



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, September 19, 2022 at Ten Sleep Town Hall located at 415 5th Street in Ten Sleep, Wyoming. WCCD Board members physically present included Dan Rice and Daniel Greet, Charley Orchard joined the meeting virtually. District Manager, Amanda O'Keefe and Education Coordinator, Janet Hofmann were also present. Guest in attendance were Shreve Stockton.

Dan Rice called the meeting to order at 7:03 pm.

Charley made a motion to approve the agenda. Dan asked that the meeting agenda be amended to include adding discussion about creating a threshold on the ranking of cost share programs, and to approve the Department of Audit reports that are due on September 30, 2022. Charley made a motion to accept the amended agenda. Daniel seconded the motion. Motion carried.

Charley made a motion to approve the August 15, 2022 meeting minutes. Daniel seconded the motion. Motion carried.

FINANCIAL REPORT

Daniel made a motion to approve the monthly expense report. Charley seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
8/10/2022	Halli Caines	9576	8609	\$ 3,304.46
8/30/2022	Range	9577	Electronic	\$ 114.51
8/30/2022	Amanda O'Keefe	9578	Electronic	\$ 2,750.78
8/30/2022	Ben Vega	9579	Electronic	\$ 480.22
8/30/2022	Big Horn Federal HSA	9580	Electronic	\$ 50.00
8/30/2022	Big Horn Federal HSA	9581	Electronic	\$ 208.33
8/30/2022	Internal Revenue Service	9582	Electronic	\$ 1,492.98
8/30/2022	Wyoming Retirement Services	9583	Electronic	\$ 1,485.61
8/16/2022	Kennedy Ace Hardware	9584	8610	\$ 22.99
8/30/2022	Wyoming Livestock Roundup	9585	8611	\$ 50.00
9/7/2022	WCDEA	9586	8612	\$ 25.00
9/7/2022	Hot Springs Conservation District	9587	8613	\$ 45.00
8/2/2022	Kennedy Ace Hardware	9588	8614	\$ 37.55
9/1/2022	Serlkay Printing	9589	8615	\$ 21.03
9/13/2022	WEBT	9590	8616	\$ 2,055.09
9/13/2022	Chase Cardmember Services	9591	Electronic	\$ 957.35

Amanda also provided the following for the Board to review:

- FYTD 2023 Budget vs Actual as of September 13, 2022
- FYTD 2023 Mill Levy Funding, \$28,509.96
- Mill Levy Comparison for FY2021, FY2022 and FY2023

Amanda provided the Bank Balance report showing the following balances as of September 13, 2022: WCCD main checking account (ending 3537): \$8,188.00, Money Market account (ending 3596): \$101,601.08, Emergency Reserve Money Market account (ending 0843): \$77,978.30, Depreciation Reserve Savings account (ending 5209): \$5,067.73, Restricted Reserve account (ending 4407): \$10,809.34, Petty Cash: \$2.20 and Pinnacle Bank CD: \$17,391.73.

The August 31, 2022, bank statements and credit card statements were provided. Amanda completed all reconciliations and provided copies of the reconciliation reports.

DC REPORT

Emma Allen, District Conservationist was not available to provide an update. Amanda provided the Board with a copy of her September DC report for review.

EMPLOYEE REPORTS

Amanda provided an update to the board on the following: Education Coordinator job has been filled, Janet Hofmann started on September 1, 2022; Water Quality Training was continued with 1 of 2 required field days spent with Cody Conservation District on August 18, 2022; WID Election process is in full swing with all applications submitted by August 29, 2022 to be listed on the ballot; Outdoor Classroom meeting on August 30, 2022 with Weed & Pest and Seasonal Maintenance to discuss weed control schedule and pollinator garden clean up conducted on September 13, 2022 with Janet; Completed Annual Plan requirement for WDA Appropriations; WDA and 319 Grant Programs have both contracts in hand and began organizing for grant obligations and time tracking; provided Board with an update on meetings and webinars that were attended; and all administrative tasks were completed for the month.

Amanda also provided a copy of her August 2022 timesheet and the Facebook Insights for August 2022.

Janet Hofmann, Education Coordinator was present and provided an update to the board on the following: Annual Calendar Photo Contest is underway; Adopt a Highway volunteer search is underway as WBI is unable to assist at this time; Meeting with Rotary in October to discuss the Christmas Tree Recycling Program and volunteer assistance; Tree Seedling Sales will be earlier this year due to Colorado State Nursery being closed for renovations and expansion; Recycling Trailer repainting project to incorporate Wyoming Arts Council grant and Ten Sleep schools art students; Reflecting on how to best manage the poster contests next year to benefit the teachers utilization of time; making connections throughout the Community on personal time while attending school and garden events); completed September Kids Corner post on Facebook and working to complete Octobers bath themed Kids Corner post; and a brief update on webinars and meetings attended for the month.

Amanda also advised the Board that she was going to present a cost analysis in the future for the Outdoor Classroom to see what the costs of the maintenance, labor and other expenses are in relations to how the facility is being utilized.

BOARD MEMBER REPORTS

OLD BUSINESS

Area III Meeting Update

Dan provided an update for the Area III Meeting which was held on September 15, 2022 in Thermopolis, Wyoming. Attendance and the Cheat Grass Study put on by Hot Springs Weed and Pest were discussed. Amanda will provide the board with the study results. In addition, Dan advised that no resolutions were presented.

NEW BUSINESS

FY2023 Annual Plan

Amanda provided a copy of the Annual Plan for review and approval. Charley made a motion to approve the Annual Plan. Daniel seconded the motion. Motion carried. Amanda had Daniel and Dan sign the original copy.

Subdivision Review

Amanda provided a copy of the Thomas Subdivision soil report and cover letter to the Board to review and approve. Charley made a motion to approve the Thomas Subdivision Soil Report. Daniel seconded the motion. Motion carried.

Legislative Luncheon

Amanda advised the Board that the State Convention falls on the first Tuesday of December, when the Legislative Luncheon may typically occur. Discussion was had around other date options. Amanda will send out a poll to see what date works for the majority. Amanda advised that the luncheon location would most likely be The Other Store unless requested otherwise.

WDEQ 319 Implementation Grant

Amanda provided the Board a copy of the Upper Bighorn Sub-basin Watershed 319 Implementation Grant contract for review and approval. Charley made a motion to approve the contract as presented. Daniel seconded the motion. Motion carried. Dan Rice will DocuSign the contract.

Lab Equipment Purchase

Amanda advised the Board that the Quanti-tray Sealer will no longer be supported for maintenance after the end of 2022. The manufacturer is offering a free return with discount on a new unit. Several other districts are considering doing this with a bulk purchase to further reduce the price. Amanda will review the 319 and WDA grant options to fund the purchase of a new unit. Potential to apply for the next RFP on the WDA Water Quality Grant to fund this purchase. No action taken.

BLM Grazing Regulations

Amanda advised the Board and provided a copy of the acceptance for continuing the relationship of Cooperating Agency for the BLM Grazing Regulations EIS. The Cooperating Agency meeting will be held on September 22, 2022 virtually.

Wyoming Collaborative of Healthy Soils

Amanda and Janet joined a virtual meeting of the Wyoming Collaborative of Healthy Soils in which they went over the objectives and goals of this short-term collaborative project and provided a listening session. This same listening session was held at the Area III Meeting in which Dan Rice was able to participate. Amanda reached out to Caitlin Youngquist to discuss holding a local listening session in lieu of Westi-Ag Days, which will not be held in 2023. Amanda said that the funds set aside for Westi Ag Days could be used to hold this event, since it is still agriculture related and would potentially involve a guest speaker to discuss soil health objectives. The Board discussed the objectives and approach by the collaborative. It would be good to have local producers participate so that their voices are heard.

Employee Requests

Amanda advised the Board that Janet had approached her about volunteering at the Food Bank and having 1 hour of her 3 obligated count towards her work hours that day since it was from 3pm to 4pm and could be a potential outreach opportunity. The Board discussed paid volunteer time and scenarios that this could be beneficial and getting Board pre-approval. It was decided this topic would be better decided with more Board members present. This topic will be tabled until the October Board meeting.

Another request by Janet was if a stipend equal to the HSA contribution could be offered in lieu of the Board paying the HSA contribution and the monthly health premium. The benefit package offered as part of the employment offer can be accepted or declined but cannot be modified. No action was needed.

Department of Audit Requirements

Amanda provided a copy of the F-32, Proof of Cash and Self Audit that was completed by Bethany Measles at 307 Accounting for the Board to review and approve. Daniel made a motion to approve the F-32, Proof of Cash and Self Audit. Charley seconded the motion. Motion carried. Amanda did not have the printed copies to be signed by Dan and Vance and will coordinate to have those signed before the September 30, 2022 deadline.

Cost Share Program Ranking Threshold

The process of reviewing the rubric ranking and creating a minimum threshold for the WCCD Cost Share Programs was introduced by Dan Rice. The discussion revolved around what a minimum or 50% threshold would look like. Amanda will put together a table with previous projects since the rubric has been in place and what they ranked. Discussion will be tabled until more Board members are present to participate.

Nowood WID

Amanda provided a copy of the September 12, 2022 Board meeting agenda, the September Update on the Alkali Creek Reservoir Project, January 2022 through August 2022 signed meeting minutes, Northern Wyoming News article from

September 15, 2022 and a list of directors running for re-election. Martin Mercer, Mitch Vigil and John Joyce are all running for re-election.

Cottonwood WID

Amanda provided an update on the Directors for election. Mike Healy is not running again, Annie Deganahl resigned due to residency issues, and Jim Butterfield and Tom Fitzwater are running again.

WCCD Board Elections

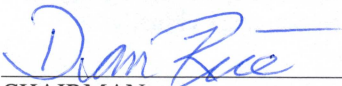
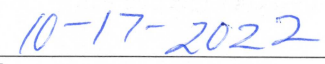


Daniel Greet and Charley Orchard are running for re-election. Dan Rice and Vance Lungren are not running again. Jaci Harkink is running for the Urban position. Shreve Stockton and Keith Bower are running for a Rural position.

OTHER BUSINESS

No other business was presented.

The WCCD Board meeting adjourned at 8:59 pm.

Respectfully submitted by Amanda O'Keefe, District Manager, on September 26, 2022.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE