



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, June 20, 2022, at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members present included Dan Rice, Susan D. Pennington, Vance Lungren and Charley Orchard. District Manager, Amanda O'Keefe was also present. Guest in attendance was Shreve Stockton.

Dan Rice called the meeting to order at 7:07 pm.

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

Charley made a motion to approve May 16, 2022 meeting minutes. Vance seconded the motion. Motion carried.

FINANCIAL REPORT

Vance made a motion to approve the monthly expense report. Susan seconded the motion. Motion carried.

Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
5/26/2022	Range	9519	Electronic	\$ 113.29
5/31/2022	Amanda O'Keefe	9520	Electronic	\$ 2,815.44
5/31/2022	Ben Vega	9521	Electronic	\$ 360.16
5/31/2022	Halli Caines	9522	Electronic	\$ 1,813.79
5/31/2022	Big Horn Federal HSA	9523	Electronic	\$ 50.00
5/31/2022	Big Horn Federal HSA	9524	Electronic	\$ 208.33
5/13/2022	Energy Labs	9525	8582	\$ 90.80
5/31/2022	Ten Sleep National Honor Society	9526	8583	\$ 75.11
5/31/2022	VSP of Wyoming	9527	Electronic	\$ 20.86
5/31/2022	BCBS of Wyoming	9528	Electronic	\$ 2,993.00
5/31/2022	Internal Revenue Service	9529	Electronic	\$ 1,014.36
5/31/2022	Wyoming Retirement System	9530	Electronic	\$ 1,243.51
6/20/2022	WEBT	9531	8584	\$ 3,352.11
6/20/2022	Serlkay	9532	8585	\$ 75.00
6/20/2022	Kennedy Ace Hardware	9533	8586	\$ 13.24
6/20/2022	Chase Cardmember Services	9534	Electronic	\$ 3,286.38

Amanda also provided the following for the Board to review:

- FYTD Budget vs Actual as of June 20, 2022
- FYTD Mill Levy Funding, \$167,431.37
- FY21 to FY22 Mill Levy Comparison

Amanda provided the Bank Balance report showing the following balances as of June 20, 2022: WCCD main checking account (ending 3537): \$10,555.20, Money Market account (ending 3596): \$109,979.14, Emergency

Reserve Money Market account (ending 0843): \$77,889.48, Depreciation Reserve Savings account (ending 5209): \$5,064.57, Restricted Reserve account (ending 4407): \$803.55, Petty Cash: \$23.00 and Pinnacle Bank CD: \$17,377.92.

The May 31, 2022, bank statements and credit card statements were provided, and reconciled on June 20, 2022 by Chairman Dan Rice.

DC REPORT

Emma Allen, District Conservationist for Worland, provided the WCCD Board with a copy of her June report. She was unavailable to attend the meeting. EQIP Big Game Migration pilot program is open and application deadline is June 22, 2022. NRCS currently has 4 applications for this program. Allen Croft is working on Water Smart Program designs. CSP has 2 preapproved applications for this year.

EMPLOYEE REPORTS

Amanda provided a copy of her monthly report and updated the board on the following: Second Draft of FY2023 Budget available for review; WDA Water Quality Application has moved to next round for WDA Board of Ag to review; No progress on weather station project this month; WID elections are this November and preparations have begun to get forms ready; Master Inventory List is being updated with goal to have it completed prior to end of Q3; Amanda and Halli have met to begin preparing the FY2023 Annual Plan and the FY2022 Annual Report; Adopt a Highway first clean up completed by Amanda and Halli; spent an afternoon at Hillcrest Hops Farm helping plant hops plants; and met with Cub Scout Leader to provide resources for their Outdoor Classroom event on June 29th. The Big Horn River Blueway Trail Project moves to next phase with a First Responder Focus Group Session at Washakie Fairgrounds on June 30, 2022 at 7pm. Dan Rice was made aware of concerns from members Irrigation Districts concerning liability and private landowner rights.

Amanda provided a copy of her May 2022 timesheet, and the Facebook Insights for May 2022. A copy of Halli Caine's May monthly report was also included.

BOARD MEMBER REPORTS

Dan Rice attended the Cottonwood Grass Creek WID meeting on May 20, 2022 virtually and the WACD Board meeting. Charley Orchard stated that the Weather Station project isn't urgent and if there are future stations going in or near area we are considering, that should be sufficient. Vance Lungren went by Outdoor Classroom to look at the portable toilet and said it cannot be repaired.

OLD BUSINESS

FY2023 Draft Budget

Second round draft was presented by Amanda to the Board. Mill levy estimate came in at \$160,992.67.

Discussion revolved around how to adjust expenses or reserves based on mill levy estimate. Amanda will need to add \$10,000 to the restricted reserves for the Cost Share approved applications for Michel Enterprises since they will not complete their project until Fall 2022. Amanda suggested looking at increasing the Operating Reserve funds. Dan Rice proposed an additional \$1.00 per hour pay raise to employees and adjust indirect and payroll expenses based on increase to salary and hourly wages. Amanda will complete these changes and provide a copy to the Board to review June 21, 2022. The budget hearing will be scheduled for July 18, 2022 at 7:30 pm.

Amanda will prepare the Budget Meeting notice to be published in the Northern Wyoming News at least one week prior to the meeting. Amanda also presented the FY2023 Healthcare Premium splits between the employee and employer.

NEW BUSINESS

Subdivision Reviews: The Board reviewed two requests for soil surveys from the County Planner, as per State Statute.

- Sleepy Hollow Subdivision: This subdivision is in Ten Sleep. There is concern from the Board, and guest Shreve Stockton also voiced concerned, over the swamp-like conditions of these plots and water quality concerns that could result from septic or sewer issues. Amanda revised the letter to accompany the soil report to list the Very Limited restrictions to Septic System Absorption Rates and Lawns, Landscaping and Golf Courses. Charley made a motion to approve the soil report. Susan seconded the motion. Motion carried.
- Sugar Beet Hilltop Estates Subdivision: Charley made a motion to approve the soil report. Susan seconded the motion. Motion carried.

WCCD Policy Review: Amanda provided the Board with her recommendations for some revisions on the WCCD Policies. Listed below are the policies that were presented and approved changes:

- WCCD Internal Policies: Change was made to remove under Policy #5, Winter Weather Conditions and replace it with "All efforts will be made to have meetings in person. Where circumstances may occur, the Chairman may call a virtual meeting". Susan made a motion to approve this change. Charley seconded the motion. Motion carried.
- WCCD Reserve Policy: No changes were recommended.
- WCCD Procurement Policy: No changes were recommended.
- WCCD Public Records Policy: No changes were recommended.
- WCCD Telework Policy: Under Paragraph #13, add a 90-day probationary period upon employment prior to approval of teleworking and change under Paragraph #6 to remove the last word environment and replace it with "information security". Charley made a motion to approve both changes. Susan seconded the motion. Motion carried.
- WCCD Investment Policy: No changes were recommended.
- WCCD Personnel Policy: Amanda suggested to change the office hours from 7:30 am to 4:30 pm to 8:00 am to 4:30 pm. There was discussion about whether this was the appropriate place to change the office hours as it should remain the same to assure a full 40 hour working week is attained and give flexibility in schedule for arrival/departure time and lunch period lengths. The other suggested change was to add June 19, 2022 to the list of paid holidays. No motions were made.

Wyoming Water Association: Membership due notice came in mail, \$100 higher than budget. Amanda will pay membership dues and adjust budget for FY2023 to show the correct minimum dues for Conservation District members.

WDA Funding and Grant Opportunity: Dan Rice signed the Biennium Intent to Use Lab Funds for \$3882.00 to be utilized in FY2023 and FY2024. WDA has an RHAP grant opportunity open, Amanda will complete outreach to see if any producers could benefit from this program.

Nowood WID: The agenda for the June 6, 2022 meetings was provided along with a copy of the June Alkali Reservoir Update.

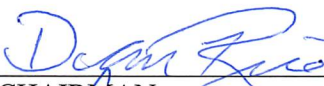


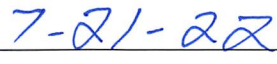
Cottonwood Grass Creek WID: Quarter 2 meeting was held on May 20, 2022 at 1pm.

OTHER BUSINESS

No other business was presented.

The WCCD Board meeting adjourned at 10:11 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on June 21, 2022.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE