

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, March 18, 2019 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Dave Slover, Charley Orchard, Vance Lungren, Dan Rice, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz.

Dave called the WCCD board meeting to order at 7:04 p.m.

Vance made a motion to approve the WCCD March 18, 2019 board meeting agenda. Charley seconded the motion. Motion carried.

The WCCD Board reviewed the draft February 18, 2019 board meeting minutes. Charley made a motion to approve the February 18, 2019 minutes as read. Vance seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; \$1,547.30 Main Money Market account; \$123,083.92, Emergency Reserve Money Market account; \$76,805.30, Depreciation Reserve Savings account; \$2,011.86, and CD balance; \$16,831.11. The February 2019 bank statements for all accounts were reconciled by Tori Dietz and all reconciliation reports were provided.

Tori reported that the CD at Pinnacle Bank of Worland was due to expire and after checking with several local banks on their interest rates, has renewed the CD at Pinnacle Bank for another year at a 1.75% interest rate.

Tori reported that the mill levy funding received to date was \$134,368.31, compared to \$126,581.14 the same time last year.

The WCCD Board reviewed and signed the vouchers. Tori provided the WCCD Board with the monthly expenditure spreadsheet report from February 19, 2019 through March 18, 2019. Dan moved to accept the monthly expenditure and financial report. Charley seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
2/19/2019	WESTI Ag Days	8749	8148	\$ 413.54
2/19/2019	Susan Pennington	8750	8149	\$ 837.47
2/19/2019	WACD	8751	8150	\$ 1,517.82
2/27/2019	Karen Fenton	8752	Electronic	\$ 1,662.00

2/27/2019	Melanie Dedic	8753	Electronic	\$ 3.04
2/27/2019	Victoria Dietz	8754	Electronic	\$ 2,277.34
2/27/2019	Nelson Engineering	8755	8151	\$ 6,642.25
2/27/2019	Internal Revenue Service	8756	Electronic	\$ 1,331.22
2/28/2019	Daily News	8757	8152	\$ 157.50
2/28/2019	R.T. Communications	8758	8153	\$ 100.36
2/28/2019	WACD	8759	8154	\$ 65.90
3/1/2019	Wyoming Retirement	8760	8155	\$ 1,019.72
3/1/2019	Empower Retirement	8761	Electronic	\$ 1,000.00
3/4/2019	LGLP	8762	8156	\$ 983.00
3/4/2019	Serlkay Printing	8763	8157	\$ 110.20
3/4/2019	Nelson Engineering	8764	8158	\$ 3,316.57
3/6/2019	Wyoming BlueCross BlueShield	8765	Electronic	\$ 705.06
3/15/2019	Daily News	8766	8159	\$ 105.00
3/15/2019	Cardmember Services	8767	8160	\$ 1,941.36
3/18/2019	Melanie Dedic	8768	8161	\$ 140.20

DC REPORT:

Laura Galloway provided the following written DC Report prior to the WCCD Board meeting, as follows, but was not in attendance:

ASSISTANCE GIVEN TO THE CONSERVATION DISTRICT: Engineering and design, planning, and CTA

CTA ASSISTANCE: Phone calls for assistance.

EQUIP

- We have ranked our FY19 applications and had our Division I peer to peer review of eligibility and ranking on February 19-20 in Greybull.
- It appears like the new sub-accounts are working as planned and every county will have some contracts along with Division 1 being able to fund different types of projects.
- We continue to do as-builts, modifications, and project checks for active contracts.
- The new rules to the 2018 Farm Bill are being written and added slowly so we are waiting on them in order to move forward with contracting. No allocations have been given to us yet.

NWQI: Still waiting on the Farm Bill rules to obligate these 3 NWQI contracts.

CMI: I attended the Copper Mountain Irrigating Field Net workshop to learn more about these tools to share with our producers.

OTHER

- We have a new Area Range Conservationist; we just haven't been told who it is or when they start.
- We have been assisting Hot Springs County with their workload until they hire a new DC.
- We have a Cultural Resource Refresher course we will be required to attend on March 26-27th.
- We have an all-employee meeting in Casper on April 23rd and 24th.

Also included in the DC Report was the snow report, which was not included in these minutes.

EMPLOYEE REPORTS:

Karen Fenton's monthly report was provided to the WCCD Board.

Melanie Dedic's monthly report was provided to the WCCD Board.

Tori provided the WCCD Board with her February 2019 Timesheet and reported on and/or provided documents for the following: Paxton Berm Project Update; NACD Technical Assistance Grant Project Update; Nowood WID Board Meeting Report

BOARD MEMBER REPORTS:

National Association of Conservation Districts (NACD) Convention Report - Dan Rice provided a written report which summarized various committee meeting and NACD board meetings he attended.

Nowood Watershed Improvement District (WID) Board Meeting - Dan Rice reported that he attended the Nowood WID Board meeting in Manderson on March 4th. Dan stated that he gave the WID Board members a summary overview of the public meeting and public records information requirements that all special districts are to follow. Dan stated that the Nowood WID Board did not agree with Dan in regard to what documents were public information and stated that he may talk to Justin Caudill at Department of Ag, so they hear the information from a high level. Dan also gave the WCCD Board an overview of other agenda item discussions.

OLD BUSINESS

Middle Big Horn Level I Study Public Meeting - Tori reminded the WCCD Board of the Middle Big Horn Level I Study public meeting, hosted by Y2 Consultants, to be held at the Extension Service meeting room on March 19th from 3:00 p.m. to 7:00 p.m., to gather public input on potential projects to include in the study. Tori stated that she would be attending the meeting.

Rural Cost Share Program -Crowfoot Ranch - Andy's Reservoir Agreement – Tori presented the Rural Cost Share program agreement between WCCD and Crowfoot Ranch, that had been signed by Kirk Tolman. Dave signed the agreement.

Employee Health Insurance Update on Spouse Change – Tori gave the WCCD Board an overview of her findings regarding the legalities of WCCD's contribution towards health insurance outside of the WACD Group policy. Tori stated that because of her findings, WCCD is no longer able to provide the spouse health benefit for her husband.

NACD Convention Expense Update – Tori reported that, after receiving all receipts from Dan Rice and Susan Pennington for their attendance at NACD Convention, there was enough in the budget to still reimburse the Wyoming Association of Conservation Districts (WACD) for Dan's airline costs.

NEW BUSINESS

GoToMeeting/Zoom Research for Snow Day Meeting Consideration – Tori reported that she had researched different platforms to conduct WCCD Board meetings in an event that the road or weather conditions make it difficult for board members to attend a regularly scheduled meeting. Tori stated that she thought those meetings could easily be conducted via teleconference since the board would have

access to their web agenda on their tablets or laptops. There was concern about how to let the public know if a board meeting was conducted via teleconference due to a last-minute decision. Tori was asked to contact Justin Caudill, Wyoming Department of Agriculture to discuss whether it was better to cancel a meeting or always have the teleconference information available to the public for monthly board meetings.

Waters of the US (WOTUS) Revised Definition Document – Tori reported that she has received the Federal Register Notice for the WOTUS Revised Definition Document and had begun reading through it and WACD's previous comments to see if what WACD had proposed had been considered. Tori stated that she was still planning to comment but was hopeful that WACD's newest comments would be received before the comment deadline of April 15th, to review before she put the draft comments together.

WACD Legislative Updates – Tori provided the WCCD Board with the Public Records Legislative Update and Final Legislative Update from WACD.

Rural Cost Share Program - Discussion on Ranking Criteria – Tori reported that several of the WCCD Board members had suggested updates to the WCCD's Rural Cost Share Program ranking sheet to help better determine good projects by looking at affected acres, developing threshold for priorities, ranking frequency, etc. Discussion was held. The WCCD Board agreed to develop their ideas of possible updates to the ranking sheet and discuss during the May WCCD Board meeting. It was agreed to have Susan work on a scoring rubric point system.

WCCD FY 2020 Draft Budget Review – Tori provided the WCCD Board with the draft FY 2020 budget and when through all of the proposed changes for the upcoming year. Discussion was held. The WCCD Board agreed to review the WCCD Reserve Fund Policy during the May WCCD Board meeting.

Procurement Policy - Discussion on Adoption of a Rule – Tori provided the WCCD Board with the existing WCCD Procurement Policy to discuss and decide whether or not to move forward with rulemaking. Dan explained the reason to consider the rulemaking effort. Tori explained that WCCD Board had approved the policy during the January 2018 WCCD Board meeting and discussion during that time was to have a one-year trial period as a policy to have a chance to follow it for ease of use. Tori reported that she has referred to the policy several times throughout the past year and hasn't noticed any issues. Dan made a motion to begin the rulemaking process with the intent to adopt WCCD's Procurement Policy as a Rule. Charley seconded the motion. Motion carried.

Watershed Improvement Districts - Discussion of Pursuing Stand Alone – Tori reported that Justin Caudill had suggested that conservation districts discuss their interest in pursuing changes to the WID statutes to remove conservation districts from oversight of the WID's. Discussion was held. Dan gave the WCCD Board information on what the WACD Board had discussed and their concerns with moving forward at this point. Dan stated that, after discussions held with both the Nowood & the Cottonwood Grass Creek WID Boards, he found that the Nowood WID Board was not interested in pursuing changes to the statutes.

Bighorn Forest Service Steering Committee Meeting – Tori reported that there will be a Bighorn Forest Service Steering Committee meeting in Sheridan on May 14th and she would provide the agenda as soon as she receives it.

CORRESPONDENCE

NACD News 02192019; Section 368 Energy Review Webinar; Region 4 Hazardous Fuels Grant Request for Proposals; NACD News 02222019; Bridger Plant Materials Center Newsletter; NACD News 02262019; Governor Budget Update; NACD News 03012019; WWDC Agenda; NACD News Release 03012019; WDA 15 mile Wild Horse Comments; Mediation Workshop; Extension Thank You; Chamber Lunch; NACD Annual Report; NACD News 03052019; WDA Newsletter Cornerpost; NACD News 03082019; NACD News 03152019; NACD News 03162019; Governor Bill Signing News 03062019; Wyoming Stockgrowers Stewardship Award Nominations Notice;

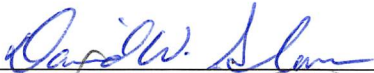
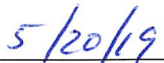


CORRESPONDENCE OF HIGHER IMPORTANCE:

Keith Grant Email Regarding Barrasso Bill on Sediment; ERG Map of Fifteen Mile Retention Dams; Barrasso Bill on Sediment in Watersheds; Cottonwood Grass Creek Watershed Improvement District 2018 Financial Report; Cottonwood Grass Creek Annual Report 2018; DEQ Annual Report (with link to our 319 final report web story);

The WCCD Board meeting was adjourned at 10:04 p.m.

Date: April 11, 2019

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE