

WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401

MINUTES OF MONTHLY BOARD MEETING

The Washakie County Conservation District (WCCD) held their monthly meeting Monday, January 19, 2015 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. Members in attendance were; Dan Rice, Kitsy Barnes, Vance Lungren, and Charley Orchard. Also in attendance was Victoria Dietz; WCCD District Director.

Dan called the WCCD board meeting to order at 7:05 p.m.

The board reviewed the December 15, 2014 board meeting minutes. Charley moved to accept the board meeting minutes as read. Kitsy seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; -\$11,190.52 and Money Market account; \$283,485.46. The CD balances were \$6,269.84 and \$10,033.96. The December bank statements for the main checking and money market accounts were reconciled by Tori Dietz. Kitsy moved to accept the financial statement and the reconciliation reports for both accounts. Vance seconded the motion. Motion carried. Tori reported that the mill levy funds received to date is \$126,645.15 and is higher than this time last year. Tori also reported that she had stopped payment on a check to Wyoming Ag in the Classroom after finding out that she had mailed it to an old address and it had never been deposited. Tori stated that the stop payment charge was \$25.00 and offered to pay the charge herself. Kitsy made a motion for WCCD to pay the stop payment fee to Security State Bank. Charley seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
7562	Electronic	Susan Carrell	134.48
7563	Electronic	Victoria Dietz	2,667.78
7564	Electronic	Security State Bank	883.16
7565	7218	BlueCross BlueShield	1,278.86
7566	7219	Serlkay Printing	357.00
7567	7220	Gene Schreibeis	1,850.00
7568	7221	WESTI	100.00
7569	7222	R.T. Communications	88.67
7570	7223	Signs of Sutherland	574.42
7571	7224	Ten Sleep 4-H	300.00
7572	7225	Cal Jones	8.88
7573	7226	Dan Rice	241.43
7574	7227	Vance Lungren	4.44
7575	7228	David Nicholas	4.44
7576	7229	Charley Orchard	203.13
7577	7230	Kitsy Barnes	36.08

7578	7231	Wyoming Retirement	568.80
7579	Electronic	Wyo. Workforce Serv	231.81
7580	7232	Second St. Bakery	56.06
7581	7233	Daily News	116.99
7582	7234	Dept. of Ag	25.00
7583	7235	WACD	80.50
7584	7236	Cardmember Service	1,072.27
7585	7237	Ag in the Classroom	850.00

NRCS REPORT

Laura Galloway was not in attendance, but provided the WCCD Board with the following written DC Report:

NWQI: The state office is supposed to release our ranking questions this week so we can rank the applications we have and start on the planning process. I have not heard how much money we are getting yet, but have been assured we will be getting some and potentially about the same as last year.

Katie gathered information for Mary about the acres we have addressed and those we can potentially address in 2015.

Spadt EWP Program: As of Friday morning Allen said they were almost complete. He thought that the seeding was about the last thing they had to do and planned on doing that Friday.

EQIP timeline for 2015

- o All applications Ranked and cost estimates entered in the system. 2-16-2015.
- o Approved applications will be planned and in pre-contract status submitted to Area office for review 4-1-15.
- o Contracts will be signed and obligated by 6-1-2015
- o We are still ranking within the Divisions. All applications will be ranked through the division accounts and if approved for funding, the historically underserved applications will be sent to a state account to be obligated with money set aside for them. (Low income, beginning farmer/rancher, etc.)

WCCD Grants-NRCS AS-BUILT Status:

Sage Creek has informed us that they are done with their pipeline project, but we have not had time to do the As-Built. We will get that done this week.

I went to Hefenieders and the pivot is not completely finished so I was unable to as-Built it. They thought it would be done this week and would let me know.

We will complete an As-built on Schreibeis Russian Olive Removal as soon as the snow allows. I have seen as much from the road as I can and it looks really good.

I have not heard anything from Jerry Kysar on the status of his project. It looks like they are getting closer, but not finished yet.

Goal Statement Regarding Bighorn River-Slick Creek National Water Quality Initiative (NWQI) – Tori provided the WCCD with an overview of discussions held with Mary Sessions; NRCS, Jennifer Zygmunt; DEQ and Dan, during a teleconference regarding the language to use for the goal statement. Tori reported that Katie Schade,

NRCS Range Conservationist had also contributed to the discussions and had compiled the acres from past NWQI applications to help determine a future goal of acres treated. Tori read the goal statement that Mary had developed for the Sage Creek/Slick Creek Watershed NWQI.

DIRECTOR/PROGRAM ASSISTANT/EDUCATION SPECIALIST REPORTS

Small Acreage Workshop Grant Progress Report-Tori reported that she has finalized and submitted a grant to the Small Acreage BYBY Team for \$1,000 to help pay for the March 7th Small Acreage Workshop. Tori gave the WCCD Board an overview of the workshop topics and speakers and stated that part of the workshop will be funded out of the 319 grant as well.

Christmas Tree Recycling Report – Tori reported that the Christmas Tree pickup went well and stated that there were allot less Worland trees to pick up this year. She stated that there were 8 Worland Rotary Club volunteers, 5 WCCD representatives, 3 Worland FFA volunteers, 3 Ten Sleep 4-H volunteers, and 2 NRCS volunteers. Tori also reported that Big Horn Rural Electric chipped the Worland and Ten Sleep trees on January 9th and the Worland chips will be hauled later to the Community Garden at Newell Sergeant Park.

Nowood Watershed Improvement District (WID) Progress Report – Tori gave a brief update of the joint board meeting held in Manderson on January 14th, and reported that the hearing date had been set for March 12th in Hyattville at their community center at 7 p.m. Tori stated that she will be working with Janet Hallsted, South Big Horn Conservation District (SBHCD) on the public notice schedule for the newspapers and for Facebook. The Nowood WID petition (without the exhibits) and the map will be able to be downloaded from both conservation district websites and a link to those websites will be provided on each districts Facebook page and also provided in the information on the brochure to be mailed out. Tori stated that she would probably need to seek help in getting the links of the petition and map on the website, as the gal who had set up the website had trained her on using codes and it was a time consuming task. She stated that she would try to find someone to help update the website to a more user friendly program.

Jerry Spadt EWP Progress Report – Tori reported that she has been out to the Spadt EWP site several times this month to check on progress and stated that it done and will be certified after a tour of the area, on January 20th. Tori stated that the project was slowed down due to two holiday's falling inside of the project timeline, but mostly slowed due to the bitter cold and also the melting, muddy mess.

WESTI Ag Days Update/Provide Brochure – Tori reported that plans are being finalized for the upcoming WESTI Ag Days and provided the WCCD Board with the final agenda for the two day sessions. Tori stated that she has secured a place and Karen Budd-Falen has committed to presenting the EPA Waters of the US information.

BOARD REPORT

Nowood WID Progress Report – Dan gave the WCCD Board an overview of the January 14th joint board meeting in Manderson, where the public was present and discussions were held regarding the procedure moving forward for the hearing.

OLD BUSINESS

Suitewater Training Scheduling – Tori reported that Cathy Rosenthal will be here on January 27th for Suitewater training, which will be held at the Extension Office meeting room at 5:30 p.m. Tori stated that she would like to make sure that there are enough board members interested to make it worth Cathy's trip and asked the WCCD Board to let her know by Friday if they will be attending. Tori said she had also sent an email out to the other conservation districts in the basin to see if they may want to come as well.

New Hire Progress-Advertising/Hiring Schedule/Budget – Tori presented the WCCD Board with an approximate cost of a part time and full time employee and stated that if a full time person was decided upon, the cost share budget would be reduced by approximately \$20,000.00, depending on if that person already had health insurance through their spouse. Tori stated that before she moved forward with advertising for the position, she would like to update the advertisement to better reflect outdoor duties and associated requirements for those types of activities. Discussions were held regarding some of the main duties a second employee would be doing to relieve some of the workload of the Director. After sharing some of those thoughts, the WCCD Board agreed to discontinue selling seedling trees, but continue to promote conservation tree planting projects and continue to educate the public on watering, planting, establishment, weed control, and maintenance.

Revision of Rural Cost Share Agreement & Approval Letter Input - The WCCD Board reviewed and discussed updates to the cost share program landowner agreement and approval letter that is mailed out which outlines the procedure to follow after applicant has been approved for cost share.

Landowner Agreement - The WCCD Board discussed adding the following language to the landowner agreement: If an extension of time is necessary, the applicant is required to contact WCCD at least 30 days prior to the expiration date.

Approval Letter – The WCCD Board discussed adding the following sentence to the approval letter: To assure your priority in funding, the signed agreement, completed budget form and associated cost estimates must be returned within 10 days of this letter.

Tori was asked to update both documents and present at the February WCCD board meeting for final approval.

WCCD Rural Cost Share Ranking Sheet Update Consideration/Input – The WCCD Board reviewed and discussed the current ranking sheet and consideration in incorporating some of the 319 grant ranking sheet components. The WCCD board agreed that no changes were necessary.

WACD What's Up/Legislative Update Overview – Dan gave the WCCD Board a brief overview of any new legislation and pertinent discussions held by the WACD Board.

WID Attorney General Letter Update – Tori reported that she had heard from Justin, Wyoming Department of Ag, that he would be meeting with the WDA attorney once he has a chance to read the opinion letter recently submitted. Justin stated that he would be assisting the attorney with our response letter, but the official AG's opinion would take a while longer.

NEW BUSINESS

WCCD Board Election of Officers – The election of officers was conducted by Tori Dietz and held by the WCCD board, with the following results, moved by Kitsy that the officers remain the same, and seconded by Charley: Chairman – Dan Rice, Vice-Chairman – Vance Lungren, Secretary/Treasurer – Kitsy Barnes. Motion carried.

Tori will send WACD and WDA the completed 2015 re-organization form with the 2015 election results.

Risk Management Practices – Charley moved to continue with the following risk management practices under the Reporting Checklist from the Wyoming Department of Agriculture, Kitsy seconded the motion. Motion carried:

-Two supervisors' signatures are required for each check.

-A perjury statement is on each voucher and the vouchers are signed by three board members.

-The board reviews bank statement reconciliation at least once each quarter during a regularly scheduled board meeting.

-Victoria Dietz is authorized to incur debt using the WCCD's credit card, up to a \$5,000 limit.

- The WCCD does not utilize a debit card.
- The WCCD continues to have their bank accounts at Security State Bank.
- The WCCD has an investment policy on file.

Tori presented a letter which outlined the WCCD's Risk Management policies, to Dan for his signature. The letter was approved by the WCCD Board and it was signed by Dan.

Spadt Septic System Application/Groundtruth/Cost Share Consideration - Tori presented the ranking sheet and gave an overview of her site visit to Jerry Spadt's to groundtruth his septic project. Tori stated that the effluent from the failed system has a very high potential for entering the Big Horn River at only 10 feet from the river. She also stated that Jerry's system have been installed before 1973, when permitting was required. Kitsy made a motion to approve \$3,000.00 to help fund Jerry Spadt's septic system project. Charley seconded the motion. Motion carried.

Chamber Member Dues – Tori provided the WCCD Board with information regarding membership for the Worland Ten Sleep Chamber of Commerce. After some discussion, Kitsy made a motion to approve funding of \$250.00 for the 2015 Worland Ten Sleep Chamber of Commerce membership. Vance seconded the motion. Motion carried.

Rural Cost Share Project Progress Reports/Extension Requests:

Hamilton Ranch – Tori reported that she had learned from Doug Hamilton that they planned on being completed before May 1st. She stated that the pivot is up, but the cement pad for the center has not been poured due to the weather, they still needed to trench in the water line, and the power has not been brought to the site yet. Vance made a motion to extend the Hamilton Ranch, Inc. project deadline to May 1, 2015. Kitsy seconded the motion. Motion carried.

Hefenieder Family Trust – Tori reported that she had visited with Bob Hefenieder about his progress of completing his projects. She stated that Bob had completed his project and was waiting on NRCS to AS-BUILT it. Tori reported that she is still waiting on Bob's final bills and photos as well.

Brendan Sinn – Tori reported that she had visited with Brendan about his progress and learned that he had not started it yet. He said he planned to begin as soon as his uncle of freed up from the Spadt EWP project and has a chance to obtain an NRCS design. Tori stated that Brendan asked for an extension to June 30th. Charley made a motion to extend the Brendan Sinn project deadline to June 30, 2015. Kitsy seconded the motion. Motion carried.

Jerry Kysar – Tori reported that she had mailed a letter to Jerry Kysar on January 14th to remind him of his project agreement expiration date of February 1st.

Galloway Ranch, Inc. – Tori reported that the Galloway Ranch had completed their project and she had received the AS-BUILT from the NRCS District Conservationist in Greybull.

Wayne T. Voss – Tori reported that Wayne Voss has his pivot up, but is waiting on the power component and has requested an extension on his project agreement to June 30, 2015. Charley made a motion to extend the Wayne T. Voss project deadline to June 30, 2015. Vance seconded the motion. Motion carried.

319 Grant Application Review : Brabec – Tori reported that the Washakie Watersheds Steering Committee has reviewed and ranked Fiddleback Farms 319 grant application to bury a dirt ditch. Tori reported that the project ranked as a high priority, but the steering committee members had asked owner Dennis Brabec to consider including changing his design to allow for the wastewater to return back into a pipe instead of him pulling a new

