

**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, August 21, 2017 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Vance Lungren, Charley Orchard, Susan Pennington, and Dan Rice. Also in attendance was WCCD Director Victoria Dietz, and guests Jeff Schweighart; Washakie County Emergency Management, and Doug & Michelle Hamilton and family.

Dan called the WCCD board meeting to order at 7:14 p.m.

Charley made a motion to adopt the WCCD August 21, 2017 meeting agenda. Vance seconded the motion. Motion carried.

The WCCD board reviewed the July 17, 2017 board meeting minutes. Susan made a motion to approved the July 17, 2017 minutes as read. Vance seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$13,592.89, Money Market account; \$184,434.68, and CD balance; \$16,633.83. The July 2017 bank statements for the main checking and money market accounts were reconciled by Vance Lungren and the reconciliation reports were provided. Tori reported that the mill levy funding received to date was \$2,545.22.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from July 18, 2017 through August 21, 2017. Charley moved to accept the monthly expenditure report. Susan seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

<b>VOUCHER</b>	<b>CK NUMBER</b>	<b>PAYABLE TO</b>	<b>AMOUNT</b>
8290	7794	Washakie Co. Ext.	100.00
8291	7795	Ten Sleep Tribute	30.00
8292	7796	Verizon Wireless	10.00
8293	Electronic	Dusty Vail	534.25
8294	Electronic	Karen Fenton	1394.80
8295	Electronic	Vanessa Woffinden	199.47
8296	Electronic	Victoria Dietz	2942.18
8298	7797	Wyoming Retirement	933.18
8297	Electronic	Security State Bank	1284.76
8299	7798	WEBT	13.88

8300	7799	BlueCross BlueShield	1355.86
8301	7800	R.T. Communications	92.64
8302	7801	WACD	8008.00
8303	7802	Zedi	140.00
8304	7803	Karen Fenton	427.50
8305	7804	Daily News	330.00
8306	7805	Kennedy Ace	57.74
8307	7806	Hanford's Sprinklers	580.00
8308	7807	Cardmember Services	1729.59
8309	7808	Western Sage CPAs	108.00
8310	7809	347-Ag LLC	7180.75
8311	7810	Chuck Holmes	65.00
8312	7811	Hanford's Sprinklers	22.00
8313	7812	Chuck Holmes	65.00
8314	7813	DeWitt Company	145.09

**DC REPORT:**

Dicksie Michael, acting NRCS District Conservationist, provided the below written DC Report via email, prior to the WCCD Board meeting, but was not in attendance. Tori provided the WCCD Board with a copy of the NRCS Local Work Group Meeting Minutes which had been provided by Rory Karhu, the NRCS Division I Local Work Group Priorities email from Emma Green in response to discussion held during the July 19<sup>th</sup> WCCD Board meeting, and an email from Laura Galloway regarding NRCS Attendance at CD Meetings.

**Acting DC**

Dicksie Michael from the Powell NRCS Field Office will be acting DC through the end of September while Laura Galloway is on a detail (CSP Program Manager) for the State Office.

**CTA Assistance**

- Maps for 319 program
- 8/3/17 – assisted with Gooseberry Seeding Plots

**Current Program Contracts**

- We continue our normal designs, modifications, completing as-built's and making payments on previous year contracts.

**2017 EQIP/NWQI Programs**

- The Division (Big Horn, Park and Washakie) had requested another 1.4 million dollars to continue funding EQIP applications. The division was given approximately \$640,000 with Washakie funding two more applications (Sprinkler subaccount) for approximately \$178,000. Another round of money came into the state (August 7) and it is still in the works on how much more the division will be getting.
- Current EQIP obligations per subaccount – Flood - \$9218, Grazinglands - \$12,108, BFR - \$87218, EQIP – Russian Olive/Salt Cedar - \$9313 and SD - \$76561
- Current NWQI approved (final obligation)
  - Lower Nowater - \$455,311 (one producer decided to not move forward with their application funding)

**LOCAL WORK GROUP DIVISION I MEETING**

- Revised Final Minutes forwarded

## **EWP**

- City of Worland – Sewer Pipe - approved as an exigency project. Funds should be secured with work proposed to begin August 14<sup>th</sup>.

## **TRAINING/WORKSHOPS**

- We are continuing to complete a list of trainings through AgLearn and OJT to keep our certified planner status
- Civil Rights Training – Casper – August 15-17<sup>th</sup> – mandatory for all employees

## **EMPLOYEE REPORTS:**

Outstanding Employee Nomination Area III – Tori provided the WCCD Board with the nomination she had submitted to the Wyoming Conservation District Employees Association for Karen Fenton, for the Area III Outstanding Employee award. Tori stated that she had not yet heard if Karen had been selected.

Ten Sleep Recycling Trailer - Worland Landfill Request Update – Tori provided the WCCD Board with an email summary update prior to the WCCD Board meeting, regarding the Ten Sleep Mayor asking the Worland Landfill Manager for time to decide on whether or not they wanted to use the Worland Landfill recycling pick-up services instead of hauling the trailer every month. Tori stated that the Ten Sleep Mayor would like to have until September 1st to decide.

Water Quality Monitoring Update – Tori reported that, due to the high Big Horn River water's effect on Sage Creek and Nowater Creek, only one 60-day geometric mean period would be able to be utilized when the water quality data is analyzed. Tori told the WCCD Board that she had discussed the issue with Jeremy Zumberge at DEQ and he had commented that we just do the best we can each year, with what mother nature throws our way. Tori stated that their last monitoring day was scheduled for September 11<sup>th</sup>, but will have to be rescheduled for the next day to accommodate Area III meeting. Tori reported that Steffen Cornell from Meeteetse Conservation District will be assisting Karen with water monitoring on September 12<sup>th</sup>, stating that she will be gone for a Dr. appointment.

Rain Garden Photos – Tori gave the WCCD Board an update on the Rain Garden, stating that the project is complete and is working on getting the maintenance worked out. Tori stated that she met with the Washakie Medical Center's CEO; Jay Stallings, and reported that Jay was very excited about the garden and very appreciative and willing to do maintenance if properly trained. Tori stated that she will be scheduling a day with the maintenance person this fall to go over the pruning and winterizing of the area and that Karen had developed a maintenance guidebook for their use to determine the plants, plant needs, and watering and care. Tori stated that Jay asked her if WCCD would consider developing a brochure about the Rain Garden to be distributed to patients. Tori stated that she thought that was a great idea and has asked Karen Fenton to complete. Tori shared the completed rain garden photos with the WCCD Board.

Vanessa Resignation – Tori reported that Vanessa has decided to resign as she is going back to school to get her teaching degree.

Karen Fenton and Vanessa Woffinden Employee Reports – Tori provided both Karen's and Vanessa's monthly reports to the WCCD Board prior to the meeting.

WACD Outstanding Employee Award Nomination – Tori provided the award nomination Karen Fenton had developed for Steffen Cornell for the WACD Outstanding Employee Award. Dan stated that they would be meeting tomorrow to make the decision on the award winner.

Gooseberry Research Plot Evaluations – Tori provided the report of the Gooseberry research plot evaluations, which had been developed by Karen Fenton, to the WCCD Board prior to the meeting.

#### **BOARD MEMBER REPORTS:**

Nowood Watershed Improvement District (WID) Quarterly Meeting Report – Dan reported that he had attended the Nowood WID meeting in Hyattville on August 7<sup>th</sup>, and stated that Water Development, Trihydro, and BLM staff were present at the meeting as well. Dan gave an overview of discussions held during the meeting including the WID budget, Meadowlark Lake expansion, communications between landowners addressing Alkali Reservoir affects/benefits to their land, and withdrawal of a Small Water Project application. Dan stated that the Alkali Reservoir will take approximately 3 to 4 years for construction. Dan provided Tori with a copy of a letter, for WCCD office files, from the Nowood WID board to John Kidd, US Forest Superintendent, regarding water releases from Meadowlark Lake for irrigation.

#### **OLD BUSINESS:**

Bighorn Forest Steering Committee Meeting – Tori reminded the WCCD Board of the upcoming August 29<sup>th</sup> Bighorn Forest Service Steering Committee field trip, and provided the draft agenda and location map of the event. Dan stated that he planned to attend.

Annual Plan Draft - Tori presented the draft WCCD Annual Plan to the WCCD Board for their review and approval. After review of the plan, Charley made a motion to approve the WCCD Fiscal Year 2018 Annual Plan. Vance seconded the motion. Motion carried.

Watershed Improvement District (WID) Elections Legislation Update – Tori provided the WCCD Board with correspondence from Justin Caudill, Wyoming Dept. of Ag, regarding the guidance and interpretation for upcoming WID Board elections, due to new legislation language. Tori reported that she had heard back from both the Hot Springs Conservation District and South Big Horn Conservation District, that both of their county clerks agreed with the Washakie County Clerk on holding the WID elections in 2017. Tori reported that Justin was also working on obtaining an official letter from the gal who had helped draft the legislation, so that future understandings of the interpretation would be documented.

Big Horn River Emergency Watershed Protection - City of Worland Sewer Project – Tori reported that she has submitted all of the paperwork and has been approved for funding, but is still waiting on the funds to be received in the NRCS Wyoming bank account, and at that point, will receive the agreement between WCCD and NRCS. Tori stated that the planned start date of the project is August 23<sup>rd</sup> and will need to be completed within 10 days, but an addition 10-day extension can be granted. Tori reported that Nowood Construction was awarded the project. Tori provided the WCCD Board with the agreement between WCCD and the City of Worland, which had been signed by the Worland Mayor, Jim Gill and herself. Susan made a motion to approve the WCCD/City of Worland Agreement regarding the Big Horn River Emergency Watershed Protection project, to secure the streambank and sewer line. Vance seconded the motion. Motion carried.

#### **NEW BUSINESS:**

##### Rural Cost Share Program Applications -

-Doug & Michelle Hamilton – Doug and Michelle presented their project, which was to purchase a center pivot for their 17-acre property, north of Worland. Doug explained that the slope of the area was causing quite a bit of erosion and felt that a pivot would greatly reduce that problem.

Discussion was held regarding the Hamilton's having received WCCD cost share assistance over the past three years, of \$4,515.00, and consideration of a high cost per acre. The WCCD Board agreed that the project did support a public benefit by reducing erosion and sediment leaving the field, and would consider funding the

project, subtracting what had been received over the past three years from the maximum \$10,000.00 allowed. Susan made a motion to approve up to \$5,500.00 cost share for the Doug & Michelle Hamilton Center Pivot. Charley seconded the motion. Motion carried.

-Washakie County Island Project - Jeff Schweighart, Washakie County Emergency Management, presented a project on behalf of the Washakie County Commissioners, asking for funding assistance for the removal of the island downstream of the Big Horn River bridge in Worland. Jeff reported that they have applied for Section 22 Federal funds to remove the island to help alleviate the buildup of ice, which had caused extensive flooding over the past few years. Jeff reported that the excavation bid has been advertised and Washakie County and the City of Worland will share in the hauling and stockpiling of the material, and be considered a match for the funds. Jeff stated that the estimated area to be removed is 18,400 cubic yards.

Discussion was held regarding the Big Horn River Island Removal project and the WCCD Board agreed that the project supported a strong public benefit of reducing the potential flooding impact to residents. Vance made a motion to approve funding of up to \$10,000.00 for the Big Horn River Island Removal project. Charley seconded the motion. Motion carried.

-M & C Trust - Gary Throntveit had previously presented his project application during the June 19, 2017 WCCD Board meeting, which was for cost share assistance for the electrical portion of a pivot project.

Discussion was held regarding funding of the electrical portion of the pivot project for Gary Throntveit. The WCCD Board agreed that the electrical portion, in conjunction with a pivot, supported a public benefit of reduced sediment leaving the field and associated food plot required by NRCS for the pivot project, which would enhance wildlife habitat. Charley made a motion to approve up to \$5,000.00 for the electrical portion of the pivot project for M & C Trust, which is the maximum allowed for electrical projects. Susan seconded the motion. Motion carried.

Sage-Slick Creek 319 Grant Cropland Application – Tori provided the WCCD Board with the application from Tom McKinnon, Northstar Development, to bury an open dirt ditch along Washakie Avenue in Worland. Tori also provided the Washakie Watersheds Steering Committee ranking sheet and August 8th Steering Committee meeting notes, stating that the project had been recommended to be funded by the steering committee. Tori reported that the project had ranked in the medium category and recommended to be funded, but the steering committee had shown dissatisfaction with no representative of the project being present during their meeting. After some discussion, Vance made a motion to approve the Bighorn River/Slick Creek 319 grant application from Northstar Development, based upon the recommendation to fund by the Washakie Watersheds Steering Committee. Charley seconded the motion. Motion carried.

Request for Assistance Review Regarding Streambank Stabilization Potential Projects – Tori reported that she has been getting inquiries from landowners, asking if WCCD will provide cost share assistance for streambank stabilization work. Tori provided the WCCD Board with photos and an individual scenario from landowner, Gloria Hollingsworth, where the Big Horn River has eroded the bank to the extent that she is close to losing farm ground and fears the Worland Drainage District drain may be in jeopardy if we have another event as was seen this year. Tori stated that she thinks Gloria's situation is not uncommon due to the flooding that continued for several months when Boysen was releasing water due to the record high snow accumulation in the Wind River Mountains. Discussion was held and the WCCD Board agreed that, depending upon the project, that type of scenario where there is extensive erosion, if corrected, could support a public benefit. The WCCD Board agreed to suggest that an application be submitted and they would consider for ranking.

Big Horn River-Slick Creek/Lower Nowater 319 Grant Agreement – Tori presented the WCCD Board with the new agreement for the Big Horn River-Slick Creek and Lower Nowater Creek 319 grant. Tori stated that

Jennifer Zygmunt had also prepared an amendment to the agreement, to add \$119,000 to the total federal fund award for the same grant, which will be sent as soon as EPA approves those funds. Dan signed the agreement.

Segregated Bank Accounts for Reserve Fund – Tori reported that she had followed up on a request by the WCCD Board during the June 19<sup>th</sup> WCCD Board meeting, to look into different options for segregated reserve accounts, as was required by the Wyoming Dept. of Audit and stated in the WCCD's Reserve Policy. Tori stated that she had obtained interest information from three different local banks and Security State Bank had been the highest interest rate offered at \$.65. Tori presented the WCCD Board with the information she had gathered, reporting that she had the bank prepare paperwork for a money market account for the Other Reserves account for \$75,949.00 and a savings account for the Depreciation Reserve account for \$1,000.00. Tori explained that the Other Reserves account includes the Employee Benefit Reserve at \$10,949.00, the Technical Assistance Reserve at \$52,000.00, and \$13,000.00 for Operations Base Reserve. Tori also explained that the WCCD Board had approved the startup of a Depreciation Reserve for future equipment replacement. Vance made a motion to approve the opening of a money market account for the Other Reserve at \$75,949.00 and a savings account for the Depreciation Reserve at \$1,000.00, both to be held at Security State Bank. Susan seconded the motion. Dan abstained from voting. Motion carried.

Tori reported that Security State Bank provided her with a form, which outlined her authority to conduct financial business on behalf of the WCCD Board. Charley made a motion to authorize Tori to conduct financial business, as outlined on the bank's authorization form, on behalf of the WCCD Board. Vance seconded the motion. Motion carried. Vance signed the authorization form.

Department of Audit - Internal Control Evaluation Worksheet – Tori provided the WCCD Board with a copy of the Internal Control Evaluation Worksheet and went through the worksheet with the board. Charley made a motion to approve the completed Internal Control Evaluation Worksheet. Vance seconded the motion. Motion carried. The worksheet was signed by Dan Rice and Vance Lungren.

WACD What's Up - July 25 Email – Tori had previously provided the WCCD Board with the July 25<sup>th</sup> WACD What's Up email. There was no discussion.

Society For Range Management - Membership Consideration - Tori reported that Karen Fenton would like consideration of WCCD to pay her membership fee to Society For Range Management and to also attend training in Green River on September 12<sup>th</sup> through 14<sup>th</sup>. Tori stated that she understood that the registration fee would be reduced for members. Susan looked at the training information on the Society's website and could see no separate fee associated with members. Discussion was held regarding Karen's membership and to attend training. Charley made a motion to approve payment of membership for Karen Fenton to the Society for Range Management for 1 year, and to approve her request to attend the training in Green River. Susan seconded the motion. Motion carried.

American Transparency Public Records Request/WCCD Response – Tori provided the WCCD Board with a copy of the information she had provided to American Transparency, which included WCCD's vendor information. Dan stated that he found the list very useful in showing where WCCD funds are spent and asked Tori to provide the WCCD Board with that report every six months; in January and June. The rest of the WCCD Board agreed.

#### **CORRESPONDENCE:**

Bighorn Basin Dispatch 07312017; NACD News 07182017; State Engineers Office Water Right Fees; NACD News 07252017; Sage Grouse Predator Article from Steffen; NACD News 08022017; Board of Ag Meeting Agenda; NACD News 08082017; Campbell Co CD Cheat Grass Workshop; Prairie Dog Vaccine to Protect Black Footed Ferrets; Mustangs in Crisis; NACD News 08152017; FruitVege Advisory Board; WWNRT August

Meeting

**CORRESPONDENCE OF HIGHER IMPORTANCE:**

Wyoming Public Lands Initiative (WPLI) Report from Karen Fenton; WPLI Cedar Mountain Field Trip Notes from Karen Fenton;

Susan made a motion to adjourn the WCCD Board meeting. Charley seconded the motion. Motion carried. The meeting was adjourned at 10:21 p.m.

Date: September 2, 2017

Respectfully submitted by: Victoria Dietz, Director

Al W. Slover      9/18/17  
CHAIRMAN                      DATE

Dan Rice      9-18-17      FOR  
SECRETARY/TREASURER      DATE