



## WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, July 17, 2023 at the Ten Sleep Town Hall located at 415 5<sup>th</sup> Street, Ten Sleep, Wyoming. WCCD Board members physically present included Daniel Greet, Charley Orchard, Susan Pennington, Keith Bower and Jaci Harkink. District Manager, Amanda O'Keefe was also in attendance. Emma Allen, NRCS District Conservationist was present virtually. Matt Marsh and Mike Phillips with BLM Worland Field Office were present to give an update. Keith Galloway and Beau Jackson were present to present their Cost Share application.

This meeting was in conjunction with the FY2024 Budget Hearing.  
Chairman Daniel Greet opened the budget hearing at 7:02 pm.

Amanda presented the FY2024 budget with changes from the June meeting review to increase training, meals/lodging and outdoor classroom by \$500 each. Daniel asked the public in attendance if they had any comments. No comments were made. Charley made a motion to approve the FY2024 budget (see attached). Susan seconded the motion. Motion carried. The budget hearing was adjourned.

Regular board meeting was called to order and started at 7:10pm.

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

Jaci made a motion to approve the June 19, 2023 meeting minutes. Charley seconded the motion. Motion carried.

### FINANCIAL REPORT

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

Date	Payment To	Invoice Number	Check Number	Amount
6/28/2023	Jaclyne Harkink	9754	8707	\$ 927.09
6/28/2023	Jaclyne Harkink	9755	8708	\$ 300.02
6/28/2023	Daniel Greet	9756	8709	\$ 23.58
6/28/2023	Susan Pennington	9757	8710	\$ 41.79
6/28/2023	Keith Bower	9758	8711	\$ 27.51
6/28/2023	Jaclyne Harkink	9759	8712	\$ 395.62
6/30/2023	Range	9760	Electronic	\$ 103.43
6/30/2023	Amanda O'Keefe	9761	Electronic	\$ 3,046.66
6/30/2023	Janet Hofmann	9762	Electronic	\$ ,400.74
6/30/2023	Ben Vega	9763	Electronic	\$ 144.07
6/30/2023	Big Horn Federal HSA	9764	Electronic	\$ 416.66
6/30/2023	WACD	9765	8713	\$ 43.90



6/30/2023	Department of Workforce Services	9766	Electronic	\$ 528.96
6/30/2023	Internal Revenue Services	9767	Electronic	\$ 1,572.70
6/30/2023	Wyoming Retirement System	9768	Electronic	\$ 1,323.89
7/6/2023	High Plains Power	9769	8714	\$ 80.89
7/10/2023	WEBT	9770	Electronic	\$ 1,554.05
7/13/2023	Northern Wyoming News	9771	8715	\$ 48.00
7/13/2023	Alyssa Green	9772	8716	\$ 36.75
7/13/2023	Janet Hofmann	9773	8717	\$ 42.00
7/13/2023	Landis Benson	9774	8718	\$ 36.75
7/13/2023	Susan Pennington	9775	8719	\$ 47.25
7/13/2023	Deanna Walters	9776	8720	\$ 36.75
7/13/2023	Chase Cardmember Services	9777	Electronic	\$ 689.06

Amanda also provided the following for the Board to review:

- FYTD Final 2023 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$3,040.86
- Vendor Transaction List Jan 1, 2023 to June 30, 2023

Amanda provided the Bank Balance report showing the following balances as of July 13, 2023: WCCD main checking account (ending 3537): \$1,237.54, Money Market account (ending 3596): \$111,337.08, Operating Reserve Money Market account (ending 0843): \$80,585.69, Depreciation Reserve Savings account (ending 5209): \$6,120.69, Restricted Reserve account (ending 4407): \$9,364.87, Employee Benefit Reserve (ending 5624): \$4,834.43; Technical Assistance Reserve (ending 5632): \$27,080.85; Petty Cash: \$18.00 and Pinnacle Bank CD: \$17,601.67.

The June 30, 2023 bank statements were provided and all accounts were reconciled by Jaci Harkink on July 10, 2023. Bank statements and reconciliation reports were available through the agenda link. Amanda O'Keefe reconciled the credit card statement on July 13, 2023 and the statement and reconciliation report were available through the agenda link as well.

## DC REPORT

Emma Allen, District Conservationist for NRCS joined virtually and provided her July update. Late funds for IRA application were received. Field work in progress and field training for NRCS employees.

## EMPLOYEE REPORTS

Amanda provided a copy of the June 2023 timesheets and an update to the board on the following: Received Rural Cost Share application for review from Otter Creek Grazing Association; Special Discretionary project for Harkink Xeriscaping is completed and a review of application and ranking for this program needs to happen since we are offering a new urban program; WDA SAP update includes a site or virtual visit from Ron Steg with DEQ to assist in moving the SAP development along; Upper Big Horn Sub Basin Watershed Program update includes potential 2 applications coming in for August/September Steering Committee ranking and a potential 3<sup>rd</sup> application for erosion off Fifteen Mile Road; Scholarship Program needs to have some guidelines established; an update on trainings and webinars attended was also provided; and Amanda advised the board that her focus is going to move away from BLM policy updates that are happening as it is distracting from other tasks that need





focus. Encouraged the Board to utilize state association and other agency comments and provide input there, and when necessary, draft comments on issues of importance.

Education Coordinator Janet Hofmann provided the board with her monthly report for review prior to the meeting.

### **AGENCY UPDATES**

Matt Marsh, District Manager for BLM Wind River Big Horn Basin District, and Mike Phillips, BLM Field Manager were present and provided the Board with an update on projects happening within their district. This included lots of road repairs, fire season update and updates on Wild Horse Bureau roundups happening.

### **BOARD MEMBER REPORTS**

No updates.

### **OLD BUSINESS**

#### Public Surplus Printer and Toner

Amanda advised the board that the reserve of \$300 wasn't met, the highest bidder was \$212.50. Amanda presented the idea of accepting the bid below reserve, relisting it, or putting it up for sale locally. Charley made a motion to accept the highest bid of \$212.50. Keith seconded the motion. Motion carried.

#### Harkink/Tolley Special Discretionary Project

Amanda provided the board with copies of receipts in the monthly expense report review. The project is completed and Jaci gave the board an update on how the implementation went.

#### Allsup 319 Project Update

Nate Allsup received his design from NRCS, and it included two settling ponds that the Steering Committee recommended, as well as work needed for waste ditch and culverts. Overall expenses on the project were higher than anticipated and Allsup requested the Board review the project and his request for increased cost share. The original cost share approved at 60% was \$19,420.07. Adjusted cost share would be \$36,914.40 at 60%. Jaci made a motion to approve the adjusted cost share amount. Susan seconded the motion. Motion carried.

### **NEW BUSINESS**

#### Rural Cost Share Application

Otter Creek Grazing Association appeared and presented their application for the installation of a solar system with a stock tank, short pipeline and drinking tank on an existing well. The tank would sit on a fence line and be used on two pastures. The well was tested in the fall 2022 and water is usable for livestock. Since this was only a presentation, the application will be ranked during the August 2023 board meeting.

#### Subdivision Review

Amanda provided the Board with the soil reports and cover letters for both the Gossens Subdivision and the M&N Subdivision for review. Charley made a motion to approve the soil report and letter for Gossens Subdivision. Jaci seconded the motion. Motion carried. Susan made a motion to approve the soil report and letter for M&N Subdivision. Charley seconded the motion. Motion carried.

#### WACD Area III Meeting

Amanda advised the board that the Area III meeting will be in Meeteetse September 7-8, 2023. Day 1 would consist of District Supervisor Training and Day 2 would be the meeting. District Supervisors are required to complete the training prior to July 2024. Options for completing this training are the Area III meeting, a special meeting for Board Supervisors hosted by District Manager or attending the WACD Supervisor Training virtually or in Cheyenne in early 2024 (if offered).



#### Wyoming Sage Grouse Map

Amanda advised the board that the Governor provided an extension to comment on the Sage Grouse Core Area Map as revised by the SGIT Working Group. Comments are due by July 28, 2023.

#### Procurement Policy

Amanda asked the board for their thoughts on the Composting Toilet project and if it needed to be listed publicly for bid. Each piece would be purchased separately and installed by the supplier. The board advised Amanda to reach out to the City Public Works Supervisor, Nick Kruger, and see how they handle projects like this.

#### WACD/WNRF Cornhole Tournament

The tournament will be held at the State Fair and Amanda provided the board with the sponsorship request from WACD/WNRF. Susan made a motion for silver sponsorship at \$150. Charley seconded the motion. Motion carried.

#### WACD Annual Convention and Awards

Amanda asked the board who was interested in attending so rooms could be reserved. The call for nominations was opened. Amanda asked the board for approval to nominate Janet Hofmann for Outstanding District Employee. Charley made a motion to approve. Keith seconded the motion. Motion carried.

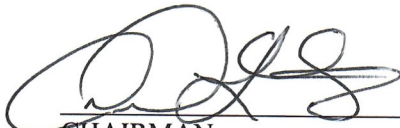
#### Nowood WID


Amanda provided the Board with a copy of the July 10, 2023 meeting agenda.

#### **OTHER BUSINESS**

The WCCD Board meeting adjourned at 9:11 pm.

Respectfully submitted by Amanda O'Keefe, District Manager on July 25, 2023.

 8/21/23  
CHAIRMAN DATE

 8/21/23  
SECRETARY/TREASURER DATE