

**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 21, 2022 at the USDA Service Center in Worland, Wyoming. WCCD Board members present included Dan Rice, Vance Lungren, Susan D. Pennington (virtually), and Charley Orchard, as well as WCCD Director Amanda O’Keefe and NRCS District Conservationist, Laura Galloway. Guest present were Shreve Stockton and Daniel Greet (nominated to fill vacancy left by Dave Slover).

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

Charley made a motion to approve the WCCD February 21, 2022 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft minutes for January 17, 2022. Charley made a motion to approve the minutes. Vance seconded the motion. Motion carried.

**FINANCIAL REPORT**

Amanda provided the Board with the Monthly Expense Report prior to the meeting. Charley made a motion to approve the expense report. Vance seconded the motion. Motion carried. Expenses approved are listed below:

<b>Date</b>	<b>Payment To</b>	<b>Invoice Number</b>	<b>Check Number</b>	<b>Amount</b>
1/18/2022	Chase Card Member Services	9452	Electronic	\$ 560.34
1/28/2022	Range	9453	Electronic	\$ 113.46
1/31/2022	Amanda O'Keefe	9454	Electronic	\$ 2,398.25
1/31/2022	Halli Caines	9455	Electronic	\$ 1,721.24
1/31/2022	Big Horn Federal HSA	9456	Electronic	\$ 50.00
1/31/2022	Big Horn Federal HSA	9457	Electronic	\$ 208.33
1/31/2022	WEBT Life Insurance	9458	8559	\$ 27.75
1/31/2022	IRS	9459	Electronic	\$ 1,012.38
1/31/2022	BCBS of Wyoming	9460	Electronic	\$ 2,993.00
1/31/2022	VSP of Wyoming	9461	Electronic	\$ 20.86
1/31/2022	Wyoming Retirement System	9462	Electronic	\$ 1,157.98
2/18/2022	NACD	9463	8560	\$ 1,000.00
2/18/2022	Gooseberry Creek Ranch, LLC	9464	8561	\$ 10,000.00
2/18/2022	Sage Creek Land & Cattle	9465	8562	\$ 5,000.00
2/18/2022	NACD	9466	VOID 8531	\$ (1,000.00)
2/18/2022	Chase Card Member Services	9467	Electronic	\$ 953.76
2/21/2022	Dan Rice	9468	8563	\$ 346.32

Amanda also provided the following for the Board to review:

- FYTD Budget vs Actual
- FYTD Mill Levy Funding, \$135,636.44

- **FY21 to FY22 Mill Levy Comparison**

Amanda provided prior to the meeting the Bank Balance report showing the following balances as of February 18, 2022: WCCD main checking account (ending 3537): \$-2,052.54, Money Market account (ending 3596): \$145,022.09, Emergency Reserve Money Market account (ending 0843): \$77,825.50, Depreciation Reserve Savings account (ending 5209): \$5,061.45, Restricted Reserve account (ending 4407): \$4,301.18, Petty Cash: \$23.00 and Pinnacle Bank CD: \$17,370.19.

The January 31, 2022 bank statements and February 6, 2022 credit card statement were provided. Bank accounts were reconciled by Dan Rice. Reconciliation reports will be available for review on Tuesday, February 22, 2022.

## **DC REPORT**

Amanda provided the WCCD Board with the February 2022 DC report from Laura Galloway prior to the meeting. Laura Galloway provided an update from her report covering Office Status due to Covid restrictions (75% employees allowed in office), EQIP (3 contracts in Washakie County), EQIP CIC (Climate Smart Initiative- Batching date is March 11, 2022), AMA (Application not funded), Water Smart (5 contracts) and CSP (Batching date is March 11, 2022) program updates. The DC position was advertised and closed on February 18, 2022. Local Work Group Meeting is March 3, 2022. Laura also provided a copy of the snowpack report from February 18, 2022.

## **EMPLOYEE REPORTS**

Amanda provided the WCCD Board with her January 2022 and her February 2022 Director's Report. Amanda provided a review of her report to include updates on: WDA Lab Funds budget for remaining expenses due Feb 28, 2022, Cathy Rosenthal came by the office to review equipment and discuss what we can utilize our funding on for supplies; WCDEA Training is April 5-7, 2022 in Casper-Amanda and Halli to attend; Blueway Trails Public Meeting in Worland at Library on March 29, 2022 from 6pm to 8pm; WDEQ 319 Project Implementation Plan was due on February 18, 2022 and reviewed with Alex Jeffers; Reviewed the initial report and annual report for the America the Beautiful Initiative in preparation for future comments and understanding; Big Horn Radio event in February and March; Met with Chamber of Commerce to discuss member benefits; Westi Ag Days was February 15-16, 2022 and provided the Board with the display boards to see that were developed.

Amanda provided the WCCD Board with Halli Caines February Monthly report. Halli is working on the Poster Contest. She will be attending the WGGGA Convention in Casper on February 16-17, 2022. Halli is heading up the Tree Program sales.

## **BOARD MEMBER REPORTS**

Dan Rice called into the NACD Annual Convention, as he was not able to attend in person. NACD supports recognition of SRM. NACD refuses to acknowledge resolutions that oppose 30x30.

## **OLD BUSINESS**

America the Beautiful Initiative-Atlas Comments: Amanda provided the Board with the draft comments for the Stewardship Atlas development. Vance made a motion to approve the comments. Charley seconded the motion. Motion carried.

Greater Sage Grouse Management Plan Amendments-BLM: Amanda provided the Board with the comments submitted to BLM regarding acceptance of the Cooperating Agency Status. Amanda also provided the Board with the comments submitted regarding the Land Use Amendments. Charley made a motion to approve the comments in retrospect that were sent out. Vance seconded the motion. Motion carried.

## **NEW BUSINESS**

NRCS Local Work Group Meeting-Natural Resource Priority Rankings: Amanda provided the Board with the new ranking system checklist. Laura Galloway was available to provide support in answering questions regarding

the process. As an attachment to these minutes, is the ranking that WCCD completed. The Board also discussed the priority watershed. Dan abstained from the conversation. Charley made a motion to list Middle Nowood River Watershed as Washakie County Priority Watershed. Vance seconded the motion. Motion carried.

WDA Funding Criteria: Amanda provided the Board with the Funding Criteria forms for Appropriations Funding. Amanda read the following forms to the Board: BR-1: Pursuing Local Funding; Form FR-2: Risk Management Practices; and Form FR-1: Bonding. Dan requested a consent calendar to approve the forms. Charley made a motion to approve the forms listed. Vance seconded the motion. Motion carried. Dan Rice signed all forms to be sent to WDA.

Pinnacle Bank Certificate of Deposit: Amanda provided the Board with notice that the Pinnacle Bank Certificate of Deposit has a maturity date of March 17, 2022. No changes are expected to the interest on the account, which is currently at .25%.

WACD Updates: Amanda provided the Board with the WACD January 28, 2022 memo with Legislative Update #3, WOTUS comments and Greater Sage Grouse comments.

Rural Cost Share Project Completions: As part of the approved expenses presented this month, Gooseberry Creek Ranch, LLC draw restoration (\$10,000.00) and Sage Creek Land & Cattle Corner Pivot Arm (\$5,000.00) were both completed this month.

Cottonwood Grass Creek WID: Amanda provided the Board with the Annual Report and Financial Summary for FY2021 for their review. Amanda will submit this to WDA to meet their annual reporting requirements.

Nowood WID: Amanda provided the Board with January 2022 meeting minutes, February 2022 Alkali Reservoir Updates, and the February meeting Agenda. Nowood WID is requesting reimbursement expenses on travel for John Joyce. The Board reviewed the request as required by statute. Charley made a motion to approve the travel expenses. Susan seconded the motion. Motion carried.

UW Extension Request for Partnership on Soil Workshop: Caitlin Youngquist with UW Extension will be hosting a Garden Soil Workshop in Worland on April 9 and in Ten Sleep on April 11, 2022. She has suggested a partnership with WCCD in hosting the event. Amanda asked if Susan is available to assist in coordination.

Washakie 4H Support: Amanda provided the Board with the Washakie County 4H Fair sponsorship of \$125.00. Susan made a motion to continue the reward sponsorship at \$125.00. Charley seconded the motion. Motion carried.


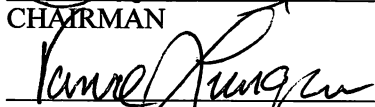
WCDEA Training: WCDEA Training will be held on April 5-7, 2022 in Casper. Amanda & Halli will both be in attendance.

**OTHER BUSINESS**

None

The WCCD Board meeting adjourned at 8:52 pm.

Respectfully submitted by Amanda O'Keefe, Director March 16, 2022.

	<u>3 - 21 - 2022</u>
CHAIRMAN	DATE
	<u>3 - 21 - 22</u>
SECRETARY/TREASURER	DATE