

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, June 21, 2021 at 7:00 p.m. at the USDA Service Center in Worland, Wyoming. WCCD Board members present included Dave Slover, Dan Rice (virtually), Charley Orchard (virtually) and Susan D. Pennington. Also, present was WCCD Director- Amanda O'Keefe.

Dave called the meeting to order at 7:02 pm.

Charley made a motion to approve the WCCD June 21, 2021 board meeting agenda. Dan seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the May 17, 2021 board meeting minutes. Charley made a motion to accept the minutes. Susan 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 accept the expense report. Susan seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
5/20/2021	Dan Rice	9301	8486	\$ 228.48
5/20/2021	Vance Lungren	9302	8487	\$ 11.20
5/20/2021	Charley Orchard	9303	8488	\$ 78.40
5/20/2021	Dave Slover	9304	8489	\$ 223.44
5/20/2021	Susan Pennington	9305	8490	\$ 86.80
5/20/2021	Ten Sleep National Honor Society	9306	8491	\$ 71.90
5/25/2021	WyRED	9307	8492	\$ 1,000.00
5/25/2021	Wy Assoc of Special Districts	9308	8493	\$ 100.00
5/25/2021	WACD	9309	8494	\$ 750.00
5/28/2021	VSP of Wyoming	9310	Electronic	\$ 20.86
5/28/2021	Big Horn Federal HSA-Amanda	9311	Electronic	\$ 208.33
5/28/2021	Dustin Vail	9312	Electronic	\$ 480.22
5/28/2021	Halli Caines	9313	Electronic	\$ 1,582.36
5/28/2021	Amanda O'Keefe	9314	Electronic	\$ 2,179.52
5/28/2021	Range	9315	Electronic	\$ 114.32
5/28/2021	BCBS of Wyoming	9316	Electronic	\$ 1,827.00
5/28/2021	Internal Revenue Service	9317	Electronic	\$ 995.62
5/28/2021	Wyoming Retirement Systems	9318	8496	\$ 1,037.46
5/28/2021	VOIDED CHECK	9319	8495	\$ -
6/21/2021	Nick Geis Farms LLC	9320	8497	\$ 9,566.59
6/21/2021	Raising the Stars Ranch	9321	8498	\$ 7,102.65
6/21/2021	Haun Farms Inc	9322	8499	\$ 45,864.12
6/21/2021	Chase Cardmember Services	9323	8500	\$ 2,837.33

6/21/2021	Tori Dietz	9324	8501	\$ 157.50
6/21/2021	Kennedy Ace Hardware	9325	8502	\$ 64.12
6/21/2021	Energy Laboratories Inc	9326	8503	\$ 196.00

Amanda provided the Board with the Budget vs. Actual FYTD report as of June 21, 2021.

Amanda reported that the mill levy funding received to date is \$173,284.70.

Amanda reported the following financial account balances as of June 21, 2021: WCCD main checking account (ending 3537); \$64,293.53, Money Market account (ending 3596); \$120,224.87, Emergency Reserve Money Market account (ending 0843); \$77,711.53, Depreciation Reserve Savings account (ending 5209); \$4,042.69. The CD Account balance was \$17,337.53 as of May 31, 2021. The May 31, 2021 Bank Statements, Credit Card Statements and reconciliations were provided. Bank accounts were reconciled by Amanda O'Keefe.

DC REPORT

Amanda provided the WCCD Board with the DC report for June 2021.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her May 2021 Timesheet and the June 2021 Director's Monthly report prior to the meeting. Amanda provided an update of the items included in the report to include: FY2022 Budget submission, Slick-Bighorn/Lower Nowater Creek 319 Implementation Program final reporting requirements and final funding received, County Land Project update to include a meeting scheduled with County Commissions for Tuesday, August 17th at 10:30am, City of Worland Compost Lot closure and meeting scheduled for Thursday, June 24th at 9:00am with Nick Flores, City of Worland Waste Manager and Dr. Caitlin Youngquist, UW Extension to discuss CCFWR grant opportunity, Tensleep Climbing Management Plan and participation by Amanda O'Keefe on Sounding Board, Nowood Stock Water Grant filming at Galloway Allotment in Badlands on Friday, June 18th, and participation on several webinars and virtual conferences, as well as focus for Q3 on WDA Funding Criteria requirements.

Due to Halli's absence for maternity leave, there was no Program Assistant report for June 2021.

BOARD MEMBER REPORTS:

Nothing addressed or discussed.

OLD BUSINESS

FY2022 Budget: Amanda provided the WCCD Board with the submitted DOA Draft Budget and a revised Working Budget. Changes made between the May 2021 Board Meeting and submission of Budget to DOA included the addition of May 2021 Mill Levy Funding amount, Credit Card expenses, and an expense line for the Restricted Reserve Funds. Due to receiving 319 Funds in this FY and budgeted for this FY, Amanda will remove those line items from the FY22 budget. Discussion about sponsorship of Joey's Fly Fishing was discussed and will be further discussed during Budget Hearing in July. Budget hearing on July 19, 2021 @ 7:00pm at Ten Sleep Town Hall.

Wyoming Stockgrowers Association Environmental Stewardship Tour: Amanda provided the WCCD Board with the invitation to the Stewardship Tour and took RSVP's for event. Dave Slover agreed to do the nomination speech on behalf of WCCD BOS. Amanda will work with Dave to prepare the speech.

Water Quality Testing-Cost Share: Amanda suggested to the Board to include the shipping costs in the 50% cost share costs. Charley made a motion to include shipping in cost share. Susan seconded the motion. Motion carried. Dan Rice abstained from voting.

Tensleep Canyon Climbing Management Plan: Amanda provided the WCCD Board with the BNF response to the public comment period and a link to the 2nd Open House.

Long Range Natural Resource Land Use Plan: Amanda provided the WCCD Board with the Budd-Falen recommendation for updates on the Plan.

Gooseberry Creek Ranch-Cost Share Project: Dave Slover presented to the WCCD Board the changes to the Gooseberry Creek Ranch project, which includes laying 10" pipe in the draw, filling in the draw so the pivot has an area to cross and provides easier access for equipment. This is in place of putting a few ponds in. The Board discussed and Dan made a motion to continue providing Cost Share. Susan seconded the motion. Motion carried.

2021 Local Work Group: Amanda provided the WCCD Board with a copy of the meeting minutes for the March 2021 LWG meeting that was held in Basin, Wyoming.

NEW BUSINESS

WCCD Policy Review: Amanda provided the WCCD Board with a copy of the Reserve Policy, Procurement Policy, Public Records Policy, Telework Policy and Investment Policy for review. In reviewing the Reserve Policy, the Board reviewed the requirement that Restricted Reserves are required to be held in a separate account. Charley made a motion to set up a new reserve account. Susan seconded the motion. Motion carried. Dan Rice advised Amanda to reach out to Hunter Petsch with WACD and review current requirements for Policies, specifically related to Reserve and Investment Policies. No changes to any policies were made.

WCCD PTO-Federal Holidays: Amanda asked for clarification from the WCCD Board that the Juneteenth Federal Holiday and any future declarations of Federal Holidays by the President would be considered a Paid Holiday for WCCD Employees. Amanda and the Board reviewed the current Personnel Policy in place and deemed it would be considered a paid holiday.

Nowood WID Updates: Amanda provided the WCCD Board with the June 7th Nowood WID Meeting Agenda, and Draft Budget and advised that the Budget Hearing would be on July 5th at 7:00pm.

Cottonwood Grass Creek WID Updates: Amanda provided the WCCD Board with the date and time for the Q3 Meeting, July 2nd @ 1:00pm, the Draft Budget and the Budget Hearing for July 7th at 2:00pm at Hot Springs Weed and Pest.

Wyoming State Forestry: Amanda provided the WCCD Board with links to the Landowner Field Day for June 25th and the Meadowlark Work Day on July 25th.

WDEQ 319 Grant: Amanda provided the WCCD Board with the draft Final Report for the Slick-Bighorn/Lower Nowater Creek 319 Implementation Grant which closed on May 31, 2021 and Final Reporting is due July 31, 2021. Amanda will provide WCCD Board with the completed report prior to submitting to DEQ.

Senate File 60: Amanda provided a letter from the County Treasurer in regards to the Senate File 60 that passed regarding impacts to Mineral Ad Valorem Tax Payments.

WWA Tour-Alkali Creek & Levitt Reservoirs: Amanda provided the WCCD Board with the request from Nowood WID to make this tour part of the WID Annual Tour. Cost is \$45 per attendee. Dan Rice said he would attend, but only for the Alkali Reservoir tour in the late morning. Amanda to reach out to George Kelso and John Joyce with this information. This tour is scheduled for July 16th.

Wyoming Stockgrowers Association: Amanda provided the WCCD Board with the 2022 Environmental Stewardship Call for Nominations.

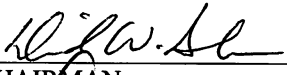
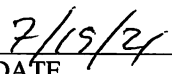

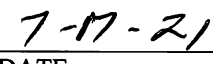
NACD Southwest Meeting: Amanda provided the WCCD Board with information on the NACD Southwest Meeting in Jackson, Wyoming on August 30-31, 2021.

WCCD Truck: Amanda advised the WCCD Board that when she took the truck in for an oil change that the shocks and struts were in need to be replaced and work was completed.

Grant Opportunities: Amanda provided the WCCD Board with a list of open grant opportunities: USDA FSA CRP; USDA OUAIP; USDA CCWFR; NRCS EQIP; NRCS CIG; NRCS CSP; USDA RD RPIC.

The WCCD Board meeting adjourned at 8:45 pm.

Respectfully submitted by Amanda O'Keefe, Director June 24, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE