

**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, February 15, 2021 at 7:00 p.m. at the UW Extension Meeting Room in Worland, Wyoming. WCCD Board members physically present included Dan Rice, Vance Lungren and Susan Pennington. Also, physically present was WCCD Director, Amanda O'Keefe and guests Steve Snyder, John Snyder and Bill Haun. Laura Galloway, NRCS-DC was in virtual attendance.

Dan was acting Chairman due to Dave Slover not being present.

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

Vance made a motion to approve the WCCD February 15, 2021 board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the January 18, 2021 board meeting minutes. Susan made a motion to accept the minutes. Vance seconded the motion. Motion carried.

**FINANCIAL REPORT:**

Amanda provided the Board with the Monthly Expense Report prior to the meeting. Susan made a motion to accept the expenses. Vance seconded the motion. Motion carried. Expenses approved are listed below.

Amanda provided the Board with the Budget vs. Actual FYTD report.

Amanda reported that the mill levy funding received to date is \$140,214.23.

Amanda reported the following financial account balances as of February 12, 2021: WCCD main checking account (ending 3537); \$1,373.34, Money Market account (ending 3596); \$139,906.05, Emergency Reserve Money Market account (ending 0843); \$77,647.69, Depreciation Reserve Savings account (ending 5209); \$4,040.20. The CD Account balance was \$17,297.58. The January 31, 2021 Bank Statements for all accounts were provided and reconciled by Amanda O'Keefe.

Date	Payment To	Invoice Number	Check Number	Amount
1/29/2021	Amanda O'Keefe	9232	Electronic	\$ 2,181.31
1/29/2021	Halli Caines	9233	Electronic	\$ 2,020.83
1/29/2021	Pinnacle Bank HSA	9234	Electronic	\$ 50.00
1/29/2021	Pinnacle Bank HSA	9235	Electronic	\$ 208.33
1/29/2021	Big Horn Federal HSA	9236	Electronic	\$ 208.33
1/29/2021	VSP	9237	Electronic	\$ 20.86
1/29/2021	BCBS of Wyoming	9238	Electronic	\$ 1,827.00
1/29/2021	IRS	9239	Electronic	\$ 1,146.16
1/29/2021	RAIN	9240	8456	\$ 1,055.72
1/29/2021	Range	9241	Electronic	\$ 114.13
2/12/2021	Chase Cardmember Services	9242	Electronic	\$ 9.45
2/12/2021	WESTI Ag Days	9243	8457	\$ 375.85
2/12/2021	Northern Wyoming News	9244	8458	\$ 105.00
2/12/2021	Ten Sleep National Honor Society	9245	8459	\$ 73.83

## **DC REPORT**

Amanda provided the WCCD Board with the DC report for February 2021 prior to the meeting. Laura was on the call and provided the Board with an update on: Office moved to Phase 1 for Covid-19 restrictions; EQIP eligibility papers and Assessments and Rankings; Division allocation plan is due to the State Office by February 17, 2021; Division 1 allocation for 2021 is \$526,378; AMA Applications; Water Smart Program updates and a request for WCCD to assist with advertisement costs on Batch 2; CSP update to include that there is no batching date set yet; NACD participation on Feb 8-9; NRCS Local Work Group meeting attendance on Tuesday, Feb 16, 2021. Provided in Laura's report was the Snowpack Report for February 10, 2021.

Vance made a motion to pay for the advertising costs on the WaterSmart Program, Batch #2 applications. Susan seconded the motion. Motion carried.

## **EMPLOYEE REPORTS:**

Amanda provided the WCCD Board with her January 2021 Timesheet and the Director's Monthly report prior to the meeting. Items listed on the monthly report that were reviewed: NACD Convention Virtual Attendance and takeaway; Principles of Water Quality Training attendance (virtually, self-paced); Potential project site visits; and anticipated application for Westside Elementary Outdoor Classroom project.

Amanda provided the WCCD Board with Halli Caine's Program Assistant Monthly report prior to the meeting. Amanda updated the Board on Halli's activities, to include: Nowood Stock Water Grant Update; Principles in Water Quality Training attendance (virtually, self-paced); NACD Convention Virtual Attendance; PLT Arbor Day Poster Contest; NACD Poster Contest; and Ten Sleep Canyon Climbing Management Plan.

## **BOARD MEMBER REPORTS:**

Nowood WID Board Meeting-Feb 8, 2021: Dan and Amanda were both in attendance through teleconference. Discussion on Alkali Reservoir Appraisal process.

NACD Annual Convention: Dan provided the Board with updates pertaining to Committee Meetings during the convention.

## **OLD BUSINESS**

WDEQ 319 Application-Bill Haun: Bill Haun provided Amanda with the letter from BOR stating that they approve of the project parameters to move forward. A letter is still needed from the Canal District for Landowner Permission since work will be done on an easement managed by them. A change in the specs may be required depending on the side of the canal the work needs to be completed on. Amanda will have WDEQ review the provided documents to assure we have proper permissions. The application is approved upon receipt of the Canal District letter.

Westi Ag Days: Amanda provided the Board with a copy of the Agenda and a breakdown of our support expenses (\$124.15 for postage and \$375.85 check). A display table will be put up at the Washakie Museum for the CD.

NRCS Local Work Group Meeting: Amanda provided the Board with a copy of the Agenda for the NRCS LWG Meeting in Basin on February 16, 2021.

Middle Big Horn River Watershed Study: Amanda advised the WCCD Board that the final report was received. Board requested to upload to Box.com for access.

Outdoor Classroom Expenses: During the January 2021 Board Meeting, Susan asked for a breakdown of costs for the Outdoor Classroom. Amanda provided the Board with a Fiscal Year to Date GL Report for the Outdoor Classroom breaking down all expenses FYTD.

## **NEW BUSINESS**

Rural Cost Share Application Reviews: Prior to the meeting, Amanda provided the WCCD Board with the Rural Cost Share Applications for Batch-Q1 2021.

- Tom & Connie Clark applied to bury 1240 feet of open supply ditch with pipeline to eliminate erosion and ditch maintenance issues. This is for a pivot system. This ditch sits right next to a feedlot and around a house. The feedlot has some water seepage and sits next to a drain, and this could help reduce or eliminate any potential contaminants into the Big Horn River. There would also be multiple landowners who benefit from the completion of this project. The WCCD Board ranked the application. Susan made a motion to approve the application for funding of 50% of total estimated project cost of \$12,478.10. Vance seconded the motion. Motion carried.
- Sage Creek Land & Cattle applied to change the point of diversion to the Upper Hanover Canal and install one VFD Pump for 2 pivots to enclose the system and eliminate any runoff or wasted water and eliminating two pumping stations in the current process. A temporary permit for the diversion change has been given and then should be

finalized in May by the Canal District Board. The WCCD Board was not able to complete the ranking due to missing information on Benefits of Funds section. Susan made a motion to Table until the next Board Meeting.

Vance seconded the motion. Motion carried.

Pinnacle Bank Certificate of Deposit: Amanda advised the WCCD Board that the Certificate of Deposit with Pinnacle Bank is scheduled to mature on March 7, 2021. Vance made a motion to renew the Certificate of Deposit with Pinnacle Bank for 12 months. Susan seconded the motion. Motion carried.

Wyoming Water Association Annual Membership Renewal: Amanda advised the Board of the Membership Renewal request from WWA for 2021. Vance made a motion to renew membership at \$100. Susan seconded the motion. Motion carried.

Washakie County Fair 4-H Council-Sponsorship: Amanda advised the Board of the request for sponsorship for the 4-H for the 2021 Washakie County Fair. Vance made a motion to provide \$125 for 2021 4-H Sponsorship. Susan seconded the motion. Motion carried.

WACD Employee Certification Training-February 23-25, 2021 in Cheyenne: Amanda made a request to the Board to attend the WACD Employee Certification Training in person February 23-25, 2021. Susan made a motion to approve. Vance seconded the motion. Motion carried.

WCDEA-Employee Association Training-April 12-16 in Sheridan: Amanda provided the Board with the agenda and information on the WCDEA 2021 Training in Sheridan. Amanda was unsure if she would be wanting to attend in person or virtually. The Board discussed leaving the decision to Amanda on how she wants to attend. Susan made a motion to approve attendance either virtually or in-person. Vance seconded the motion. Motion carried.

Weed Barrier 2021 Order: Amanda provided the Board with an estimate for the Weed Barrier and Staple order for 2021. The estimated costs are \$1149, which falls within budget. Susan made a motion to approve the Weed Barrier and Staple Order. Vance seconded the motion. Motion carried.

EPA 2021 Proposed Pesticide General Permit-Point Source Discharge: Amanda provided the Board with the Notice for Comment from EPA on the 2021 Proposed Pesticide General Permit for Point Source Discharge. Comments are due by March 16, 2021. Discussion was held and it is not necessary to comment.

Ten Sleep Canyon Climbing Management Plan: Amanda provided the Board with the Plan and Scoping Map and advised of the Virtual Open House to be held on February 18, 2021 from 6:00pm to 7:30pm. Comment period ends March 5, 2021. Amanda will attend Virtual Open House and provide comments prior to due date. Dan advised to pay attention to matters relating to water quality.

WACD Legislative Updates: Amanda provided the WCCD Board prior to the meeting with the legislative updates #2, #3 and #4.

Open Grant Opportunities: Amanda provided the Board with some opportunities for grant applications that are currently available. WDA Specialty Crop Grant Program; UW Extension-Barnyards and Backyards Rural Living Workshop; NRCS-ACEP; and BOR WaterSmart SWEP Program.

## OTHER BUSINESS

### CORRESPONDENCE OF HIGH IMPORTANCE

The WCCD Board reviewed the correspondence items:

WACD Director "Whats Up" Updates: Jan 29; Feb 12

NACD Regional Meeting: Save the Date-Aug 30-31 in Jackson, WY

USDA: Final Rule for ACEP-Conservation Easement Protections

WGFD: Statewide Habitat Plan


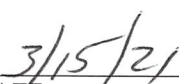

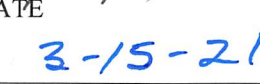
WDA Comment Letter to WGFD: Platte Valley Deer Migration Corridor

NACD Forestry RPG: Convention Agenda

WDEQ: 2022 Call for Water Quality Data; Monitoring Strategy Addendum; AML Administrator

The WCCD Board meeting adjourned at 10:25pm.

Respectfully submitted by Amanda O'Keefe, Director March 15, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE