

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, July 20, 2020 at 7:00 p.m. at the Washakie County Extension Office. WCCD Board members in attendance included Dan Rice, Charley Orchard, Dave Slover, Vance Lungren and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz and Director Amanda O'Keefe, and via teleconference Laura Galloway, NRCS Conservationist and Tim Fixer, CPA.

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

Charley made a motion to approve the WCCD July 20, 2020 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft for June 15, 2020, June 22, 2020, June 25, 2020, June 29, 2020, June 30, 2020, and July 1, 2020 board meeting minutes. Charley made a motion to approve the minutes that were in the Consent Calendar for dates listed above. Susan seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account (ending 3537); \$10,995.61, Main Money Market account (ending 3596); \$77,526.87, Emergency Reserve Money Market account (ending 0843); \$83,982.42, Depreciation Reserve Savings account (ending 5209); \$4,035.12, and CD balance; \$17,142.13. The June 2020 bank statements for all accounts were provided and reconciled by Tori Dietz and all bank statements and reconciliation reports were provided.

Tori reported that the mill levy funding received to date is \$1,859.86.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from June 16, 2020 through July 20, 2020. Charley moved to accept the monthly expenditure and financial report. Susan seconded the motion. Motion carried.

Tori provided the WCCD Board with the Vendor List Report from January 1, 2020 to June 30, 2020.

The following expenditures were approved:

Date	Payment To	Invoice Number	Check Number	Amount
6/17/2020	VSP	9081	Electronic	\$ 17.83
6/17/2020	Dan Rice	9082	8369	\$ 42.34
6/17/2020	Susan Pennington	9083	8370	\$ 5.80
6/19/2020	Wyoming Livestock Roundup	9084	8371	\$ 247.52
6/26/2020	R.T. Communications	9085	8372	\$ 112.75
6/30/2020	Pinnacle Bank of Worland	9086	8373	\$ 3,161.37
6/30/2020	Dusty Vail	9087	Electronic	\$ 480.22
6/30/2020	Halli Caines	9088	Electronic	\$ 1,871.30
6/30/2020	Internal Revenue Service	9089	Electronic	\$ 771.02
6/30/2020	Wyoming Retirement System	9090	8374	\$ 1,160.00

6/30/2020	Empower Retirement	9091	Electronic	\$ 1,000.00
6/30/2020	Dept. of Workforce Services	9092	Electronic	\$ 405.38
6/30/2020	WACD	9093	8375	\$ 211.80
6/30/2020	Victoria Dietz	9094	NA	\$ -
7/7/2020	BCBS of Wyoming	9095	Electronic	\$ 641.00
7/7/2020	Clear Creek Conservation District	9096	8376	\$ 50.00
7/8/2020	Serlkay Printing	9097	8377	\$ 75.00
7/9/2020	Kennedy Ace Hardware	9098	8378	\$ 388.17
7/9/2020	Northern Wyoming News	9099	8379	\$ 147.00
7/14/2020	Belinda Daugherty	9100	8380	\$ 73.83
7/14/2020	Victoria Dietz	9101	8381	\$ 69.98
7/16/2020	Cardmember Services	9102	8382	\$ 774.63
7/17/2020	High Plains Power	9103	8383	\$ 457.61

DC REPORT

Tori provided the WCCD Board with the DC report, which was submitted by Laura Galloway via email, before the WCCD Board meeting. Tori also provided the NRCS Mentor Program Information and the NRCS-USFS Landscape Restoration Overview. Laura gave a summary of her written report and expanded on discussions regarding the Mentor Program where Dave and Vance agreed to participate. Laura also spoke in regards to the current Phase 2 status of NRCS office due to Covid-19, and would keep the WCCD Board apprised of any changes to the status. In addition, Laura discussed current drought conditions and plans to attend the County Commissioners Meeting to request a Drought Designation for Washakie County.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her June 2020 Timesheet and gave the WCCD Board an update on the following; 319 Grant Road 11 Update where Tori explained that the landowner is still waiting for an estimate from the City of Worland before project will be applied for; Bighorn Forest Invasive and Other Select Plant Management project comments that were approved and submitted; Outdoor Classroom Pump Replacement where Tori explained the pump went out and had a discussion with the landowner in regards to sharing the cost, and the board agreed to pay 100% of cost; and Middle Big Horn Level 1 Update where Tori explained that the Wyoming Water Development Project Manager had indicated that Y2 Consulting has been paid in full for project but the updates to the Level 1 have not been completed.

