2025 funding. Charley seconded the motion. Motion carried.
- Jaci made a motion to approve \$10,000 for The Nature Conservancy Ten Sleep Preserve Invasive Weed Management for FY2024 funding. Keith seconded the motion. Motion carried.
- Charley made a motion to approve \$8,700 for Galloway Ranch Solar Pumping Plant for FY2024 funding. Keith seconded the motion. Motion carried.

In addition to the funding motions, Charley made a motion to change the rubric wording for Cost Share applications under the Benefit of Funds 1 point to remove multiple projects, and to adjust the rankings so that 4 points is has not benefitted within the last 3 years, 3 points is has benefitted in last 3 years, 2 points is has benefitted in the last 2 years, and 1 point is has benefitted within the last year. Keith seconded the motion. Motion carried.

#### FY2025 Draft Budget Review

Amanda presented the FY2025 Initial Draft Budget for review. After discussion, adjustments were made to the following: Increase in Rural Cost Share funding from \$40,000 to \$50,000 contingent upon estimated Mill Levy Funding. Increase in WyRED from \$500 to \$1,000. Jaci made a motion to approve the FY2025 Draft Budget with revisions. Charley seconded the motion. Motion carried.

#### New Emails and Public Records Request

Amanda gave the board some of the District Supervisor training materials pertaining to public records and emails. She advised the board if they continue to use their personal email, that it can be subject to a records request. Gmail accounts were set up for each board member to use moving forward. Amanda advised the board that no district business emails should ever be deleted or unavailable should a request be made.

#### WDA Water Quality Grant

Amanda will be applying for a WDA Water Quality grant for the purchase of a new In-Situ AT600 multiparameter tool. The grant would cover 70% of the approx. \$8500 cost. Application is due by May 24, 2024.

#### WyRED

Amanda advised the Board that she confirmed 4 Chief Washakie FFA students will be attending WyRED this year, for a sponsorship cost of \$960.

#### District Supervisor Elections

Daniel Greet and Susan Pennington will be up for re-election this year.

#### Beneficial Ownership Information

Amanda provided the Board with a notice from Budd-Falen Law Office about Beneficial Ownership requirements. It appears since we are Tax-Exempt agency, that this wouldn't apply to us.

#### District Supervisor Training

Daniel Greet needs to complete training by June 30, 2024.

#### Nowood Watershed Improvement District

Amanda provided the Board with the May 6, 2024 Nowood WID meeting review and the May 8, 2024 WWDC meeting review.

### **OTHER BUSINESS**

Charley made a motion to adjourn the meeting at 9:35pm. Keith seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on May 22, 2024.



*[Handwritten signature]*

CHAIRMAN

8/21/24

DATE

*[Handwritten signature]*

SECRETARY/TREASURER

7/15/2024

DATE