

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, April 20, 2020 at 7:00 p.m. via teleconference. WCCD Board members in attendance included; Dan Rice, Charley Orchard, Susan Pennington, and Vance Lungren. Also, in attendance was WCCD Director Victoria Dietz, WCCD Program Assistant Halli Caines, and Laura Galloway; NRCS District Conservationist.

Dan called the WCCD board meeting to order at 7:03 p.m.

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

The WCCD Board reviewed the draft March 16, 2020 board meeting minutes. Vance made a motion to approve the March 16, 2020 WCCD Board minutes. Susan seconded the motion. Motion carried. Tori will meet with Dave and Vance to sign the approved minutes.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; -\$9,740.64, Main Money Market account; \$77,468.92, Emergency Reserve Money Market account; \$106,800.45, Depreciation Reserve Savings account; \$3,032.85, and CD balance; \$17,130.11. The March 2020 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 is \$135,622.41.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from March 17, 2020 through April 20, 2020. Susan moved to accept the monthly expenditure and financial report. Vance seconded the motion. Motion carried.

The following expenditures were approved:

Date	Payment To	Invoice Number	Check Number	Amount
3/20/2020	VSP of Wyoming	9028	Electronic	\$17.83
3/30/2020	Halli Caines	9029	Electronic	\$1,858.87
3/30/2020	Victoria Dietz	9030	Electronic	\$2,362.96
3/31/2020	Internal Revenue Service	9031	Electronic	\$1,448.16
3/31/2020	Dept. of Workforce Services	9032	8336	\$454.18
3/31/2020	Wyoming Retirement System	9033	8337	\$1,147.23
3/31/2020	Empower Retirement	9034	Electronic	\$1,000.00
4/2/2020	Hefenieder Family Trust	9035	8338	\$10,000.00
4/2/2020	Dan Rice	9036	8339	\$193.72

4/2/2020	Vance Lungren	9037	8340	\$4.64
4/2/2020	Charley Orchard	9038	8341	\$81.20
4/2/2020	Dave Slover	9039	8342	\$74.24
4/2/2020	Susan Pennington	9040	8343	\$16.24
4/2/2020	R.T. Communications	9041	8344	\$112.06
4/4/2020	Wyoming BCBS	9042	Electronic	\$1,470.92
4/7/2020	Serlkay Printing	9043	8345	\$708.00
4/8/2020	Cardmember Services	9044	8346	\$360.24
4/16/2020	Voided	9045	8347	\$-
4/16/2020	Coutis Land & Livestock	9046	8348	\$2,400.00
4/16/2020	T & T Inc.	9047	8349	\$5,000.00
4/17/2020	VSP of Wyoming	9048	Electronic	\$17.83

DC REPORT:

Tori provided the WCCD Board with the DC report, which was submitted by Laura Galloway via email, previous to the WCCD Board meeting. Laura gave the WCCD Board an overview of her report. Discussion was held.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her March 2020 Timesheet and gave the WCCD Board an update on the following; Christmas Tree Chipping; Middle Big Horn Level I Study Draft Update; BLM Pipeline Corridor Draft EIS Timeline Update; Outdoor Classroom Pond; Extension Service Workshop Cancellation - Check Returned; Recycling Trailer Hitch; 319 Grant Road 11 Update; Household Waste Collection Day Postponement; Bighorn Forest Recreation Access Teleconference Report; National Forest Foundation Teleconference Meeting Report; Tom Clark Project Update; Hefenieder Family Project Update; WyRED Cancellation Uinta County CD: Bighorn Forest Steering Committee Teleconference; Jim Bower Project Update; Sage Creek Land & Cattle Project Update;

Tori gave the WCCD Board an overview and explained a concern with one of the projects that has been completed, that 319 grant funds were approved for. Tori reported that a landowner, Bill Haun, had called her with concerns of a potential flooding of his field due to a project that was installed by another landowner; Sage Creek Land & Cattle. Tori explained the situation to the WCCD Board, adding that the project had been designed by NRCS. Tori stated that she had put Bill Haun in contact with Laura Galloway for information regarding SHIPO documents in case he decided to affect the Highland Hanover Canal by burying a pipeline. Laura stated that Bill had contacted her, but Bill had not asked her for assistance with SHIPO. Dan suggested that he and Vance meet with the NRCS Engineer to help them better understand the situation and try to figure out a solution, and asked Tori to set a meeting up for this upcoming Friday at 2:30 or 3:00.

Halli Caines's monthly report was provided to the WCCD Board via email previous to the WCCD Board meeting along with the input Halli had provided on the Big Horn Climbing Coalition Best Practices document. Halli stated that a few items not included in her report included the rescheduling of the Day of Monitoring and the Poster Contest: both due to the COVID-19 virus issue. Halli explained that her written board report is obtained from her monthly timesheet so some items she has worked on since that time will not always be in her report.

