

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, March 16, 2015 at 7:00 p.m. in Ten Sleep at the Senior Citizens Center. Members in attendance were; Dan Rice, Kitsy Barnes, Vance Lungren, and Charley Orchard. Also in attendance was Victoria Dietz; WCCD District Director and NRCS District Conservationist; Laura Galloway.

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

The board reviewed the February 16, 2015 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; \$7,419.34 and Money Market account; \$237,069.78. The CD balance is \$16,397.06 (which totals the two previous cd's that were held formerly at Security State Bank and now held at Pinnacle Bank. The February 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 \$147,650.69.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
7602	Electronic	Susan Carrell	329.97
7603	Electronic	Victoria Dietz	2,670.78
7604	7251	Washakie Extension	55.00
7605	7252	R.T. Communications	88.39
7606	7253	BlueCross BlueShield	1,279.11
7607	Electronic	Security Bank	940.52
7608	7254	Wyoming Retirement	568.80
7609	7255	WACD	80.50
7610	7256	Serlkay Printing	489.00
7611	7257	LGLP	753.00
7612	7258	Daily News	547.40
7613	7259	Second Street Bakery	480.00
7614	7260	James Harvey	30.00
7615	7261	Mae Smith	29.51
7616	7262	Susan Carrell	65.57
7617	7263	Cardmember Service	1,708.89
7618	7264	Signs of Sutherland	262.00
7619	7265	Jordan Farms, Inc.	2,500.00

7620	7266	Paintrock Consulting	625.00
7621	7267	Wayne Voss	8,500.00

NRCS REPORT

Laura provided the WCCD Board with the following written DC Report:

- Grants
 - Holden made some maps for the Gooseberry Creek Re-vegetation Grant Application.
 - Hefenieder's As-built has been completed.
 - Jerry Kysar's As-Built has been completed

- NWQI
 - We are in the process of writing contracts. We had several people decide they didn't want to install a pivot and backed out. Therefore we ended up with five pivots and one gated pipe project in the 1st round of funding. They are estimated at \$450,000 total.
 - The allocation we were given was \$575,000.
 - We are accepting a second round of applications to try to spend the money. The batching date is March 20th, Friday.

- EQIP 2015
 - In Division I, we received one flood irrigation (gated pipe project) and 2 infrastructure contracts.
 - These three contracts are estimated at \$155,570 total.
 - Approved applications will be planned and in pre-contract status submitted to Area office for review 4-1-15.
 - Contracts will be signed and obligated by 6-1-2015
 - The Division I allocation was \$659,721, which funded 5 sprinkler systems, 3 flood irrigation systems, 2 infrastructure, and 1 grazing project.

- WCCD – Review and Signatures on pre-contracts
 - I have brought a plan map of each contract if you want to review them tonight.
 - Or I can e-mail them to you with a period for comments.
 - Then when the area office approves them, someone can come sign them before they are obligated.

- CSP 2015 – General Application
 - CSP general signup application deadline is February 27, 2015.
 - We have 2 applications for this

- CSP – Renewal Applications (2011 CSP Contracts)
 - Deadline for applicants to submit renewal application is March 31, 2015.
 - We have 5 of these.

Laura reported that she could either review the plan map of each contract with the WCCD Board or would email them out next week for board review and comments. Laura will then update them accordingly if needed, then call on a board representative to come in to sign them. The WCCD Board agreed to have Laura email them and Kitsy offered to come in to sign the contracts once the board members have approved.

WCCD EMPLOYEE REPORTS

Tori previously provided Susan Carrell's report to the WCCD Board via email. Tori's verbal report was as follows:

Small Acreage Workshop Update - Tori reported that the Small Acreage Workshop was very successful and there were 57 public in attendance and after reviewing the evaluations that were filled out by attendees, most attendees left with having learned more about the topics than when they arrived. Tori reported that she still needs to pull together and fill out all of the required paperwork and submit a final report before April 7th.

Outdoor Classroom Update - Tori reported that the Worland Fire Department burned the pond today for her and did a great job of making sure the trees around it didn't get damaged. Tori stated that upcoming plans for this spring will include moving rocks from the pile beside the pond—down the bank for easier access for students to get to the water when collecting the macroinvertebrates. In addition, Joe Scianna with the Bridger Plant Materials Center will be teaching a session on seedbed prep, seeding, watering, etc., on April 24th, then will come back on May 1st to oversee and help the students out with the actual planting of the 12 range grass plots. Ray Gullion will also be there on May 1st.

Annie's Project Update – Tori reported that Sherri Harvey received WCCD's \$55 registration contribution for Annie's Project and would like to either attend the April WCCD board meeting or will write up a summary report to share what she has learned. Tori stated that Sherri will be at the meeting, if her recently planned move does not interfere.

319 Grant Implementation –

Urban Stormdrain Project – Tori reported that she has started moving forward with discussions with landowners and NRCS Engineer, Allen Croft and Ray Gullion regarding the north Worland stormdrain cleaning project. Tori stated that Ray provided her with wetlands information for the land, she contacted one of the landowners to see if they would allow the cleaning to be done, and contacted the railroad to begin the permitting process of cleaning the drain in their right-of-way.

Airport Road Project – Tori reported that she had contacted landowners Lee Kennedy and Lloyd Nielson to verify that they were still willing to cost share on burying the wasted ditch and they were still on board. Tori stated that she and NRCS Engineer, Allen Croft met with Brett Arguris, landowner to discuss the burying of the wastewater across his property, and also discussed the project with landowner Jeff Yule, whose land is adversely affected by the waste water. Tori stated that Jeff is discussing the potential project with several of the other landowners who neighbor him to convince them to allow for the project to move forward and if so, will gain bids from two different contractors and hope to do the project before the canals fill.

Gooseberry Creek Revegetation Project Update – Tori reported that she has begun working on a research grant to Wyoming Department of Agriculture (WDA) to help fund the revegetation of eleven sites along Gooseberry, previously identified and where soil samples have already been collected. Tori reported that she has received help from NRCS Range Specialist Ray Gullion, and also NRCS Soil Conservationist Holden Hergert on the soil and project map, the plant species list, and overall implementation timeline components of the project. Tori stated that the grant is due on April 6th.

BOARD MEMBER REPORTS

BLM RMP Status Update – Dan gave the board members an update of where the BLM RMP was in the process of being finalized and have been told by Holly Elliott, BLM, that the Final EIS should be approved for publishing mid-Fall with a Record of Decision late winter/early Spring.

OLD BUSINESS

NWQI Monitoring Update – Tori provided the WCCD board with the signed agreements and consent forms from Miller Coors & Wyoming Sugar and asked for their review and approval. Tori added that the two landowners have agreed to allow access for water quality monitoring to be accomplished for the National Water Quality Initiative (NWQI). Charley made a motion to approve the Landowner Agreements and for Miller Coors and

Wyoming Sugar. Kitsy seconded the motion. Motion carried. Dan signed the Landowner Agreement. Charley made a motion to accept and recognize the signed Landowner Consent to Release of Information forms for Miller Coors and Wyoming Sugar. Vance seconded the motion. Motion carried.

Tori reported that Jennifer Zygmunt has been assisting her with the development of the Sampling and Analysis Plan (SAP) and she intends on getting her part of it completed and sent to DEQ by the first part of April.

AG Opinion on Watershed Improvement District Statute – Tori provided the WCCD board with a copy of the AG Opinion response to the request from WCCD and South Big Horn Conservation District (SBHCD). Dan reviewed the letter with the rest of the board members.

WACD What's Up/Legislative Update – Tori provided a copy of the final “What’s Up/Legislative Update which gave a summary of bills that had passed. Dan asked for any comments or questions and there was none.

Rural Cost Share Program – Tori provided the WCCD with a copy of the NRCS AS-BUILT’s for Jerry Kysar and Hefenieder Family Trust. Tori provided the signed landowner agreement for Sage Creek Land & Cattle Company. Dan signed the agreement.

Special Discretionary Funds Program – Tori reported that Jordan Farms has completed their project and she is just waiting for the NRCS Trip Report to finalize and reimburse for the project.

319 Grant Program – Tori provided the signed landowner agreement for Fiddleback Farms to the WCCD board. Dan signed the agreement.

New Hire Applications/Interview Questions – Tori provided the applications and resumes for the two applicants for the part-time Program Assistant position. Tori also provided the WCCD’s interview questions to the WCCD board and asked for input as to who would be able to interview the applicants and when that could be scheduled. After some discussion, it was decided to set the interview date for March 25th beginning at 4:00 p.m. at the USDA office. Both Kitsy and Vance stated that they would assist with the interviews.

Nowood WID Hearing Overview/Discussion of What's Next – Dan, Vance, & Charley discussed and updated Kitsy on the Nowood Watershed Improvement District (WID) hearing and outcome. Dan reported that there has been a joint meeting with the SBHCD planned for March 19th at 7:00 p.m. at Manderson Town Hall where plans are to approve the Hearing Findings & Order, discuss the upcoming election schedule, the deadline for receiving protests of 35%, and other related items. Charley said he would be able to attend the meeting via Google Hangouts, but not in person and Dan and Vance both stated that they would plan to attend in person.

Website Changes/Thoughts – Tori asked for any input on the new website to assist in ensuring its productive use. Tori stated that she still needed to fill in some of the information and would do so with time. She also reminded the WCCD board of a need for their photo for the website.

Tree Program Machine Cost/Sale Update – Tori reported that the inventory shows that the cost to build the Tree Planter in 2007 was \$2,877.00, but \$1500.00 was obtained from a Wild Turkey Federation grant to help pay for the building. Tori stated that cost to build the Weed Barrier Machine in 2006 was \$6,953.00. Tori asked the WCCD for their recommendation of an asking price and said she had inquired with Laramie County Conservation District to see if they may be interested in purchasing the machines and they were not interested. Tori stated that the Tree Planter had been used approximately 5 times and the Weed Barrier Machine had been used 3 times. The WCCD board agreed to try to sell the machines as a set and ask for best offer. Vance stated that he was interested and would offer of \$1,000. The WCCD board asked Tori to advertise the machines on

Facebook and via WACD email list to satisfy a public listing, then take the highest offer, also considering Vance's offer. Tori stated that she would get some pictures of the machines and post it as soon as she could.

NEW BUSINESS

EPA Use Attainability Analysis Comment Letter – Tori provided the WCCD board with a copy of a letter she had submitted to EPA as a comment on asking for EPA's approval for Wyoming DEQ's Categorical Use Attainability Analysis for Contact Recreation use designations. Tori stated that she didn't have much time to develop the letter, but felt it was important due to the immense amount of time WCCD staff had spent gathering the data that was used to ground truth DEQ's proposed model. Tori stated that she has not heard as to whether or not EPA made a decision on approving it yet and according to WACD, a decision was expected shortly.

New Health Insurance Changes – Tori provided the WCCD board with the FSA, HRA, HSA Comparison Table provided to her by WACD. Tori explained the general differences of each category and stated that she had received help on understanding the new information from Diana Olson, Popo Agie CD, as Diana had attended the session during Winter Training. After some discussion, the WCCD board agreed to continue with the current plan (Plan 3), which is \$1,000.00 Deductable. There was no motion made as Tori felt since there was no change to plans and the budget would be voted on, there was no need at this time to have a separate motion.

WCCD Draft FY 2016 Budget Review/Discussion – Tori reported that she had not yet developed a draft fiscal year 2016 budget, but would have a draft ready for the April board meeting. Tori asked that the WCCD board consider the purchase of new computers for her and the Program Assistant, and would like to purchase the Microsoft Surface as presented by Kristi Robison. In addition, Tori asked if the WCCD board would want to pursue the purchase of individual tablets for each. Kitsy stated that she felt that board members could bring their own tablets and/or laptops to be used for board meetings. She stated that she felt with the technology changing as fast as it does that they would be outdated before they could be put to extensive use, if just for meetings. The rest of the board agreed. The WCCD board did agree that Tori could include a budget line item for new computers for the office.

Forest Service Steering Committee Meeting – Tori reported that the Big Horn Forest steering committee meeting/field trip is planned for May 7th at the Johnson County Fire Hall in Buffalo, starting at 10:00. Tori provided the WCCD board with the draft agenda.

Authority to Discuss and Do Banking Transactions Letter Approval – Tori presented the WCCD board with a letter she had developed as a request from Pinnacle Bank for approval to allow her to conduct all financial WCCD business, except for check signing authority. Tori stated that the letter for Security State Bank was outdated, so she asked the WCCD board for their approval and signature on both letters. Kitsy made a motion to approve the letters to Security State Bank and Pinnacle Bank regarding the authorization of Victoria Dietz to act as administrator to access account information. Vance seconded the motion. Motion carried.

Final Report-Cottonwood Creek Watershed Enhancement Project – Tori provided the WCCD board with a copy of the final report, for the Cottonwood Creek Russian olive/tamarisk removal, which was developed by Jarrod Glanz. Tori explained that this was a grant that was written on WCCD's behalf by Amy Anderson and the project was taken over by Jarrod when Amy moved. Tori stated that Jarrod has done all of the chemical treatments needed to satisfy the grant and the WCCD has exhausted our grant funds for the project, which came from Wyoming Wildlife Natural Resource Trust Fund (WNRTF). Kitsy stated that she had found some grammatical errors and would email her edits. Tori stated that as soon as she has finalized the report to include Kitsy's edits, she will be sending the final report in to WNRTF.

ANY OTHER BUSINESS