Tori provided the WCCD Board with Halli Caines's monthly report via email prior to the WCCD Board meeting, along with the BLM Pipeline Corridor comment letter that had been developed by Halli.

BOARD MEMBER REPORTS:

Tori provided WCCD Board with Wyoming Public Lands Initiative (WPLI) Final Discussion Draft and WPLI Draft Bill. Dan gave the WCCD Board a summary of his understanding of the status of the bill.

OLD BUSINESS

Final Budget-Review and Budget Hearing –Dave recessed the regular board meeting and called the Budget Hearing to order at 8:00pm. There was no public presence for this hearing.

Tori provided a copy and reviewed the working budget to the WCCD Board. Discussion was held and pertaining to the line item in the 2021FY Budget referring to Water Quality Equipment/Lab Expense, the board agreed to utilize the Special Projects fund for testing. Amanda was asked to confirm with the Department of Agriculture if the funds could be reimbursed if they were utilized prior to the funds being awarded. Any outreach regarding testing should be placed on hold until a decision on the funds being awarded is determined. Charley made a motion to approve the FY2021 WCCD Budget. Vance seconded the motion. Motion carried.

The budget hearing was adjourned at 8:15pm. The regular board meeting reconvened at 8:16pm.

Discussion of "Work at Home" Continuation - Discussion was held and the board agreed to no longer follow the NRCS Phased Approach of employees working from home. Dan made a motion that it is at the Directors discretion on how to handle employees working from home and their return to the office. Susan seconded the motion. Motion carried.

WACD Awards Request for Nominations - Due August 1 - Discussion was had regarding the nomination for the WACD Awards and the Board agreed to move forward with the nomination of outstanding technician.

WCCD Board Members Elections - Tori reminded the WCCD Board of the filing deadline for the 2 open positions for the upcoming election. Filing window is between August 5 and August 24, 2020.

WCCD Maintenance Cost Share Program - Draft Application/Ranking Sheet Review– Discussion was held regarding preventative maintenance vs. rehabilitative maintenance. Dave suggested revisions to the wording of the General Program Objectives to read “The On-The-Ground Maintenance Funding Program was created to help maintain projects that have made a positive difference....” and under the section titled Specific Goals of the Program, to replace the word improve with maintain and notate “maintaining existing BMP that have been implemented over the years”. These changes are suggested to align more with the objectives of the Program. Other discussion included the consideration of including “to what degree has it failed” added to the rubric. Dan made a motion to table the further development of the Maintenance Cost Share Application. Charley seconded the motion. Motion carried.

Bighorn Forest Steering Committee Field Trip Moved to October 8 – Tori provided the WCCD Board with an email that the Field Trip was moved to October 8, 2020.

NEW BUSINESS

Audit Review - Tim Fixer with Fagnant, Lewis and Brinda, P.C. reported to the WCCD Board via teleconference, an overview of his Audit Review findings. Tim found no issues during his review. Dave identified that on page 5, paragraph 3, that Fremont County needed to be changed to Washakie County. Tim advised he would revise the report and send over his revisions.

Welcome Amanda O'Keefe, New WCCD Director – Dan made a motion to ratify the decision of the hiring committee to hire Amanda O'Keefe as WCCD Director at an annual salary of \$37,458.00. Charley seconded the motion. Motion carried.

Authorization letters were presented and approved as follows:

-Pinnacle Authorization Letter: Dan made a motion to approve Amanda O'Keefe to act as an Administrator on the Pinnacle Bank of Worland's Certificate of Deposit account. Charley seconded the motion. Motion carried.

-Security Bank Authorization Letter: Dan made a motion to approve Amanda O'Keefe to act as an Administrator on the Security State Bank accounts. Vance seconded the motion. Motion carried.

-Government Grants Authorization: Charley made a motion to approve Amanda O'Keefe to act as an Administrator on the System for Award Management (SAM) account. Dan seconded the motion. Motion carried.

Consideration of Simple Contract with Tori to Train Amanda - After some discussion, Tori agreed to create a simple contract for the WCCD Boards consideration to compensate her should she need to provide any additional training to the WCCD employees for special projects, such as the Watershed Improvement District elections.

Wyoming Natural Resource Foundation (WNRF) & FFA Golf Tournament Funding Support – Tori provided the WCCD Board with the WNRF Sponsorship options and Amanda provided details on the Silver Level sponsorship option that was chosen in 2019. After some discussion, Susan made a motion to sponsor the WNRF & FFA Golf

Tournament at the Silver Level. Charley seconded the motion. Motion carried.

WCCD Procurement Policy Decision from June Board Meeting - Tori explained to the WCCD Board that during the June 15, 2020 WCCD Board Meeting, she had them consider and then update a policy that was no longer valid. Discussion was held and Dan stated that the motion to update the Procurement Policy at the June 15, 2020 WCCD Board Meeting was Null and Void since it did not exist. The Board agreed to discuss any updates to the Procurement Rule after the upcoming 2021 Legislative Session.

Public Works Email – Tori explained that the Public Works Checklist that was provided by Michelle Huntington for WACD is closely related to future Procurement Rule updates.

State Funding Email from WACD – Tori provided the WCCD Board a copy of the State Funding Letter Regarding Department of Ag Funding Shortfall, in which the Governor has requested that all State Agencies reduce their budget by 10% starting July 1, 2020 and reduce the budget an additional 10% by January 1, 2021.

Grant Writing Workshop – Tori provided the WCCD Board a copy of the Grant Writing Workshop scheduled for August 20-21, 2020 in Casper that Amanda and Halli are registered to attend.

Request from Extension to Pay for Postage for Flyer - Outreach to Educate About Burning – Tori reported that Caitlin Youngquist, Extension Educator, was going to be developing a flyer related to Soil Health and Crop Burning and requested the support of the WCCD Board, as well as funds for postage for the mailing. After some discussion, the Board requested that Amanda contact Caitlin for a copy of the flyer prior to approving funds towards postage. Upon receipt of the flyer, the Board will revisit the decision during the August Board Meeting.

WACD What's Up Email 07032020 and 07162020 -Tori provided the WCCD Board a copy of the What's Up Email from Bobbie Frank's office dated July 3, 2020 regarding the Wildlife Enhancement Grant Opportunity and Appropriations. *Director Note: This part of the agenda item was missed and will be added to the August Board Meeting Agenda. Tori also provided the WCCD Board a copy of the What's Up Email dated July 16, 2020 regarding WACD New Executive Director, Hunter Petsch, Convention Planning Survey and State Budget Cuts.

DEQ Request for Proposals – Amanda provided the WCCD Board with the request for proposals from DEQ for 319 and 205j funds. Tori discussed focusing on the Nowood Watershed for some range projects that would help reduce erosion into the watershed. Dan suggested looking into whether those funds could be used for restoration due to recent fires that have caused a lack of vegetation to hold the water from run off which is resulting in excess erosion. Amanda offered to contact DEQ to see if this type of project would qualify. Amanda will be participating in the webinar on Monday, July 27 called Grants Application Training specific to this grant.

Red Vista Village Subdivision Application - Amanda provided the WCCD Board with a copy of the application information for the Red Vista Village Subdivision review request, provided to her by the Washakie County Planner, and provided the letter she had developed using the NRCS Soil Survey website, which indicated the soils information for the identified area. Dan made a motion to approve the letter regarding the soil information for the Red Vista Village Subdivision. Vance seconded the motion. Motion carried.

OTHER BUSINESS

Dave called for discussion regarding the current drought situation and possible support from the WCCD Board for upcoming Washakie County Commissioners meeting. Dan made a motion to submit a letter to present to the Washakie County Commissioners to ask them to consider recognizing Washakie County as a drought area due to the decreased forage production and low water flow in streams used for irrigation and livestock water. Charley seconded the motion. Motion carried.

Vance reported that he observed several dead trees in the Community Center that the WCCD had previously planted and Tori offered to call Brian Burky at City of Worland to let him know that there are concerns.

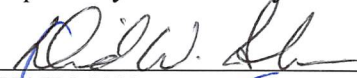
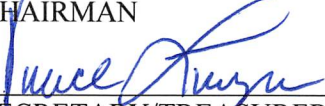
CORRESPONDENCE OF HIGHER IMPORTANCE:

Bobbie Frank Retiring; Governor COVID Update 06182020; COVID Funding Webinar Local Governments; Wyoming Public Lands Handbook; Governor Update on COVID 06262020; Governor Update on COVID 06292020; Bighorn Forest SOPA

GENERAL CORRESPONDENCE

Water Research Foundation Seeking Research Projects; NACD Nominating Committee Letter; NACD Bylaw's; Cloud Seeding Webinar; Suitewater Training Email Notification; G & F Strategic Habitat Plan Email; Coronavirus Food Assistance News Release; Governor Budget Cuts; Governor Health Orders through July 31st; NACD News 07142020; WDA BLM Pipeline Corridor Comments
Date: June 24, 2020

Respectfully submitted by Amanda O'Keefe, Director

	8/17/20
CHAIRMAN	DATE
	8-17-20
SECRETARY/TREASURER	DATE