



WASHAKIE COUNTY CONSERVATION DISTRICT MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, September 18, 2023 at the USDA Service Center located at 208 Shiloh Road in Worland, Wyoming. WCCD Board members physically present included Daniel Greet, Susan Pennington, and Keith Bower and virtually present was Charley Orchard. Jaci Harkink was not present. District Manager, Amanda O'Keefe was present in person and NRCS District Conservationist Emma Allen was present virtually. We had 4 guests present: Chief Washakie FFA: Grace Godfrey, Nate Lentsch and Chance Hart; Ten Sleep Schools: Wade Moore.

The 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.

Susan made a motion to approve the August 21, 2023 meeting minutes. Keith seconded the motion. Motion carried. Charley made a motion to approve the Executive Session meeting minutes for August 21, 2023. Susan seconded the motion. Motion carried. Charley made a motion to approve the Special Meeting minutes for August 29, 2023. Susan 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
8/30/2023	Amanda O'Keefe	9793	Electronic	\$ 3,046.65
8/30/2023	Janet Hofmann	9794	Electronic	\$ 2,675.20
8/30/2023	John Ben Vega	9795	Electronic	\$ 484.84
8/30/2023	Big Horn Federal HSA	9796	Electronic	\$ 416.66
8/30/2023	Range	9797	Electronic	\$ 103.43
9/5/2023	High Plains Power	9798	8727	\$ -
9/5/2023	John Ben Vega	9799	8728	\$ 52.83
9/5/2023	WACD	9800	8729	\$ 43.90
9/5/2023	IRS	9801	Electronic	\$ 1,728.24
9/5/2023	Wyoming Retirement System	9802	Electronic	\$ 1,394.57
9/6/2023	WEBT	9803	Electronic	\$ 1,554.05
9/11/2023	Chase Cardmember Services	9804	Electronic	\$ 1,550.60
9/13/2023	WACD	9805	8730	\$ 12,654.72
9/13/2023	Landis Benson	9806	8731	\$ 104.99

Amanda also provided the following for the Board to review:

- FYTD 2024 Budget vs Actual
- FYTD 2024 Mill Levy Funding, \$26,087.76



Amanda provided the Bank Balance report showing the following balances as of September 13, 2023: WCCD main checking account (ending 3537): \$-2,269.95, Money Market account (ending 3596): \$114,613.69, Operating Reserve Money Market account (ending 0843): \$80,750.03, Depreciation Reserve Savings account (ending 5209): \$6,120.69, Restricted Reserve account (ending 4407): \$9,372.83, Employee Benefit Reserve (ending 5624): \$4,844.29; Technical Assistance Reserve (ending 5632): \$27,136.08; Petty Cash: \$15.00 and Pinnacle Bank CD: \$17,601.67.

The August 31, 2023 bank statements were provided and all accounts were reconciled by Amanda O'Keefe on September 11, 2023. Amanda also reconciled the September 5, 2023 credit card statement on September 11, 2023. Credit card, bank statements and reconciliation reports were available through the agenda link.

DC REPORT

Emma Allen, District Conservationist for NRCS provided her September update. NRCS Staff are working to complete designs and field visits. They received some late funding for Division 1 Croplands and were able to approve another project. Emma stated that if the government does shutdown on September 30, 2023, that the office will be shutdown and conservation district employees will not be able to work in the building.

EMPLOYEE REPORTS

Amanda provided a copy of the August 2023 timesheets and provided a copy of her monthly report highlighting activity happening within the Upper Big Horn Sub-Basin Watershed Implementation Program to include 3 new applications received and ranked by the Washakie Watershed Steering Committee; an update on available cost share funds still remaining; Rural Cost Share and Septic System agreements were completed for approved applications and awaiting signatures; SAP Development is underway with site selections taking place; Compost Bins were picked up from Riverton and now available; Amanda will look at consolidating the cloud storage over to Google Drive.

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

GUEST REPORTS

Grace Godfrey was present with two Chief Washakie FFA students, Zane Lentsch and Chance Hart, who provided the Board with an update on their WCCD sponsored trip for WyRED that was located in Sheridan during June 2023. They thanked the Board for their continued sponsorship, which Grace noted has been happening since roughly 2006.

Wade Moore, 6th Grade Teacher for Ten Sleep Schools was present and provided the Board with an update of the Teton Science School trip that happened in Dubois and Jackson in April this year. He had 11 students in attendance, and they covered many natural resource educational components. Wade will not have enough students to attend TSS this coming year and is looking for alternative plans. The Board advised him to bring those plans to WCCD for approval and we could allocate funding from TSS to this trip.

OLD BUSINESS

FY2024 Annual Plan

Amanda presented the revised font version of the Annual Plan for new signatures. Charley and Jaci will need to complete their signatures next time they are in person.

Area III Meeting Update

Amanda attended the Area III meeting in Meeteetse on September 8, 2023. She provided the Board with an update on the agency updates that were provided and the Business Meeting. The Board had discussion pertaining



to the State Statute for District Supervisor Training. It was agreed that the Board get together in January to complete the training in one day. Susan suggested Amanda send out a Doodle Poll with some dates.

BLM Federal Issues-Meeting Updates

Amanda advised the Board that the BLM Greater Sage Grouse CA Meeting will be September 20, 2023 from 3-4pm virtually. The BLM Grazing Regs CA Meeting will be on October 11, 2023 at 11am.

NEW BUSINESS

Upper Big Horn Sub-Basin Watershed Implementation Program

Amanda provided the board with an update on remaining funds for the 319 Program (should the following applications be approved). Total project costs remaining available are \$208,154.83 provided there are no contingencies on other approved applications. Amanda then presented two applications that were ranked through the Washakie Watershed Steering Committee.

- Dooley Pasture Pipeline. 308 feet of gated pipe that will be converted to buried pipeline that will provide water to a grazing pasture immediately adjacent to Slick Creek. This will provide better conveyance of water without water loss due to the current broken gated pipe. The Steering Committee ranked this project as a High Priority which qualifies for 60% cost share. Susan made a motion to approve cost share funding for the total project costs of \$2500.00 with 60% cost share up to \$1500.00. Keith seconded the motion. Motion carried.
- Dooley7 Pipeline. 180 feet of eroded open ditch (Phase 1) that will be converted to buried pipeline that connects to a concrete ditch (Phase 2 would be to convert concrete to buried pipeline and then Phase 3 would connect the rest of the eroded ditch to buried pipeline). This project is within ¼ mile of Slick Creek. The Steering Committee ranked Phase 1 only of this project as a Medium Priority which qualifies for 50% cost share. Keith made a motion to approve cost share funding for the total project costs of \$4000.00 with 50% cost share up to \$2000.00. Susan seconded the motion. Motion carried.

Amanda also provided the Board with an update on the Water Monitoring site selections which Jaci Harkink participated in. Site visits to these sites will happen on Tuesday, September 19, 2023.

High Plains Power

Amanda presented to the Board a request to approve ACH be set up for the High Plains Power bill that is now due monthly for the electric on the Outdoor Classroom. Susan made a motion to approve ACH. Charley seconded the motion. Motion carried. Daniel signed the ACH Form.

WDA Water Quality SAP Grant

Amanda advised the Board that she requested an extension to the SAP Development Water Quality Program grant through WDA. This will push the deadline from December 31, 2023 to February 29, 2024. Charley made a motion to approve the extension request. Keith seconded the motion. Motion carried.

Watershed Improvement Districts

- Amanda provided the Board with the September 4, 2023 Nowood meeting agenda and the signed August meeting minutes. She also advised the Board that it is her understanding that the Alkali Reservoir Project has moved to mediation.
- There was no update provided for Cottonwood Grass Creek WID.

WDEQ Wyoming Water Quality Conference

Amanda advised the Board that she will be attending the WDEQ Water Quality Conference in Laramie October 17-18, 2023.

OTHER BUSINESS

Daniel advised the Board that he has found a way to generate electrical from his well for his cost share assistance program without having to bring in electrical.

The WCCD Board meeting adjourned at 8:55 pm.



Respectfully submitted by Amanda O'Keefe, District Manager on September 20, 2023.

A handwritten signature in black ink, appearing to be "A. O'Keefe", written over a horizontal line.

CHAIRMAN

10/16/23
DATE

A handwritten signature in blue ink, appearing to be "M. L.", written over a horizontal line.

SECRETARY/TREASURER

10/16/23
DATE