

**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, May 18, 2015 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Citizens Center. Members in attendance were; Vance Lungren, Dan Rice, Cal Jones, and Charley Orchard. Also in attendance was Victoria Dietz; WCCD District Director, NRCS District Conservationist, Laura Galloway and landowners Jesse & Cassie Kysar.

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

The board reviewed the April 20, 2015 board meeting minutes. Charley moved to accept the board meeting minutes as read. Vance seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$12,721.58 and Money Market account; \$201,826.90. The CD balance is \$16,397.06. The April bank statements for the main checking and money market accounts were reconciled by Tori. Cal 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 \$151,859.14.

The following vouchers were reviewed and approved:

<b>VOUCHER</b>	<b>CK NUMBER</b>	<b>PAYABLE TO</b>	<b>AMOUNT</b>
7643	7284	Charles Russell	40.00
7644	7285	Mayra Vega	40.00
7645	Electronic	Victoria Dietz	2670.78
7646	Electronic	Susan Carrell	600.95
7647	Electronic	Security Bank	1022.68
7648	7286	Wyoming Retirement	568.80
7649	7287	WACD	74.50
7650	7288	BlueCross BlueShield	1279.11
7651	7289	R.T. Communications	88.74
7652	7290	Carrell Tree Service	375.00
7653	7291	Glenda Robertson	2,500.00
7654	7292	Popo Agie CD	170.00
7655	7293	Washakie SD #1	200.00
7656	7294	Mae Smith	29.51
7657	7295	VOIDED	
7658	7296	Cardmember Service	3855.10
7659	7297	U.S. Post Office	200.00
7660	7298	Unita Co. CD	1,225.00
7661	7299	Biodiversity Institute	90.00

## **NRCS REPORT**

Laura provided the following DC Report via email prior to the meeting and reviewed with the WCCD board:

### **Help provided for WCCD**

- Outdoor Classroom helped with planting project, staking, seeding, and straw cover plots
  - Hamilton As-built has been completed.
  - South Flat L & L AS-Built has been completed
  - Holden Made a map for 319 grant
  - Went with Weed and Pest to look at Gooseberry projects
  - Holden helped make maps for Gooseberry Project
- **NWQI**
    - We received the additional \$21,000 to fund the 8th pivot project. The total dollars spend so far is approximately \$596,000.
    - We have requested an additional \$155,000 to fund the last 2 projects.
  - **EQIP 2015**
    - All of our contracts have been approved through the State Office.
    - We are still waiting on the Cultural approval for all of these contracts.
  - **Contract Signatures**
    - Does anyone have questions on the 10 projects I sent out for review?
    - We will have 1 more AMA and 1 more NWQI contract ready in the next couple of weeks
    - There will possibly be 2 more NWQI contracts later
  - **CSP – Renewal Applications (2011 CSP Contracts)**
    - We are currently writing these 4 contracts.
  - **AMA (Agriculture Management Assistance)**
    - The AMA allocation was larger than expected. Originally it was targeted for Wind breaks, shelterbelts, and drip lines. Because all the money was not spent, they had a second sign-up and included Russian Olive Removal and High Tunnels.
    - We received funding for 1 high tunnel.
    - They still did not spend all the money so we are having a 3<sup>rd</sup> sign-up period which ends June 19<sup>th</sup>. If you know of anyone who wants to do a windbreak tree planting, Russian Olive Removal or put in an Irrigation Water diversion structure with a fish passage, send them in to apply.
  - **Leadership Team – Tour (5-6-2015)**
    - We gave the state leadership team a tour of some of the projects we have been doing so they can see what the Field staff helps producers with. We toured: Multiple NWQI projects (installed and where the 2015 projects will be installed.) Gorst Ranch Wildlife pond and plantings, Circle J stream bank protection project, and Brubaker's Irrigation water structure and fish passage. They were in awe.

Laura answered questions of the WCCD board regarding the contract information she had previously provided via email for the 10 projects. She indicated that she would contact Kitsy to come in to sign the contracts this coming week.

## **EMPLOYEE REPORTS:**

Susan Carrels and Karen Fentons reports were previously provided via email.

Tori's verbal report was as follows:

NRCS Conservation Innovative Grant (GIS) Support Letter for Herbicide Resistance – Tori provided the WCCD Board with a copy of the support letter, requested by Andrew Kniss with the University of Wyoming, that she had developed and mailed in support of a CIG grant, which was to research the prevention, delay, or reduce herbicide resistance in sugar beets. Cal made a motion to approve the letter. Vance seconded the motion. Motion carried.

NWQI Water Monitoring Update – Tori reported that the water quality monitoring for Sage Creek and Slick Creek has begun and has been going well. She stated that she has received very valued technical support in setting up the discharge stations from Jared Dalebout, BLM Hydrologist and he has also been assisting with the overall monitoring as well. Tori added that Karen, the new Program Assistant has been extensively involved and has been a real asset.

Outdoor Classroom Update – Tori reported that the range grass plots have been seeded and help to do this project was provided by Grace Godfrey, Worland High School Ag teacher and her Ag students, Joe Scianna and two others from the Bridger Plant Materials Center, and Ray Gullion and Holden Hergert from the Worland NRCS. Tori stated that Vance Lungren has delivered chopped straw to the site to cover the seedbed and it was spread by Ray and Holden just before a good rain. Tori stated that it was going to be a challenge to ensure that the plots are properly watered and is working on figuring that out.

## **BOARD REPORTS:**

BLM RMP Update/ERG Comments on Cooperator Behalf – Tori provided the WCCD board with the BLM RMP comments developed and submitted by Ecosystem Research Group (ERG). Dan gave the WCCD board an overview of discussions that had been held regarding the RMP status and stated that ERG will host a teleconference for the local governments on May 29<sup>th</sup> at 8:00 a.m. to discuss the plan and moving forward.

## **OLD BUSINESS**

Hamilton Ranch Trip Report – Tori provided the WCCD Board with a copy of the NRCS Trip report for the Hamilton Ranch Rural Cost Share project for their center pivot, as it has been completed. Tori stated that all of the paperwork has been turned in and the cost share funds have been paid.

South Flat Land & Livestock Trip Report (319 Grant) – Tori provided the WCCD Board with a copy of the NRCS Trip Report for South Flat Land & Livestock 319 project, to bury a waste ditch, as it has been completed. Tori stated that she has not yet received the photo documentation or the receipts, consequently payment has not yet been made, but she has reminded Clint Lungren of what is still required.

Robertson Septic System Completed – Tori reported that she has received the certification letter from the Washakie County Planner for the competition of the Robertson Septic System. Tori reported that she hadn't received the signed agreement form, until recently, from the landowner and asked that Dan sign the agreement as well, which he did. Tori reported that she has submitted the cost share payment to the landowner.

Bighorn Forest Service Steering Committee Meeting – Tori reminded the WCCD board of the upcoming Bighorn Forest steering committee meeting in Buffalo on May 20 starting at 10:00 a.m. at the Johnson County Fire Hall. Dan stated that he planned to attend.

Predator/Sage Grouse Project Update – Tori provided the WCCD Board with correspondence and meeting minutes pertaining to recent information regarding the Predator Sage Grouse project, which is being overseen by the Meeteetse Conservation District. Tori reported that she had visited with Steffen Cornell, Meeteetse Conservation District employee about the discussions during their meeting with Dr. Jimmy Taylor and said that the committee and the conservation district have come to terms with Dr. Taylor and have worked through most of the issues they had been having with the program.

WCCD Budget Review – Tori provided the WCCD Board with the draft budget and reviewed the changes from the previous board meeting and also gave a general overview of the budget. Specific items outlined included a proposed 1 % COLA increase for the Director and Outdoor Education Specialist, proposed bonus for the Outdoor Education Specialist, an addition to the Partnership budget to include a cash prize for science fair projects, and a proposed increase to the WESTI Ag Days Budget. The proposed bonus and COLA raise were later discussed during the executive session and the outcome is stated below under the Employee Performance Review- Executive Session agenda item.

Nowood WID – Dan updated the WCCD board members on discussions held regarding the Nowood WID election process and discussed with the other board members, the process moving forward. Tori stated that she would be meeting with Jeri Trebelcock, the Fremont County Elections Officer Margy Irvine, and the South Big Horn Conservation District employees to receive assistance with clearly understanding the election process and some of the issues that came up during the April joint Nowood WID board meeting in Manderson.

#### **NEW BUSINESS**

Summer Monitoring Postcard Draft – Tori provided the WCCD Board with a preview of the postcard developed by Karen Fenton, which will announce the presence of the WCCD during the summer doing water monitoring. Charley suggested that the wording, “You May See Us Out and About” be included on the card. Vance moved that the postcard wording be updated to include Charley’s suggested wording. Cal seconded the motion. Motion carried.

Rural Cost Share Application Presentation - Jesse & Cassie Kysar attended the meeting to answer questions of the WCCD board regarding Jesse’s application for the electrical portion of his pivot project. Jesse explained that he has recently been approved for cost share through the NRCS NWQI for a pivot. He stated that the only change he may have to his estimate by the time he’s ready to construct is a change from a 10 horse to a 15 horse pump, as he plans to reduce the acreage of the field being irrigated to build a house. Dan explained that the WCCD board may not decide if he is approved for funding until the next batching date of August since there is currently no funding for the Rural Cost Share Program left for this fiscal year, but Tori would notify him in the next day or two after the meeting as to that decision.

Rural Cost Share Application Ranking: Jesse Kysar & Split Rock Land & Cattle (Caleb Kienlen) – Discussion was held by the WCCD board regarding whether or not to decide on funding for the Rural Cost Share program applications for the time being, since the budget has been depleted for the current fiscal year. Tori reported that she had told both applicants that there were currently no funds, but that the WCCD board would rank the projects and as soon as the next budget year, the funds would kick in. Other discussions were held regarding a consideration of a ceiling on cost share or a different way of allocating funds for the electrical portion of the pivot projects. The WCCD board agreed to discuss the ceiling on electrical at a later date. The WCCD board agreed that they will not be approving any cost share projects in the future until funds are in the budget to do so and agreed that Jesse Kysar and the Split Rock Land & Cattle applications would be ranked during the August WCCD board meeting, which is the next batching date. Dan suggested that the WCCD board rank the above mentioned project applications as soon as possible while their still fresh in everyone’s mind. Dan asked Tori to contact the applicants and let them know that the decision would be delayed until the August WCCD board

meeting. Dan also suggested that the blank ranking sheet that is utilized by the WCCD board be left under the Resources section of the board agenda for each month.

Wyoming Outdoor Council Letter Review – Tori provided the WCCD board with a copy of the letter from the Wyoming Outdoor Council regarding their reasoning for commenting against the Wyoming DEQ’s Use Attainability Analysis (UAA) model submitted to the EPA. Dan stated that other conservation districts had received the letter and WACD was aware of the letter.

Board of Ag - Request Appointment of Dave Slover – Tori reported that she had submitted a request for an appointment of Dave Slover to fill the vacancy of Kitsy Barnes upon her last month’s resignation, to the Board of Ag. Tori reported that the Board of Ag will meet on May 27<sup>th</sup> to approve Dave’s appointment and he would be an official board member by the June WCCD board meeting. Tori stated that she would start the process of the signature cards with each bank and see if she could have those documents ready for the WCCD boards signature at the next WCCD board meeting. There was discussion held regarding the election of a new Secretary/Treasurer, which will be conducted during the June WCCD board meeting.

Wyoming State Fair Tree Planting Day – Tori reported that WACD is asking for volunteers to help plant more trees at the Wyoming Fairgrounds in Douglas on May 19<sup>th</sup>. Dan stated that he had received an email just before the meeting from WACD that the date had been changed due to weather conditions.

Wyoming Resource Education Days (WyRED) – Tori reported that the Chief Washakie FFA has requested that WCCD sponsor 7 students to WyRED this year, which will be hosted by the Unita County Conservation District this year from June 22nd to June 26th. Tori reported that the cost of the 7 registrations was within the WCCD budget and had included the check and voucher to be approved and signed during this WCCD board meeting.

WACD What's Up – Tori provided the WCCD board with a copy of WACD’s April “What’s Up” email. There was no further discussion.

Employee Performance Reviews - Executive Session – Dan called the Executive Session to order at 9:34 p.m. Tori discussed Susan Carrells performance review with the WCCD Board, then left the meeting. Discussion held during the rest of the session included Tori’s performance review, a COLA increase for Tori and Susan, and bonuses for Tori and Susan. Tori was called back in for review of her performance. Dan read the minutes of the Executive Session. Charley made a motion to approve the Executive Session minutes. Cal seconded the motion. Motion carried. The Executive Session was adjourned at 10:28 p.m.

The regular WCCD board meeting was called to order again at 10:29 p.m. Charley made a motion to approve a \$1,000 bonus for Susan Carrell. Vance seconded the motion. Motion carried. Vance made a motion to approve a \$4,000 bonus for Tori Dietz. Cal seconded the motion. Motion carried. Cal stated that the calculation of the 1% increase for the Outdoor Education Specialist in the proposed budget was incorrect and the correct amount of \$11,554.00 was calculated.

Cal made a motion to approve the draft FY 2016 budget to include the 1% COLA increase as corrected and all other proposed draft budget items as presented by Tori. Charley seconded the motion. Motion carried.

## **CORRESPONDENCE**

NACD Southwest Regional Meeting; Bridger Plant Materials Center Field Day; Snowpack Monitoring Workshop; Meeteetse Predator Board Meeting Minutes; National Turkey Federation Grant Available; Chair Conaway\_US Water of the State; Soil Health Workshop; CCAA Permits; Bighorn Basin Ag Dispatch; H-2A Herders; CCAA FAQ's; WDA Comments on H-2A; Senate File 12-Trespassing to Collect Data; NRCS AMA Funds Announcement

Cal moved to adjourn. Charley seconded the motion. Motion carried. The meeting was adjourned at 10:45 p.m.

Date: June 12, 2015

Respectfully submitted by: Victoria Dietz, District Director

Dean Rice 6-15-15

CHAIRMAN DATE

Chris Edick 6-15-15

SECRETARY/TREASURER DATE