

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, May 17, 2021 at 7:00 p.m. at the Ten Sleep Town Hall in Ten Sleep, Wyoming. WCCD Board members present included Dan Rice, Vance Lungren, Charley Orchard and Susan D. Pennington. Also, present were WCCD Director- Amanda O'Keefe, NRCS-DC- Laura Galloway, UW Extension Services- Dr. Caitlin Youngquist, and Joey's Fly Fishing Foundation- Matt Mueller.

Dave Slover was not present therefore Vice Chairman Dan Rice conducted the meeting.

Dan called the meeting to order at 7:08 pm.

Charley made a motion to approve the WCCD May 17, 2021 board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the April 19, 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. Vance made a motion to accept the expense report. Charley seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
4/30/2021	Amanda O'Keefe	9282	Electronic	\$ 2,181.31
4/30/2021	Halli Caines	9283	Electronic	\$ 1,597.15
4/30/2021	Pinnacle Bank-HSA	9284	Electronic	\$ 50.00
4/30/2021	Pinnacle Bank & Bighorn FederalHSA	9285	Electronic	\$ 416.66
5/4/2021	VSP of Wyoming	9286	Electronic	\$ 20.86
5/4/2021	BCBS of Wyoming	9287	Electronic	\$ 1,827.00
5/4/2021	Internal Revenue Services	9288	Electronic	\$ 1,016.84
5/4/2021	Wyoming Retirement	9289	8476	\$ 1,059.93
5/4/2021	WEBT Life Insurance	9290	8477	\$ 27.75
5/4/2021	Jim Sutherland-VOID CHECK	9291	8473VOID	\$ (71.90)
5/4/2021	Ten Sleep National Honor Society	9292	8478	\$ 71.90
5/4/2021	Range	9293	Electronic	\$ 114.32
5/4/2021	WSGA	9294	8479	\$ 750.00
5/4/2021	Northern Wyoming News	9295	8480	\$ 252.00
5/10/2021	WACD-Delta Dental	9296	8481	\$ 295.80
5/10/2021	Cardmember Services	9297	8482	\$ 319.91
5/12/2021	Dewitt	9298	8483	\$ 1,092.78
5/13/2021	Connie and Tom Clark	9299	8484	\$ 6,862.96
5/14/2021	Buer Electric	9300	8485	\$ 1,585.00

Amanda provided the Board with the Budget vs. Actual FYTD report as of May 14, 2021.

Amanda reported that the mill levy funding received to date is \$148,401.55.

Amanda reported the following financial account balances as of May 14, 2021: WCCD main checking account (ending 3537); \$10,554.89, Money Market account (ending 3596); \$109,198.78, Emergency Reserve Money Market account (ending 0843); \$77,695.03, Depreciation Reserve Savings account (ending 5209); \$4,042.69. The CD Account balance was \$17,334.54 as of March 17, 2021. The April 30, 2021 Bank Statements, Credit Card Statements and reconciliations were provided. Bank accounts were reconciled by Dave Slover.

DC REPORT

Amanda provided the WCCD Board with the DC report for May 2021 prior to the meeting. Laura was present and provided the Board with an update on: Office policies as related to Covid restrictions; EQIP contract obligations and additional request for Divisional funding; AMA has 1 contract obligated; Water SMART 3rd round of applications being accepted; CSP batching will be in June, NRCS employee/interns for summer. Provided in Laura's report was the Snowpack Report for May 13, 2021.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her April 2021 Timesheet and the May 2021 Director's Monthly report prior to the meeting. Amanda provided a brief update of the items included in the report to include: Poster Contest completion, Kid's Corner posting, social media outreach, weed barrier sales, Water Quality Monitoring and Analysis training completion, DEQ 319 Reimbursement Request #13 completed and submitted, Tom Clark Rural Cost Share project completion, Recycling in Ten Sleep and additional recycling bin available for use, attendance in virtual Bighorn Steering Committee meeting and Western Landowner Alliance webinar, update on County Land project.

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

BOARD MEMBER REPORTS:

Nothing addressed or discussed.

OLD BUSINESS

NRCS Local Work Group Meeting Follow Up regarding letter to State Conservationist: Amanda drafted and provided the board with a letter to Astrid Martinez regarding EQIP funding. The Board reviewed the letter and requested one revision. Charley made a motion to approve the comment letter with the revision to be sent to the State office. Vance seconded the motion. Motion carried. Amanda will revise the letter and mail out before the end of the week.

Rural Cost Share-Connie and Tom Clark: Amanda provided the Board with receipts and photos for project completion. The Board signed the check and it will be released to the landowners this week.

Special Discretionary Funds-Westside Elementary: Amanda advised the Board that the project is complete, and the check was released to Washakie County School District #1.

WDEQ 319 Implementation Program: Amanda provided the Board with a copy of Reimbursement Request #13, which will be the final request for this project that closes out on May 31, 2021. Amanda requested that the Board approve 60% of the total costs of the projects completed since the cost of materials increased over the original estimates. Charley made a motion to approve the reimbursements at 60% of the total project costs. Vance seconded the motion. Motion carried.

Draft FY2022 Budget: Amanda provided the WCCD Board with the 2nd draft of the FY2022 Budget. The Board reviewed and discussed the budget. Vance made a motion to approve the draft budget that was presented at the May 17, 2021 Board Meeting with no revisions. Susan seconded the motion. Motion carried.

NEW BUSINESS

Guest Speaker- Carbon Sequestration, Dr. Caitlin Youngquist, UW Extension: WCCD invited Caitlin to the meeting to discuss the biology of carbon sequestration. She provided two handouts and a brief presentation on the topic. She answered questions and scenarios as asked by the WCCD Board. Discussion was had to bring in additional speakers in the future to discuss how carbon credits work.

Guest Speaker-Worland City Compost Lot, Dr. Caitlin Youngquist, UW Extension: Caitlin provided the WCCD Board with a background on the City Compost Lot. There is no current contact with the City and Amanda will reach out to establish the city plans with the Compost Lot.

Guest Speaker-Educational Sponsorship Request, Matt Mueller, Joey's Fly Fishing Foundation: Matt Mueller is starting a Worland Chapter of Joey's Fly Fishing Foundation, an organization that serves under privileged children with the

opportunity to learn the skill of fly fishing. Matt provided the background of the organization and the goals for the local chapter. Matt made a request for sponsorship of this program. No decision for funding was made at this time.

Rural Cost Share Application-Eric Bower: Amanda advised the Board that Eric is postponing his application at this time to allow for more time to gather costs and information.

Area III Meeting-Host: Amanda advised the Board that the Fairground meeting room has been reserved and confirmed for the Area III Meeting on September 9, 2021. She provided an invite list and included in the budget an income and expense line item for this event.

Nowood WID Update: Amanda provided the Agenda and Public Hearing information to the Board prior to the meeting. No comments were provided during the public hearing and the Board made no relevant decisions.

Well Water Sampling: Amanda advised the Board that SPL was no longer doing water sampling tests and that she has set up an account with Energy Labs in Casper. Pricing is comparative to SPL, but shipping is not included. WCCD has 5 sampling kits for Livestock Water available, 2 are already reserved.

Wyoming Association of Special Districts: Amanda advised the Board that we haven't paid the Special District dues yet this year and will be submitting a check for these dues.

WACD Legal Funds Request-FY2021: Amanda provided the Board with the Legal Fund memo from WACD. The Board discussed and Vance made a motion to send \$750 for legal fund contribution. Susan seconded the motion. Motion carried.

WyRED Registration and Sponsorship: Amanda provided a list of students that Grace Godfrey provided that will be attending WyRED this summer. The Board discussed and Susan made a motion to approve the \$1000 budgeted expense for sponsorship. Charley seconded the motion. Motion carried.

Wyoming State Forestry-Landowner Field Day: Amanda provided the Board with the agenda for June 25, 2021. Amanda advised if she is available to attend, she will.


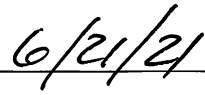

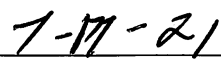
WACD Director Updates: Amanda provided the Board with the updates from WACD Director, Hunter Petsch regarding USDA declaration of Primary Natural Disaster Areas, Dues Schedule, Request for Legal Funds, April 29, 2021 What's Up Email, Climate comments and 30x30 comments.

Charley made a motion to enter Executive Session to discuss personnel evaluations. Vance seconded the motion. Motion carried. Executive Session entered at 9:31pm. Charley made a motion to approve the Executive Session minutes as read during the Executive Session. Vance seconded the motion. Motion carried. Executive Session adjourned at 10:03pm.

OTHER BUSINESS

The WCCD Board meeting adjourned at 10:42pm.

Respectfully submitted by Amanda O'Keefe, Director May 25, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE