

WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401

MINUTES OF MONTHLY BOARD MEETING & BUDGET HEARING

The Washakie County Conservation District (WCCD) held their monthly board meeting and budget hearing on Monday, July 15, 2019 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Citizens Center. WCCD Board members in attendance included; Vance Lungren, Dan Rice, Susan Pennington, and Charley Orchard. Also, in attendance was WCCD Director Victoria Dietz.

Dan called the WCCD board meeting to order at 7:15 p.m.

Vance made a motion to approve the WCCD July 15, 2019 board meeting agenda. Charley seconded the motion. Motion carried.

The WCCD Board reviewed the draft June 17, 2019 board meeting minutes. A typo under OLD BUSINESS was corrected to read, "her" instead of, "he" and another type under Karen's Monthly Report was corrected to read, "seven" instead of "sever". Charley made a motion to approve the June 17, 2019 WCCD Board minutes as amended. Vance seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; -\$6,237.71 Main Money Market account; \$91,673.72, Emergency Reserve Money Market account; \$77,023.75, Depreciation Reserve Savings account; \$2,018.35, and CD balance; \$16,923.19. The June 2019 bank statements for all accounts were reconciled by Tori Dietz and all reconciliation reports were provided.

Tori reported that the mill levy funding received to date was \$1,105.63.

The WCCD Board reviewed and signed the vouchers. Tori provided the WCCD Board with the monthly expenditure spreadsheet report from June 18, 2019 through July 15, 2019. Charley moved to accept the monthly expenditure and financial report. Vance seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
6/18/2019	Ten Sleep Senior Center	8829	8202	\$10.00
6/18/2019	Nelson Engineering	8830	8203	\$1,484.00
6/25/2019	Meeteetse Conservation District	8831	8204	\$758.94
6/28/2019	Dusty Vail	8832	Electronic	\$528.25
6/28/2019	Karen Fenton	8833	Electronic	\$1,919.44
6/28/2019	Melanie Dedic	8834	Electronic	\$441.25
6/28/2019	Victoria Dietz	8835	Electronic	\$2,277.33
6/29/2019	IRS	8836	Electronic	\$1,574.96

6/29/2019	Wyoming Retirement System	8837	8205	\$1,078.61
6/29/2019	Department of Workforce Services	8838	8206	\$-
6/29/2019	Empower Retirement Services	8839	Electronic	\$1,000.00
7/10/2019	BlueCross BlueShield	8840	Electronic	\$1,470.92
7/10/2019	Department of Workforce Services	8841	Electronic	\$495.49
7/10/2019	WACD	8842	8207	\$72.60
7/10/2019	Washakie County Landfill	8843	8208	\$150.00
7/10/2019	R.T. Communications	8844	8209	\$112.15
7/10/2019	Serlkay Printing	8845	8210	\$120.00
7/10/2019	Daily News	8846	8211	\$168.25
7/10/2019	Bower Technology	8847	8212	\$100.00
7/10/2019	Kennedy Ace Hardware	8848	8213	\$593.39
7/11/2019	Cardmember Service	8849	8214	\$1,639.79
7/12/2019	Dan Rice	8850	8215	\$325.96
7/12/2019	Charley Orchard	8851	8216	\$141.52
7/12/2019	Vance Lungren	8852	8217	\$8.12
7/12/2019	Dave Slover	8853	8218	\$148.48
7/12/2019	Susan Pennington	8854	8219	\$180.38
7/12/2019	WEBT	8855	8220	\$41.63
7/15/2019	VSP of Wyoming	8856	8221	\$-
7/15/2019	VSP of Wyoming	8857	8222	\$17.83

DC REPORT

Tori provided the WCCD Board with the DC report submitted by Holden Hergert, acting District Conservationist as follows:

EWP – Emergency Watershed Protection

The Cottonwood Creek EWP potential project is moving forward.

- Will need to do an on-site evaluation with area office personnel
- DSR, Damage Survey Report, and Environmental Evaluation is due Aug. 19
 - DSR requires a cost estimate which will be developed by the engineering staff after the on-site evaluation by the area office personnel

We had another call for assistance on the Nowood. It is not eligible for EWP, but it may fit EQIP

- Will need the same people to come out to look at the streambank

EQIP – Environmental Quality Incentives Program

- We are still waiting on one sprinkler application to be approved by the state office

CSP – Conservation Stewardship Program

We had three applications this year, but they were not offering a renewal for existing CSP contracts so those three were canceled with the intent to reapply in 2020.

OTHER

- Laura Dinnell is our Pathways Intern for the summer
 - Started work on June 24th
 - Geology Major from UT
- Emma Allen is still acting in Thermopolis
- Laura Galloway will hopefully be returning to work, maybe part-time, after July 26th

Dan asked Tori to find out from NRCS why the three CSP applications were not offered a renewal and had to re-apply.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her June timesheet and gave the WCCD Board an update on the Paxton Berm EWP project and stated that Halli Caines was hired as the new full time Program Assistant and began employment on July 1.

Karen Fenton's monthly report was provided to the WCCD Board.

- Nowood Westside Regional Pipeline South - Potential Project – Tori provided Karen's meeting notes of the June 25th landowner meeting in Ten Sleep, and she and Dan also gave the WCCD Board input of their view of the outcome of the meeting. Discussion was held. Tori stated that she has asked Halli to connect with some of the landowners from that meeting who were interested in obtaining information on small water projects.

- Lungren Range Health Assessment Field Day Notes – Tori provided Karen's notes from her field trip with the BLM where the Range Health Assessment was accomplished on some of Lungren's allotments.

Dan reported that he had a well that may need to be cleaned in their BLM allotment within the Nowood Watershed, and wondered about funding sources that may help pay for that type of project. Tori stated that she would talk to Halli about looking into it. Dan said it would be best to have Halli contact his dad for specifics.

OLD BUSINESS

WCCD Draft FY 2020 Budget Review – Dan called the WCCD Budget Hearing to order at 8:08 p.m. There was no public present. Tori reviewed the draft FY 2020 budget with the WCCD Board. After some discussion, Charley made a motion to approve the WCCD's FY 2020 budget as presented. Vance seconded the motion. Motion carried.

Vance made a motion to approve the "Other Restricted Fund Reserve" account, which includes two WCCD Special Discretionary Fund projects where funding was approved and set aside at \$2,500.00 each. Charley seconded the motion. Motion carried.

Charley made a motion to approve adding \$1,000.00 to the "Depreciation Reserve" account, which would make the account total \$3,108.00. Vance seconded the motion. Motion carried.

The WCCD Budget Hearing was adjourned at 8:12 p.m.

WCCD Draft Annual Plan Review/Approval – Tori provided the WCCD Board with a copy of the draft FY 2020 WCCD Annual Plan, asking for their review and approval. There were several corrections made on the inside of the cover page regarding the addition of Halli Caines name under Employees, and changes Emma Green's name to Emma Allen. Susan made a motion to approve the WCCD FY 2020 Annual Plan as amended. Charley seconded the motion. Motion carried. All WCCD Board members present, signed the plan.

WACD Awards – Tori stated that nominations for the WACD Awards are due August 16. Tori reported that she had not had time to begin the development of the nomination for Senator Barrasso for Outstanding Legislature, but would contact Bobbie Frank for help. Dan asked if there were any other categories of possible nominees. Tori stated that she would like to update the nomination she had submitted in the past, but never awarded, for Allen Croft for Outstanding Technician. The WCCD Board agreed.

Follow Up Regarding Employee Benefit Change Discussion (Information from Bill Miller Local Government Liability Pool (LGLP)) – Tori reported that she had visited with Bill Miller, LGLP in regards to specifics on changes made to employee benefits, which supported Dan Rice's understanding of the process, which was provided to the WCCD Board.

