

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, September 20, 2021, at 7:00 p.m. in Ten Sleep, Wyoming at Ten Sleep Town Hall. WCCD Board members present included Dave Slover, Dan Rice, Vance Lungren, Susan D. Pennington, and Charley Orchard. Also, present was WCCD Director, Amanda O'Keefe and NRCS Acting District Conservationist, Dickie Hildebrand (virtually).

Dave called the meeting to order at 7:00 pm.

Vance made a motion to approve the WCCD September 20, 2021, board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the draft for the August 16, 2021, board meeting minutes. Vance made a motion to approve 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 approve the expense report. Vance seconded the motion. Motion carried. Expenses approved are listed below.

Date	Payment To	Invoice Number	Check Number	Amount
8/27/2021	Range	9355	Electronic	\$ 114.27
8/31/2021	Amanda O'Keefe	9356	Electronic	\$ 2,652.07
8/31/2021	Halli Caines	9357	Electronic	\$ 1,551.38
8/31/2021	Ben Vega	9358	Electronic	\$ 108.05
8/31/2021	Big Horn Federal HSA	9359	Electronic	\$ 208.33
8/31/2021	VSP of Wyoming	9360	Electronic	\$ 20.86
8/31/2021	BCBS of Wyoming	9361	Electronic	\$ 2,993.00
8/31/2021	IRS	9362	Electronic	\$ 1,090.84
8/31/2021	Wyoming Retirement Systems	9363	Electronic	\$ 1,118.05
8/31/2021	WACD	9364	8515	\$ 10,056.45
8/31/2021	WACD	9365	8516	\$ 295.80
9/17/2021	Chase Cardmember Services	9366	8517	\$ 400.77
9/17/2021	Wyoming Livestock Roundup	9367	8518	\$ 50.00

Amanda reported that the mill levy funding received to date is \$19,069.44.

FYTD Budget vs. Actual report was provided.

Amanda advised the board that she inadvertently used the company credit card for a personal purchase and will get that reimbursed this month.

Amanda reported the following financial account balances as of Sept 17, 2021: WCCD main checking account (ending 3537): \$7,880.08, Money Market account (ending 3596): \$96,613.34, Emergency Reserve Money Market account (ending 0843): \$77,760.51, Depreciation Reserve Savings account (ending 5209): \$5,055.21 and Petty Cash: \$25.00. The CD Account balance was \$17,348.32 as of June 30, 2021. The August 31, 2021, bank statements and credit card statements were provided. Bank accounts and credit card were reconciled by Amanda O'Keefe on September 17, 2021.

DC REPORT

Amanda provided the WCCD Board with the DC report for September 2021. Dickie was present virtually and discussed: Office status due to Covid; EQIP program; AMA project; Water Smart program; CSP, and CTA activity.

EMPLOYEE REPORTS:

Amanda provided the WCCD Board with her August 2021 Timesheet and the September 2021 Director's Monthly report prior to the meeting. Amanda provided an update of the items included in the report to include: Final report for Bighorn Slick Nowater 319 Grant was submitted; an application was completed and submitted for the FY2022 CWA 319 Implementation Grant opportunity and it was discussed that future applications should come to the Board to review prior to submitting; Long Range Land Use Plan is being reviewed and revised and final draft to be submitted during October 2021 Board Meeting; Amanda will attend and speak at a Coffee Talk and Walk at the Community Garden on Sept 21, 2021; Amanda will attend and present at the Washakie County Commissioners Meeting to meet with other agency representatives for partnership opportunities and discuss the County Land Bighorn Access plans; Amanda attended the BBORC Meeting on Sept 2, 2021 to discuss the same plans and learn about Blueway Trails, Amanda will be participating in all future BBORC meetings; Amanda and Halli attended the Washakie County Emergency Mgmt THIRA meeting on August 24, 2021; Amanda and Halli attended and presented at a workshop for Joeys Fly Fishing Foundation and presented Lifecycle of the Caddisfly and Watershed Health, there were 9 kids and 2 teachers present; Amanda attended NACD Annual Meeting virtually on August 30, 2021; Amanda attended the Federal Food Waste Initiative virtual workshop on Sept 15, 2021 to gather more information for potential City of Worland Compost Lot improvements; 307 Accounting will complete F32 for DOA requirements; Amanda discussed the Area III Meeting successes; Amanda will be a Wyoming Conservation District Employee Association Representative for Area III and on the Training Committee.

Amanda provided the WCCD Board with Halli Caines September Monthly report. Discussion was had on the progress with the Nowood Stock Water grant status; possibility of doing Adopt-a-Highway; Halli is completing GIS Training.

BOARD MEMBER REPORTS:

Area III Meeting, Susan D. Pennington: Susan provided the Board with an update on the Area III Meeting.
NACD Annual Meeting, Dan Rice: Dan provided the Board with an update on the NACD Annual Meeting in Jackson, Wyoming.

OLD BUSINESS

Office Restrictions: Amanda advised the WCCD Board of the new Covid restrictions/policies for the office. Amanda is now teleworking on Mondays and Halli is teleworking Tuesday through Friday. Office is now at 25% employee occupancy and no visitors.

WOTUS: Amanda provided a copy of the WOTUS comments she submitted and a copy of WACD comments.

FY2022 CWA 319 Implementation Grant: Amanda provided the Board with a copy of the application submitted for consideration. Amanda failed to submit to the Board prior to deadline for review and was advised to have Board review all further applications prior to submittal. This would help to make sure that the District is being represented appropriately in the applications.

Bighorn Slick Creek Lower Nowater 319 Implementation Grant, Final Report: Amanda provided the Board with the Final Report for the 319 Grant that was submitted to DEQ.

County Land Project: Amanda approached the Board to clarify what type of match we are anticipating doing for the County Land project. At this time, In Kind Match for time spent coordinating meetings and gathering information.

NEW BUSINESS

WCCD Long Range Land Use Plan 2021: Amanda provided a copy of the Land Use Plan to the Board to review the goals and policies to make sure they are still relevant. The Board reviewed the Goals and Policies and had no recommended changes at this time. Amanda will have the final draft for review at the October Board Meeting. After final comments from Board are made, Amanda will open for public comment period.

Adopt-a-Highway: Halli came across an opportunity to contribute to our County through the Adopt-a-Highway program. Dan made a motion to have WCCD participate in the program. Charley seconded the motion. Motion carried.

Potential Septic Project: Amanda provided the Board with an application for Septic project from Hiedi and Javier

Hernandez. The Board reviewed the application and currently does not see any public benefit to this project. It was

suggested that Amanda reach out and see if they have any further information for consideration and complete a site visit.

WACD Convention, Call for RSVP: Amanda provided the Board with information about the WACD Annual Convention being held in Cody November 29-Dec 1, 2021. Amanda advised the Board to reach out if they plan to attend so accommodations can be made.

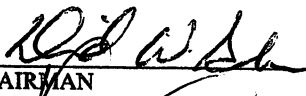


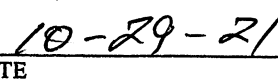
2021 Hugh Hammon Bennett Award for Conservation Excellence, Call for Nominations: Amanda provided the Board with information regarding the call for nominations on the Hugh Hammon Bennett award. No suggestions for nominations were provided.

Wyoming Weed and Pest Council Annual Meeting: Amanda provided information to the Board for the November 1-3, 2021 Annual Meeting.

OTHER BUSINESS

The WCCD Board meeting adjourned at 9:20 pm.

Respectfully submitted by Amanda O'Keefe, Director September 28, 2021.

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE