

Amended 10/16/2017
(VD)

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, September 18, 2017 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Susan Pennington, Dave Slover, and Dan Rice. Also in attendance was WCCD Director Victoria Dietz, and guests Jared Bower; Ten Sleep FFA Advisor, Ten Sleep FFA members; Corey Rice, Cole Anderson, and Byron Powell, and Amy Truman, Ten Sleep Town Council member.

Dave called the WCCD board meeting to order at 7:00 p.m.

Dan made a motion to amend the WCCD August 21, 2017 meeting agenda to upgrade the Ten Sleep FFA Carboard Recycling agenda item to a main agenda item, instead of a sub-agenda item currently under Ten Sleep Recycling Trailer/Dumpster Update/Discussion. Dan stated that sub-agenda items cannot be acted upon. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the August 21, 2017 board meeting minutes. Dan made a motion to approve the August 21, 2017 minutes as read. Susan seconded the motion. Motion carried.

Dan asked Tori if she would place the past WCCD Board meeting minutes in an archive on the WCCD website.

Tori reported the following financial account balances: WCCD main checking account; -\$45,446.36, Main Money Market account; \$123,264.06, Reserve Money Market account; \$75,961.77, Reserve Savings account; \$1,000.00, and CD balance; \$16,633.83. The August 2017 bank statements for the main checking and money market accounts were reconciled by Tori Dietz and all reconciliation reports were provided, except for the Reserve Savings account. Tori stated that the Reserve Savings account statement will be available on a quarterly basis, so it will be reconciled when it is received. Tori reported that the mill levy funding received to date was \$18,065.98.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from August 22, 2017 through September 18, 2017. Dan moved to accept the monthly expenditure report. Susan seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
8315	7814	Verizon Wireless	10.00
8316	Electronic	Dusty Vail	663.32

8317	Electronic	Karen Fenton	1,772.82
8318	Electronic	Vanessa Woffinden	534.25
8319	Electronic	Victoria Dietz	2942.17
8320	7815	LaMotte	84.61
8321	Electronic	Security State Bank	1382.10
8322	7816	LaMotte	259.31
8323	7817	Karen Fenton	247.50
8324	7818	R.T. Communications	92.70
8325	7819	Wyoming Retirement	1007.88
8326	7820	BlueCross BlueShield	1355.86
8327	7821	WACD	69.00
8328	7822	Kennedy Ace Hardwar	145.98
8329	7823	Cody CD	voided
8330	7824	Cardmember Services	1485.90
8331	7825	Nowood Construction	36,946.00
8332	7826	City of Worland	9859.47
8333	7827	Western Sage	540.00
8334	7828	Cody CD	45.00
8335	7829	Yule Photography	30.00
8336	7830	WACD	31.62
8337	7831	Chuck Holmes	65.00

DC REPORT

The NRCS DC was not present, nor was a DC Report provided.

EMPLOYEE REPORTS

Big Horn River Emergency Watershed Protection (EWP) City of Worland Sewer line Project Update – Tori reported that the City of Worland Sewer line EWP has been completed with the project totaling \$46,805.47. Tori stated that the City of Worland provided the 25% in-kind match in the form of pit run, soil, and hauling of those materials. Nowood Construction was paid \$36,946.00, the City of Worland was paid \$9,859.47, and Tori added that the rock riprap had been provided, free of charge by WyDOT. Tori reported that she had not yet received any interest in the part-time Outdoor Education position, but was going to extend the application deadline to October 9th. Tori stated that she had purchased 4 Ads to publish in the Daily News, running once a week, and had been posting the position vacancy on the WCCD's Facebook page every week. Susan suggested that Tori contact the University Extension to see if there were interns available that may be interested. Tori stated that she had concerns with interns coming and going and her time commitment and lack of ability to train them.

Annual Plan Distribution - Tori provided copies of the spiral bound WCCD Fiscal Year 2018 Annual Plan to the WCCD Board.

Wyoming Public Lands Initiative – Tori provided the WCCD Board with Karen Fenton’s Wyoming Public Lands Initiative monthly report, and a copy of an article Karen had developed and placed on the WCCD Website, requesting public input on the wilderness uses.

Story May Ariel Photo Purchases – Tori provided a cost scenario that Karen Fenton had put together, regarding the WCCD Web Story Map she is working on, and provided an outline of possibilities Karen is considering for the story.

Big Horn River Island Drone Photos – Tori provided the WCCD Board with photos of the Big Horn River Island project – before photos, that had been contracted and purchased from Brandon Yule.

UAV Workshop Scheduling – Tori stated that Karen Fenton was working on a UAV Workshop and had several dates available on November 6th and November 13th and was asking for input from the WCCD Board on conflicts they are aware of on those dates. The WCCD Board members had no conflicts that they were aware of.

BOARD MEMBER REPORTS

Bighorn Forest Steering Committee Report – Dan reported that he had attended the Big Horn Forest Steering Committee field trip held on August 29th. Dan gave a summary report on the trip and stated that one of the main focuses of the trip was looking at the watersheds for the town of Buffalo’s water supply and water quality, but other stops and discussions included Aspen restoration challenges and treatments, Elk security, Roadless Rule, and Scenic Byway considerations. Dan provided Tori with the field trip handout for the office file.

