



**WASHAKIE COUNTY CONSERVATION DISTRICT  
MINUTES OF MONTHLY BOARD MEETING**

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, October 21, 2024, at the UW Washakie Extension Meeting Room located at 1200 Culbertson Avenue in Worland, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, and Keith Bower. Charley Orchard joined virtually. Jaci Harkink was not present. District Manager Amanda O’Keefe was also physically present, as well as guest Andrew Mills. Curtis Johnson, NRCS Acting District Conservationist was present virtually.

The meeting was called to order at 7:06 pm by Chairman Daniel Greet.

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

Charley made a motion to approve the September 16, 2024 meeting minutes. Susan seconded the motion. Motion carried.

**FINANCIAL REPORT**

Charley made a motion to approve the monthly expense report. Susan seconded the motion. Motion carried. Below are the approved expenditures:

<b>Date</b>	<b>Payment To</b>	<b>Invoice Number</b>	<b>Check Number</b>	<b>Amount</b>
9/30/2024	Amanda O’Keefe	1031	Electronic	\$3,307.41
9/30/2024	Janet Hofmann	1032	Electronic	\$2,640.87
9/30/2024	John Ben Vega	1033	Electronic	\$332.46
9/30/2024	Big Horn Federal HSA	1034	Electronic	\$25.00
9/30/2024	Big Horn Federal HSA	1035	Electronic	\$416.66
9/30/2024	WACD	1036	8827	\$42.90
10/1/2024	John Ben Vega	1037	8828	\$8.21
10/1/2024	Chawna Wiechmann	1038	8829	\$86.03
10/1/2024	Worland Community Garden	1039	8830	\$2,500.00
10/1/2024	Galloway Ranch LLC	1040	8831	\$10,000.00
10/1/2024	WACD	1041	8832	\$12,049.37
9/30/2024	Range	1042	Electronic	\$129.18
10/2/2024	IRS	1043	Electronic	\$1,553.30
10/1/2024	Wyoming Retirement System	1044	Electronic	\$1,414.18
10/1/2024	Wyoming Department of Workforce Services	1045	Electronic	\$524.43
10/2/2024	WEBT	1046	Electronic	\$1,616.05
10/10/2024	High Plains Power	1047	Electronic	\$37.37
10/5/2024	Circle Y Ranch	1048	8833	\$75.00
10/7/2024	Zia Rojas Casitas	1049	8834	\$1,182.65



10/7/2024	Chase Cardmember Services	1050	Electronic	\$1,642.23
10/17/2024	Piney Island Native Plants LLC	1051	8835	\$622.50
10/17/2024	Amanda O'Keefe	1052	8836	\$15.00

Amanda also provided the following for the Board to review:

- FYTD 2025 Budget vs Actual
- FYTD 2025 Mill Levy Funding, \$36,871.16

Amanda provided the Bank Balance report showing the following balances as of October 17, 2024: WCCD main checking account (ending 3537): \$-16,014.48, Money Market account (ending 3596): \$107,538.60, Depreciation Reserve Savings account (ending 5209): \$6,213.41, Restricted Reserve account (ending 4407): \$9,423.81, Employee Benefit Reserve (ending 5624): \$4,907.75; Technical Assistance Reserve (ending 5632): \$27,491.49; Petty Cash: \$25.00, Intrafi CDAR (ending 1939): \$83,074.57; and Pinnacle Bank CD: \$18,238.59.

The September 30, 2024 bank statements and October 5, 2024 credit card statement were reconciled by Amanda O'Keefe. Credit card statements, bank statements and reconciliation reports were available through the agenda link.

### **DC REPORT**

Acting DC Curtis Johnson was present virtually to provide the NRCS update. A copy of his monthly report was made available on the agenda prior to the meeting to review. EQIP applications start with a batching date of November 1 and eligibility deadline of December 13. The Climate Smart IRA Program and Water Smart Program both have the same deadlines. The Water Smart Program has a new qualifying area for Upper Bluff Canal which will contract \$300,000 a year for the next 5 years. There are potentially 4 new projects this year under this program. There are 4 CSP projects.

### **EMPLOYEE REPORTS**

Amanda provided a copy of the September 2024 timesheets and her October Board report with updates on Water Monitoring, SWPP, Nowood WID elections, Annual Plan and Report, and the Outdoor Family Fall Event.

Education Coordinator Janet Hofmann provided her Board Report prior to the meeting for review.

### **OLD BUSINESS**

#### Cost Share Application Signature

Amanda provided the board with contracts that need signatures. Susan, Daniel and Keith signed. Charley and Jaci will sign when they are next physically present at a board meeting.

#### NACD Poster Contest Winners

Emma Grimes Beckwith won the Grade 4-6 division and Claire Page won the Grade 2-3 division. They will both be recognized at the WACD State Convention and their posters will move onto the National level.

#### Canyon Creek CRM

Amanda has spoken with CJ Grimes and we are looking at an early December landowner meeting to assess needs.

### **NEW BUSINESS**

#### FY2024 Annual Report Review

Amanda presented the board with the draft FY2024 Annual Report. Recommendations were made on punctuation and grammar. Amanda will revise the report and submit it for final approval at the November board meeting.



Subdivision Review

Amanda provided the soil report for the Ten Sleep Rock Ranch campground amendments. Amanda spoke to the owner, Louie Anderson, who said this application for a formality to incorporate the dispersed camping sites at the back of the property into the Assessors plans. Keith made a motion to approve the Soil Report. Susan seconded the motion. Motion carried. Amanda will draft a letter and send it over to the County Planner.

Grant Opportunity

Amanda and Janet attended a grant funding opportunity meeting on October 14<sup>th</sup> hosted by Caitlin Youngquist at Washakie Feeders. They had a gentleman, Nate, present a funding opportunity for the Wolfe's Neck Center for Ag for Climate Smart Commodity funding. There is \$35 million in funds available. This would cover Cover Crops, Mulching, No-Till among a few more NRCS practices. More details to follow.

Grow Washakie

Amanda secured Barton Stam and Rance Neighbors as presenters at the 2025 Grow Washakie. Amanda and Janet are working to secure additional presenters and then will begin marketing the event.

Polling Help

Prior to the meeting, Janet was able to secure a poll worker to assist with the ballot counts.

Nowood Watershed Improvement District

Amanda provided the Board with the October 7, 2024 Nowood WID meeting agenda.

Cottonwood Grass Creek Watershed Improvement District

Amanda provided the Board a copy of the final FY2024 F32 for Cottonwood Grass Creek WID.

Keith made a motion to adjourn the meeting at 8:10 pm. Susan seconded the motion. Motion carried.

Respectfully submitted by Amanda O'Keefe, District Manager on October 23, 2024.

Susan O'Keefe 11/11/2024  
CHAIRMAN DATE

[Signature] 11/11/2024  
SECRETARY/TREASURER DATE