NEW BUSINESS

Paxton Berm Emergency Watershed Protection (EWP) Nowood Construction Contract – Tori provided the WCCD Board with the contract between Nowood Construction Inc. and WCCD for the Paxton Berm EWP project, which has been approved and signed by Clay Cheeney, Nowood Construction, Inc. After some discussion, Vance made a motion to approve the contract for the Paxton Berm EWP Project between Nowood Construction, Inc., and WCCD. Susan seconded the motion. Motion carried. Dan signed the contract.

Wyoming Natural Resource Foundation (WNRF) Fundraiser – Tori provided the WCCD Board with information on the Gator and Chainsaw prizes for the WNRF fundraiser raffle that she and Dan have tickets available for.

Big Horn Forest Steering Committee Field Trip – Tori provided the WCCD Board with the draft agenda for the August 28th Big Horn Forest Steering Committee field trip, which will begin at the Shell Falls Visitor Center at 9:30 a.m. Susan stated that she plans to attend, and Dan stated that he would try.

Memo from WACD - Cooperative Agreements – Tori provided the WCCD Board with the draft NRCS Unfunded Cooperative Agreement Template, and the draft NRCS State Level MOU Template, along with a memo of explanation from WACD and NRCS regarding proceeding with new agreements. Tori stated that her understanding is to gain input from board members on the documents, and if there are questions or concerns that those are to be brought to Area meetings. Dan stated that he was not supportive of some of the language on page 4 of the State Level MOA. The WCCD Board agreed to read through the documents and provide a list of question and/or comments for discussion during the August 19th WCCD Board meeting.

Tori also provided the WCCD Board with the 2016 Cooperative Agreement and Attachment A of that agreement, for reference.

Revisit Personnel Policy - Maternity Leave – Tori provided the WCCD Board with the current WCCD Personnel leave policy for Maternity Leave and Parental Leave for their review. Discussion was held.

Comp Time Waiver Halli Caines – Tori presented the WCCD's Waiver for compensatory time off in lieu of overtime payment, which had been agreed to and signed by Halli Caines. After some discussion, the Waiver was signed by Vance Lungren.

Wyoming Ag in the Classroom Support – Tori provided the WCCD Board with renewal information from Wyoming Ag in the Classroom and asked for approval to renew their annual support. Charlie made a motion to approve \$250 support for Wyoming Ag in the Classroom. Vance seconded the motion. Motion carried.

Office Security Discussion – Security of the USDA Service building and employees was discussed.

Halli Travel/Workshops – Tori reported that she would like Halli to help at the WACD and Water Quality booth at state fair and also has the opportunity to spend several days in the field with the NRCS at Canyon Creek for a Beaver Analog Building Workshop. The WCCD Board agreed and Charley stated that he would like to hear what Halli learns from the workshop.

GENERAL CORRESPONDENCE

NACD New 07022019; Mediation Program Update; NACD News 06182019; SW Regional Meeting Listening Session; Upper Missouri Basin Monitoring Fact Sheet; NACD Clips 06212019; NACD News 06252019; NACD Clips 07122019; NACD News 07222019; NACD News 07092019; Governors Support of Oil & Gas Drilling;

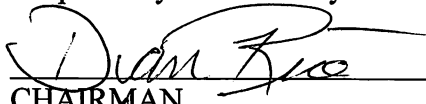
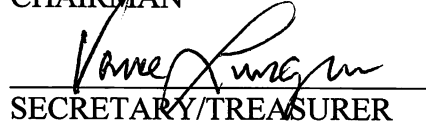
CORRESPONDENCE OF HIGHER IMPORTANCE

Special Districts Public Records Update; Big Horn Forest SOPA; Bridger Plant Materials Center Newsletter; Nowood WID July 1 Agenda;

The WCCD Board meeting was adjourned at 9:10 p.m.

Date: August 2, 2019

Respectfully submitted by Victoria Dietz, Director

	8-19-2019
CHAIRMAN	DATE
	8-19-19
SECRETARY/TREASURER	DATE