WACD Area III Meeting Report – Dave gave the WCCD Board a summary report of the Area III meeting, which had been held in Cody on September 11th, and specifically reported on the legislative update from Bobbie Frank, Wyoming Association of Conservation Districts (WACD) Executive Director, which included, amongst other topics, conservation districts now falling under the audit requirements of the Uniform Municipal Procedures. Dave reported on the draft procurement rule presented by Justin Caudill, Wyoming Department of Ag, where Dept. of Ag is asking for conservation district comment on the draft form. Dave also reported that Russ Boardman was re-elected as the Area III Director and Linda Hamilton was re-elected as Area III Councilman.

Tori reported that Karen Fenton had received the Outstanding Area III Employee award.

OLD BUSINESS

Rural Cost Share Agreement Signatures (Throntveit, Hamilton, Washakie County) – Tori reported that she had received signatures on the landowner agreements, recently approved for cost share from Gary Throntveit, Doug & Michelle Hamilton, and Washakie County, and asked for Dave Slover’s signature.

Ten Sleep Recycling Trailer/Dumpster Update/Discussion – Tori reported that she had spoken to Ten Sleep Mayor, Jack Haggerty, stating that the Ten Sleep Town Council had decided to allow the Worland Landfill to place two dumpsters at Town Hall, for the collection of cardboard and office paper, on a trial basis for a year. Tori stated that the Worland Landfill manager has indicated that they are modifying the lids of the dumpsters and will have them delivered to Ten Sleep Town Hall by October 1st.

Ten Sleep FFA Cardboard Recycling – The Ten Sleep FFA Advisor, Jarred Bower, and three FFA students visited with the WCCD Board about the importance of their FFA Chapter continuing with the cardboard recycling, and receiving the \$50/trip compensation from WCCD to haul the cardboard to the Worland Landfill. Specific discussions were held regarding the Worland Landfill offering to empty the dumpster at the school when they empty the dumpsters at the Town Hall for the same trip price, and number of trips the FFA has made since January of 2017, also asking Jarred to provide odometer documentation to receive payment for those trips. After more discussion, Dan made a motion to continue to reimburse the Ten Sleep FFA for hauling cardboard to the Worland Landfill for one year, at \$50.00 per trip. Susan seconded the motion. Motion carried.

Amy Truman, Ten Sleep Town Council, to Discuss Trailer Options & Mileage Consideration – Amy asked the WCCD Board for consideration of utilizing the recycling trailer for recycling events in Ten Sleep, for the collection of No. 1 & 2 plastics (with the screw on type lid), steel cans, newspaper, packing peanuts, Christmas lights, and a few other items. Amy stated that she thought that a manned event and education to the public, would help keep garbage from being collected. Tori suggested that the trailer not be kept at the site, but should be brought in for the event so people wouldn't use it in the interim. Amy asked the WCCD Board for their consideration of paying \$150.00 to pull the recycling trailer to Powell after each event, which she stated would be planned once every two months to start with. Pending further discussions, there was no action taken by the WCCD Board regarding the use of the trailer or the reimbursement to haul the trailer to Powell.

Amy discussed a community service effort that could be provided by the Ten Sleep FFA, after hearing the earlier discussion between the FFA representatives and the WCCD Board. The FFA representatives at the meeting agreed to discuss the possibility of helping at the event for community service, then possibly hauling the trailer to Powell after each event. Amy offered to attend the next Ten Sleep FFA meeting to have further discussions with them. The FFA students agreed to consider all the options discussed, and stated that they would put together a proposal for the next WCCD Board meeting.

Worland Recycling Trailer Options (Coordinating with Ten Sleep Use) – Tori reported that Brian Burkey, City of Worland Superintendent of Public Works, has asked for the WCCD Board's consideration of sharing the recycling trailer with Ten Sleep, with the intent of doing a periodic recycling event in Worland and hauling the trailer to Powell to be emptied. Brian told Tori that the City of Worland would pay for the hauling of the trailer, but would plan to reach out to groups in Worland to man such an event and to also pull the trailer to Powell. Pending further discussions, there was no action taken.

Dan asked about liability coverage on the trailer, and stated there may be additional
~~Dan asked Tori to check with the insurance company regarding liability, in the instance of the trailer~~
bearings going out or a tire blowing, causing an accident. maintenance cost with tires and bearings due to the possible increase in miles.

NEW BUSINESS

NRCS Emergency Watershed Protection (EWP) Non-Exigency Project - Paxton Berm – Tori reported that she has submitted an application to NRCS for the Paxton Berm EWP project. Tori stated that these funds are congressionally approved and James Bauchert, NRCS EWP Director in Casper, told her that Congress may approve these funds in six months or two years, he didn't know. Tori reported that the

NRCS estimate for the project is \$488,267.03 and she had been told by Allen Croft, NRCS Engineer, that the rock rip rap that she has reserved with WyDOT for the project, can be used as an in-kind match, which will eliminate the out-of-pocket costs to the private landowners. Tori stated that she would be putting together a packet for the Congressional Delegation, giving them an overview of the need for the funds and the concerns if the berm is not stabilized before Spring.

Dept. of Audit Proof of Cash Review - Need Signatures – Tori presented the Proof of Cash, which had been completed by Western Sage CPA this year. Tori explained that the F-32 and the Proof of Cash need to match the budget and every year she was off a little, so wanted the accountant to get all of the information corrected for her to move forward for future reporting. Dan Rice and Dave Slover signed the completed Proof of Cash, which Tori will mail to the Department of Audit.

Dept. of Ag Procurement Template Review – Tori provided the WCCD Board with the draft Conservation District Procurement Rule template, and the State Procurement Rules which were provided by Justin Caudill during the Area III Meeting. Tori stated that a committee has been formed to help develop the draft, with a goal of coming up with a policy/rule that all districts will use in the future for purchasing and services. Tori reminded the WCCD Board of the existing WCCD Internal Policies regarding small purchases and purchases over one thousand dollars, and if the proposed template is adopted, suggested that they might consider eliminating those two policies in that document. Tori stated that the committee would like input on the template before WACD Convention so those comments can be pulled together and discussed at convention. The WCCD Board agreed to have Tori send the template out before the next board meeting to allow them time to review before the meeting, and Tori will place it on the board agenda.

Dept. of Audit Self Audit by Karen Geis - Tori presented the third-party audit and bank reconciliation report to the WCCD Board, which had been completed by Karen Geis, Secretary for the Washakie County Weed & Pest District. Tori reported that Karen had found no discrepancies.

Wyoming Water Association (WWA) Annual Meeting - October 25-27 in Sheridan – Tori provided the WCCD Board with a copy of the WWA advance registration form, and stated that she would like to send Karen to the conference, but the agenda was not yet available. Tori said she would provide an agenda when available so the WCCD Board could determine if it was worthwhile to send Karen.

Watershed Improvement District (WID) Elections - Letter from Justin Caudill – Tori provided the WCCD Board with a letter from Justin Caudill, which outlined the WID elections and interpretation of the recent changes to the election laws.

National Association of Conservation Districts (NACD) Convention in Nashville - January 27-31 - Tori provided preliminary information for the upcoming NACD Convention.

WACD Convention Sponsorship Consideration - Convention is November 27-30 in Casper – Tori provided the WCCD Board with the sponsorship letter for the upcoming WACD Convention, and asked if they would like to sponsor convention this year. After some discussion of the different level packages, Dan made a motion to sponsor the WACD Convention at the GOLD sponsorship level of \$500.00.

Susan seconded the motion. Motion carried.

Schedule Outdoor Education Interviews After September 22 – This agenda item was not discussed, as no one has applied for the position to date.

BlueCross BlueShield/Wyoming Educators Trust Benefit Document – Tori reported that she had received the Medical and Vision Benefit Document booklet from Wyoming Educator’s Benefit Trust, and had reviewed it to ensure that it accurately reflected the benefits selected by the WCCD Board. Tori stated that she needed a signature of a WCCD Board member on the application page acknowledging the receipt and authorization of the Benefit Document. Dave Slover signed the document.

Big Horn River Level I Study – Tori provided the WCCD Board with an email from Dave Myer, Wyoming Water Development Commission (WWDC) Project Manager for the Middle Big Horn Watershed Study. Tori reported that WCCD will need to be represented for the Middle Big Horn Watershed Study application, at the November 2nd or 3rd WWDC meeting in Casper. The WCCD Board agreed to have Tori attend the meeting.

OTHER BUSINESS

Day of Monitoring – Dan asked Tori to contact Tracy at the Daily News and let her know about the scheduled Day of Monitoring.

CORRESPONDENCE

NACD News 08232017; Sage Grouse Farming Regulations; NACD Clips, BHB Dispatch; NACD News 08292017; NACD Conservation Clip 09012017; Landscape Restoration Partnership; FWS Northern Great Plains RFP; State Technical Committee Meeting Minutes; Federal Register Notice-Waters of the US; Sage Grouse Technical Team Meeting Agenda; NACD News 09052017; State Engineers Office Board of Control Meeting; NACD Clip 09072017; Game & Fish Stream Restoration Partnership; NACD News 09122017; Bark Beetle Program; NACD Clips 09152017; Western Governors News; Stockgrowers Call for Nominations News Release;

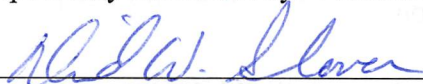

CORRESPONDENCE OF HIGHER IMPORTANCE:

Wyoming Public Lands Initiative August 2017 Report from Karen Fenton;

Susan made a motion to adjourn the WCCD Board meeting. The meeting was adjourned at 9:50 p.m.

Date: October 10, 2017

Respectfully submitted by: Victoria Dietz, Director

	10/16/17
CHAIRMAN	DATE
	10-16-17
SECRETARY/TREASURER	DATE