BOARD MEMBER REPORTS:

Ten Sleep Recycling Update – Dan reported that would visit with Megan Trombly, Ten Sleep Recycling event coordinator, about thoughts of updating the signage on the recycling trailer and have her contact Tori.

Bighorn Forest Steering Committee Teleconference - Dan gave the WCCD Board an overview of discussions held during the Bighorn Forest Steering Committee teleconference where Forest Service, Governor's Office, state agencies and the four counties within the Bighorn Forest discussed concerns and ideas regarding restrictions and possible temporary changes to public land access.

OLD BUSINESS

Northern Plains Riparian Grant – Tori reported that Halli had attempted to contact Jim Roseberry to see if he might be interested in the grant for some riparian work along the area where the WCCD's Gooseberry research project had been conducted. Tori stated that there has been no response from Jim and stated that since the grant deadline is May 1, she would not have time to pursue a different project for the grant.

Bighorn Forest Service Steering Committee - Tori reported that the May 13th Bighorn Forest Steering Committee "in person" meeting, has been changed to a teleconference, which will begin at 1:00 p.m. Tori asked that anyone not receiving the teleconference notice to let her know and she would contact the Forest Service to have them put their email address on the list. Tori also stated that she emailed the WCCD Board and Halli the teleconference information. Dan stated that he has been receiving the emails.

Discussion of "Work At Home" Continuation – Tori stated that the action that was approved during the March WCCD Board meeting regarding employees working from home, was that the "employees would be allowed to work from home until further notice, and to re-evaluate that decision during the April 20th WCCD Board meeting". Discussion was held. Susan made a motion to allow the employees to continue to work from home, based on the Governors guidelines, and to re-evaluate that decision during the May WCCD board meeting. Charley seconded the motion. Motion carried.

Recycling Trailer Tire Check Status – Tori asked Dan if he had discussed, with the Ten Sleep Recycling Event Coordinator, when the recycling trailer will be empty and can be hauled to Worland to have the tires checked. Dan stated that he plans to discuss with them in the near future.

NEW BUSINESS

Draft Budget – Tori reviewed the draft budget items that had changed from last year, with the WCCD Board. Discussion was held. Specific discussions included:

-Water Quality Equipment/Lab – Tori proposed an idea to utilize the upcoming Water Quality Lab Funds to cost share up to 75% for well testing. Tori stated that these funds had been used in the past for this same thing, but she proposed utilizing Unita County CD's model of outreach to try to get more public interest. Tori provided the WCCD Board with the Well Testing Options sheet from Zedi Lab in Riverton. After some discussion, Charley made a motion to approve the initiation of a well testing cost share program at 75% and to utilizing the Water Quality Lab Funds, starting in the next fiscal year. Vance seconded the motion. Motion carried.

-Ten Sleep Storm Filtration - A new income and expense category called “Ten Sleep Storm Filtration” was included in the draft budget and Tori explained that Halli has been in contact with the Town of Ten Sleep to consider installing filters into their storm inlets utilizing potential grant funds from Wyoming Dept. of Ag. Tori stated that depending on the cost and if the town agrees to doing the project, the Water Quality Lab Funds could also be utilized to match the grant to help pay for the filters. Tori stated that Halli has not heard back from the Town of Ten Sleep.

-Health Insurance - Tori provided the WCCD Board with all of the health insurance information from WACD which included; 2020 Insurance Memo; Delta Dental; VSP Vision; Health Renewal; Health Insurance Comparisons; Bobbie Health Insurance Update and Clarification email of March 27 2020. Tori provided an overview of what decisions needed to be made and options the WCCD Board will need to consider. The WCCD Board asked both WCCD employees for their input on what options they preferred under the BlueCross BlueShield Plan. After extensive discussion, Susan requested that the decision on health insurance be tabled until the WCCD Board’s May meeting. The rest of the board agreed.

-Audits- Tori provided an estimate for an audit from Cloud Peak Accounting in Buffalo for \$9500.00. Tori explained that she had obtained a verbal estimate from two different CPA firms last fall, for an audit, and had been given an estimate of \$5000 from Cloud Peak Accounting and an estimate from a firm in Thermopolis for \$15,000. Tori reported that Cloud Peak Accounting has since changed ownership and was surprised to see such an increase. After some discussion, Tori was asked to shop around to obtain more estimates from additional accounting firms that some of the other conservation districts have used, to see if there are lower cost options, and bring back to the WCCD Board meeting in May.

-Legal Fees - Tori asked the WCCD Board for input regarding whether or not to pay the full \$1500 that was budgeted for Legal Fees to WACD or if she should wait until WACD has a call out for the funds for a specific issue. After some discussion, Charley made a motion to send \$500 to WACD for their Legal Fees fund now, and leave the remaining funds for when WACD asks for it for specific issues. Susan seconded the motion. Motion carried.

NRCS WCCD Cooperative Agreement Approval – Tori provided the WCCD Board with the new NRCS/WCCD Cooperative Agreement, which was finalized by NRCS recently. Tori stated that the agreement will need to be approved and signed by the WCCD Chairman, then sent back to NRCS for Astrid’s signature. Tori stated that the agreement now includes an Appendix A, which had not been previously provided at the time the WCCD Board reviewed the draft. Vance made a motion to approve the NRCS-WCCD Cooperative Agreement. Susan seconded the motion. Motion carried. Tori will have Dave sign the document, then scan and email back to James Bauchert, NRCS state office.

Telework and Administrative Leave Draft Policies – Tori put together a draft “Telework” document for the WCCD’s consideration. Tori stated that she based the draft on several others; WACD’s Telecommute Policy; Wyoming COVID-19 Telework Policy; Popo Agie CD COVID 19 Memo Sample. Dan asked that this agenda item be tabled until the May WCCD Board meeting. The rest of the board agreed.

WACD’s Final Legislative Update 03192020 – Tori provided the WCCD Board with WACD’s Final Legislative Update.

WACD What's Up Email 03232020 – Tori provided the WCCD Board with WACD's What's Up email of March 23rd, which also included WACD's Methods Comments to WDEQ.

WACD What's Up Email 04172020 – Tori provided the WCCD Board with WACD's What's Up email of April 17th, which also included the Management Council Letter and the Commissioner License Flyer. Dan urged WCCD Board members to support the Commissioner License to help fund the conservation district's foundation.

Department of Ag Request for Proposals-Water Quality Grant – Discussion held regarding this agenda item is in the WCCD Budget agenda item above which references a proposal idea sent to the Town of Ten Sleep for a storm drain filter project.

Response Letter from BLM Regarding Cooperating Agency on Grazing Regulations – Tori provided the WCCD Board with a letter from the BLM regarding Cooperating Agency Status on their proposed Grazing Regulation changes.

Waste Management Efforts – Tori provided the WCCD Board with a letter that Caitlin Youngquist, Washakie County Extension, had provided to her, that Caitlin had sent to the Washakie County Commissioners regarding cardboard recycling and looking for ideas/solutions in moving forward with possible options to consider. Tori also provided the WCCD Board with notes from Caitlin regarding carbon capture.

Managerial Guidebook Amendments – Tori provided a draft update to the WCCD's Managerial Guidebook that may need to change, depending on the outcome of the health insurance decision by the WCCD Board, and based upon the VSP benefit that was added last year. Dan asked that this budget item be tabled until the WCCD Board meeting in May. The rest of the board agreed.

Bighorn Forest Steering Committee Teleconference Recreation Access – Tori reported that another Bighorn Forest Steering Committee teleconference will be held on April 23rd at 1:00 p.m. regarding COVID-19 related recreation access concerns and updates.

Executive Session - Charley moved to adjourn into Executive Session at 10:40 p.m. to discuss the Program Assistant Performance Review. Vance seconded the motion. Motion carried.

The WCCD board meeting was reconvened at 10:48 p.m., with no action taken during Executive Session.

Vance made a motion to approve the performance review conducted by Tori Dietz for Halli Caines. Charley seconded the motion. Motion carried. Tori will provide the original hard copy to board members who participated in the executive session for their signature, at the soonest opportunity.

CORRESPONDENCE OF HIGHER IMPORTANCE:

LGLP Corona Virus Steps; Governor Statement on Corona Virus 03182020; Governor Corona Virus Website; Governor 3rd Level Closure 03252020; Statewide Public Health Order #3; Buskholz Award; Governor Stay Home News Release 03262020; Governor Extending Stay at Home Order another 14 days; Local Work Group Resource Concerns; Local Work Group Draft Minutes; Governor

Corona virus Update April 3 2020; NACD News 04142020; USDA Tool to Help Communities; Governor Phase I Approach 04182020;


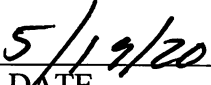

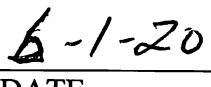
GENERAL CORRESPONDENCE

Specialty Crop Program; NRCS News 03182020; NACD News 03172020; G & F News 03172020; NACD News 03202020; NACD News 03242020, Federal Register NRCS National Handbook Revisions; NRCS Easement Signup; NACD News 03272020; NACD News 03312020; NACD TA Grant Announcement; NRCS News 04022020; April Water Forum; NACD Clips 04032020; Bighorn Forest SOPA; USDA CSP Cutoff; Big Horn Basin Dispatch 04072020; NACD News 04072020; NACD News 04102020; EQIP Survey; Storm Tracker Training; NACD Clips 04172020;

The WCCD Board meeting was adjourned at 10:50 p.m.

Date: April 30, 2020

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE