

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, June 15, 2020 at 7:00 p.m. via teleconference. WCCD Board members in attendance included; Dan Rice, Charley Orchard, Dave Slover, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz.

Dave called the WCCD board meeting to order at 7:01 p.m.

Charley made a motion to approve the WCCD June 15, 2020 board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the draft May 18, 2020 board meeting minutes. Charley made a motion to approve the May 18, 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; \$10,160.16, Main Money Market account; \$77,507.76, Emergency Reserve Money Market account; \$95,813.99, Depreciation Reserve Savings account; \$3,032.85, and CD balance; \$17,130.11. The May 2020 bank statements for all accounts were provided and reconciled by Tori Dietz and all bank statements and reconciliation reports were provided.

Tori reported that the mill levy funding received to date is \$165,067.82.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from May 18, 2020 through June 15, 2020. Charley moved to accept the monthly expenditure and financial report. Susan seconded the motion. Motion carried.

The following expenditures were approved:

Date	Payment To	Invoice Number	Check Number	Amount
5/19/2020	WACD	9066	8360	\$1,000.00
5/20/2020	Educators Life Trust (WEBT)	9067	8361	\$27.75
5/28/2020	Halli Caines	9068	Electronic	\$1,647.74
5/28/2020	Victoria Dietz	9069	Electronic	\$2,362.95
5/28/2020	Dusty Vail	9070	Electronic	\$456.22
5/31/2020	Pinnacle Bank of Worland	9071	8362	\$466.66
5/31/2020	Internal Revenue Service	9072	Electronic	\$1,454.60
5/31/2020	Empower Retirement	9073	Electronic	\$1,000.00
5/31/2020	Wyoming Retirement	9074	8363	\$1,106.35
5/31/2020	R.T. Communications	9075	8364	\$112.06
6/4/2020	Kennedy Ace Hardware	9076	8365	\$11.99
6/4/2020	Serlkay Printing	9077	8366	\$70.00
6/10/2020	Daily News	9078	8367	\$135.80
6/11/2020	BlueCross BlueShield	9079	Electronic	\$1,282.00
6/11/2020	Cardmember Services	9080	8368	\$340.07

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 was not in attendance.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her May 2020 Timesheet and gave the WCCD Board an update on the following; 319 Grant Road 11 Potential Project Update explaining that the City of Worland has provided an updated cost estimate and she has provided that to Sage Creek Land & Cattle for their review and consideration of applying for cost share. Tori stated that if Sage Creek Land & Cattle does not move forward with an application, she will begin a strong effort of outreach to try to utilize the grant funds; NRCS Memorandum of Agreement, which Tori reported that she has not yet received the signed copy; Outdoor Classroom Maintenance Progress Update reporting that Dusty has completed hauling dirt to fill in the partitions and staining the fence.

Tori provided the WCCD Board with Halli Caines's monthly report via email previous to the WCCD Board meeting, along with a document Halli had prepared showing the difference between the alternatives of the BLM Pipeline Corridor Alternatives, with maps.

BOARD MEMBER REPORTS:

Nowood Watershed Improvement District (WID) Board Meeting - Dan gave the WCCD Board a summary report of the Nowood WID Board meeting discussions regarding the meeting he had attended on June 1st in Manderson.

OLD BUSINESS

Draft Budget Review – Tori provided the WCCD Board with an updated budget and went over the proposed changes since the May WCCD Board meeting. Discussion was held and budget specifics were discussed as follows:

-Barnyard & Backyard Program Support – Tori reported that she had received a notice to renew support for the Barnyard & Backyard Program, which in the past, had been provided at \$250 for a three-year time period. Tori proposed that the support continue, and that the Education Partnership budget line item be utilized for the cost.

-Compost Program Reserve Clarification – Tori explained that she did not set up a restricted reserve account for the funds that will be set aside from donations to the City of Worland for compost, explaining that the account should be set up once funds are actually received.

-Operations Reserve – Discussion was held regarding where budget reductions could be made to contribute a higher amount to the operations reserve account. Tori will update the draft budget to accommodate the requested changes.

-Reserve Fund Approvals:

Dave recused himself from discussion and consideration of the Restricted Funds Reserve based upon a conflict of interest. Dan continued on as acting Chairman for discussions and actions regarding the Restricted Funds Reserve and Depreciation Reserve funds as follows:

Restricted Funds Reserve – Charley made a motion to approve setting aside \$10,000 for Gooseberry Creek Ranch, for fiscal year 2021, in the Restricted Funds Reserve account. Susan seconded the motion. Motion carried.

Depreciation Reserve – Charley made a motion to add an additional \$1000, plus the interest from the current savings account, into the Depreciation Reserve account. Susan seconded the motion. Motion carried.

Dan turned the meeting back over to Dave.

Discussion and action regarding the Emergency Reserve was as follows:

Dan made a motion to approve the expenditure of funds out of the Employee Benefit Reserve for the current Director, based on the current WCCD Reserve Policy, to be spent by WCCD in July. Susan seconded the motion. Motion carried.

Discussion of "Work at Home" Continuation - Dan made a motion to follow the NRCS phased 3 approach and to allow WCCD employees to return to work at the office at their discretion or comfort to do so. Charley seconded the motion. Motion carried.

Dan stated that if we are still in phase 3 by the next board meeting, he would suggest that all employees return to work at the office.

WACD Awards Request for Nominations-Due August 1 – Dave suggested that the topic be brought back to the agenda and discussed during the July WCCD Board meeting.

Managerial Guidebook Draft Review/Approval – Tori provided the WCCD Board with the updated draft version of the Managerial Guidebook, explaining that she had updated the document to account for the change in the health insurance benefit offered to WCCD employees and the vision benefit. Dan made a motion to approve the updates to the Managerial Guidebook. Charley seconded the motion. Motion carried.

WCCD Board Members Elections - Tori reminded Dave Slover and Susan Pennington of the upcoming election where they are both due to be re-elected, with the filing window between August 5th and August 24th.

NEW BUSINESS

WCCD Maintenance Cost Share Program - Draft Application/Ranking Sheet Review – Tori provided a draft application/ranking document as a start for the WCCD Board to use to develop a new maintenance program. Discussion was held and input provided to Tori regarding updates to the questions for Tori to incorporate into the draft document. Susan offered to develop the rubric portion of the document. Tori will update the application according to discussion, then forward on to Susan.

WCCD Draft Procurement Policy – Tori provided the WCCD Board with an update to the WCCD's Procurement Policy, where she had utilized portions of the Darrah Law Office review of HB0052 which was enacted during this year's Wyoming Legislative Session. Language added to the WCCD's Procurement Policy for the WCCD Board's consideration was as follows:

IV. IN STATE PREFERENCE:

Pursuant to Wyoming §§ 16-6-102, a requirement of a five percent (5%) preference is to be given to a resident contractor if advertisement of bid is required.

Pursuant to Wyoming §§ 16-6-105, a requirement of a five percent (5%) preference for all materials, products, equipment, and machinery used in a public works project.

Pursuant to Wyoming §§ 16-6-106, the following language is required to be inserted in invitations for bids or requests for proposals; "Preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state."

Charley made a motion to approve the updates to the WCCD's Procurement Policy. Dan seconded the motion. Motion carried.

Weed Barrier Roll Donation for Community Garden – Tori reported that Caitlyn Youngquist, Washakie County Extension Educator, had asked for a second roll of weed barrier to be donated, to be utilized at the Worland Community Garden. After some discussion, Susan made a motion to donate another roll of weed barrier to the Worland Community Garden. Dan seconded the motion. Motion carried.

BLM Pipeline Corridor Comments/Discussion – Tori provided the WCCD Board with an overview of information collected by Halli in preparation for her development of comments on the BLM Pipeline Corridor. Discussion was held and input given by the WCCD Board to help prioritize and provide guidance to Halli for the comment document, which included addressing AUM loss, invasive species and reclamation, and erosion mitigation.

WCCD Director Position – Tori provided the WCCD Board with information on the applicants seeking a job as Director and provided them with a list of interview questions for their consideration. Discussion was held and the top fifteen questions were selected that will be utilized during the interview sessions with applicants. After further discussion, Dan, Susan, and Charley agreed to conduct the interviews for the Director's position on June 25 starting at 4:00 p.m. Tori explained that she had received 5 applications, but the deadline to receive them wasn't until Friday, June 19th. Tori stated that if more applications are received, the start time of the interviews may need to change.

Bighorn Forest Steering Committee Field Trip – Tori reminded the WCCD Board of the upcoming August 20 Bighorn Forest Steering Committee field trip.

BLM Standards & Guidelines Review Letter – Tori provided the WCCD Board with a letter received from the Worland BLM regarding BLM allotments where review will be accomplished for BLM Standards and Guidelines.

Gooseberry Boundary Sign Discussion – Dave reported that he checked the area along Gooseberry Road, on his property close to the Hot Springs/Washakie boundary, and he doesn't think a boundary sign would be viewable enough from the highway and suggested that Halli move forward with working with WyDOT on a permit to install it in the right-of-way.

Tori reported that Halli has been in touch with the Hot Springs Conservation District (HSCD) to ask if they are able to share in the cost of a boundary sign. Tori asked the WCCD Board if HSCD is unable to share in the cost, if they would consider covering the costs to have HSCD's logo put on the opposite side anyway, or if they wanted the WCCD Logo with Entering Washakie County on one side and the WCCD Logo with Leaving Washakie County on the other. Dave stated that if HSCD is not able to share in the cost, that he would personally cover their costs. Dave reported that the HSCD Board will be meeting on June 25th to discuss their possible contribution.

Paxton Berm Seed Purchase Request – Tori reported that she has been having Blaise Allen, NRCS Range Conservationist, check on the seed germination progress along the bank of the Paxton Berm. Tori said that the grass is not doing well, and Blaise offered to broadcast additional seed along the bank if the WCCD Board was willing to purchase more seed. Tori stated that Blaise also stated that the seed just hasn't had enough moisture to germinate and didn't think it had already germinated, then died out. Tori suggested that an additional seeding be postponed until fall in hopes that we will receive some precipitation, which the Board agreed with. Tori stated that she would report back to Blaise and list the task on OneNote for the new Director.

Executive Session – The WCCD Board adjourned into executive session at 10:02 p.m. to conduct the Director Performance Review.

OTHER BUSINESS

July WCCD Board Meeting – Dan asked that the next board meeting be conducted in person. Tori stated that she would touch base with the Ten Sleep Senior Center as time got closer to ensure that they will be opened for use of the meeting room.

CORRESPONDENCE OF HIGHER IMPORTANCE:

Laura Office Closure Update 06082020; Bighorn Forest Comment Opportunity on Invasive Plant Management Plan; Governor Coronavirus Update 06102020;

GENERAL CORRESPONDENCE

Coronavirus Food Assistance Program Press Release; Governor Coronavirus Notice of Update 05192020; Governor Bills Signed 05212020; Governor Veto Bills 05212020; FSA Food Assistance Program; Department of Ag Tuesday Tidbits Newsletter; Governor News Release on BLM Lease Sales; Bighorn Forest Federal Register Notice Invasive Plants; USDA Food Assistance Program 06052020 News Release; Governor Navigable Water Support; FSA Coronavirus Ag Funding Webinars;

The WCCD Board meeting was adjourned at 10:02 p.m.

Date: June 24, 2020

Respectfully submitted by Victoria Dietz, Director

[Signature] 7/20/20
CHAIRMAN DATE

[Signature] 7-20-20
SECRETARY/TREASURER DATE