

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 15, 2019 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Dave Slover, Charley Orchard, Dan Rice, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz, and NRCS District Conservationist Laura Galloway.

Dave called the WCCD board meeting to order at 7:10 p.m.

Charley made a motion to approve the WCCD April 15, 2019 board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the draft March 18, 2019 board meeting minutes. Laura asked whether the Conservation District Training Agenda and the Middle Big Horn Level I Study Public Meeting topics under Old Business were accurate. Tori stated that the Middle Big Horn Level I Study Public Meeting was accurate, but since the Conservation District Training had already happened and not upcoming as the minutes stated, she would need to go back to listen to the recording to address. Dan made a motion to table the minutes until clarification is made. Charley seconded the motion. Motion carried.

The draft March 18, 2019 minutes were brought back up to the WCCD Board for discussion. Charley made a motion to approve the March 18, 2019 minutes, excluding the Conservation District Training paragraph, until further clarification was determined. Susan seconded the motion. Motion carried. It was noted that if the section of the minutes of exception is found to be accurate, that section will be included in next month's minutes.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; \$8,639.91 Main Money Market account; \$96,752.45, Emergency Reserve Money Market account; \$76,805.30, Depreciation Reserve Savings account; \$2,011.86, and CD balance; \$16,831.11. The March 2019 bank statements for all accounts were reconciled by Dave Slover and all reconciliation reports were provided.

Tori reported that the mill levy funding received to date was \$135,406.84, compared to \$126,973.74 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 March 19, 2019 through April 15, 2019. Dan moved to accept the monthly expenditure and financial report. Susan seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
3/21/2019	DeWitt Company	8769	8162	\$ 2,335.84
3/22/2019	Dan Rice	8770	8163	\$ 262.74
3/22/2019	Charley Orchard	8771	8164	\$ 111.36
3/22/2019	Vance Lungren	8772	8165	\$ 34.80
3/22/2019	Dave Slover	8773	8166	\$ 111.36
3/22/2019	Susan Pennington	8774	8167	\$ 213.44
3/29/2019	Karen Fenton	8775	Electronic	\$ 1,489.18
3/29/2019	Melanie Dedic	8776	Electronic	\$ 135.09
3/29/2019	Victoria Dietz	8777	Electronic	\$ 2,277.33
3/29/2019	Ten Sleep FFA	8778	8168	\$ 199.29
3/29/2019	R.T. communications	8779	8169	\$ 100.21
4/3/2019	Internal Revenue Service	8780	Electronic	\$ 1,303.86
4/3/2019	Empower Retirement	8781	Electronic	\$ 1,000.00
4/3/2019	Washakie County Solid Waste Dist.	8782	8170	\$ 180.00
4/3/2019	Wyoming Retirement System	8783	8171	\$ 981.37
4/3/2019	Wyoming Educators Life Trust	8784	8172	\$ 13.89
4/4/2019	Dept. of Workforce Services	8785	Electronic	\$ 439.51
4/4/2019	Western Heritage Consulting	8786	8173	\$ 6,897.08
4/5/2019	Daily News	8787	8174	\$ 84.00
4/5/2019	Serlkay Printing	8788	8175	\$ 699.00
4/8/2019	BlueCross BlueShield	8789	Electronic	\$ 705.06
4/11/2019	Cardmember Services	8790	8176	\$ 969.55
4/11/2019	Crowfoot Ranch	8791	8177	\$ 3,680.00

DC REPORT:

Laura Galloway provided the following written DC Report prior to the WCCD Board meeting, as follows:

ASSISTANCE GIVEN TO THE CONSERVATION DISTRICT: Wyoming Sugar Tree line, survey, design, meeting with Myron; Mike Ondo buried waste ditch and settling pond, construction questions, multiple site visits; Paxton Berm EWP - Question about request for bids, rock hauling.

CTA ASSISTANCE: Field visits and phone call assistance on irrigation, fire damage evaluation, streambank stabilization, soil health, planting recommendations, and windbreak evaluation; New Required CTA Assistance Form (this form was provided via email)

Tori asked Laura if the NRCS staff or WCCD staff was going to review and fill the CTA Assistance form with the producer. Laura stated that the NRCS staff would gather the information from the producer and fill it out.

EQUIP: We have 3 applications that are pre-approved to be funded in FY19 and will need someone on the board to sign these after you have reviewed them.

This item was discussed during the WCCD Board meeting. There were two board members with a conflict of interest in making an approval decision, but a review of the contracts were completed and Susan agreed to sign them on behalf of the other board members.

NWQI: Our 3 NWQI application have been approved, we are in the process of getting the signatures, and will need someone on the board to sign these after you have reviewed them.

LOCAL WORK GROUP MEETING FOR DIVISION I: Cody Library May 2nd 12pm. - Prioritize Resource Concern list - Choose a Priority Watershed.

This item was discussed under new business.

OTHER: We have a new Area Conservationist, Tiffany Hayes, who starts the 22nd of April. She is from California; We have been assisting Hot Springs County with their workload until they hire a new DC; We have been assisting Fremont County with their workload because the DC in Fort Washakie retired so they are shorthanded; We have an all – employee meeting in Casper on April 23rd and 24th.

SNOW REPORT – The snow water equivalent history/Weekly Report was also provided, but not included in these minutes.

Dan asked Laura about the NRCS Practice Standards currently out for comment, as per federal register notice, specifically if there are standards that don't apply to our area. Laura stated that the timing of seeding had been talked about, but she wasn't sure if that practice standard had been updated to reflect any decisions on that topic but would go back to look.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her March 2019 Timesheet and reported on and/or provided documents for the following: NACD Technical Assistance Grant stating that the design for the pivot in Big Horn County is close to completion and an invoice has been submitted to South Big Horn CD for their \$2500.00 contribution towards the costs; Middle Big Horn Level I Public Meeting stating that public participation was very good, but planning and meeting preparedness by the consultants was very poor; Water Quality Equipment Meeteetse CD stating that the SmarTROLL probe and iPad mini were given to Meeteetse CD for their water quality monitoring use as the equipment had been purchased with Wyoming DEQ funds. In addition, the FlowMATE flow meter has been loaned to Meeteetse CD until needed again by WCCD; National River & Stream Assessment Request Letter which was received by a local landowner and brought in where Tori explained what she found out about the program from DEQ and WACD and had informed the landowner; Update on Ten Sleep FFA Reimbursement stating that the FFA Advisor has been reminded of the reimbursement process; Paxton Berm EWP Project Update stating that the contractor has almost completed the hauling of the rock, and the request for bids has been posted on public purchase and an ad was also placed in the local newspaper, with a mandatory pre-construction tour planned for April 17th; Household Waste Collection Event reporting that the City of Worland may provide funding assistance of up to \$7,000 to help cover the Clean Harbors bill.

Cottonwood Grass Creek Watershed Improvement District (WID) Meeting Report – Tori reported that she participated in the joint WID/Conservation District WID meeting on April 5th via teleconference, and one board member of the Cottonwood Grass Creek WID requested a list of contacts of all of the Wyoming WID's and stated that she had requested that information from Justin Caudill, Wyoming Dept. of Ag. ;

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

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

BOARD MEMBER REPORTS:

Cottonwood Grass Creek Watershed Improvement District (WID) Board Meeting – Dan gave a summary report of the Cottonwood Grass Creek WID meeting and stated that he had informed the WID Board of pros and cons of possible WID statute changes.

OLD BUSINESS

Bighorn Forest Steering Committee Meeting Agenda – Tori provided an agenda for the upcoming Bighorn Forest Service steering committee meeting on May 14th in Sheridan. Dan and Susan both stated that they would plan to attend.

WCCD Draft FY 2020 Budget Review/Discussion - Tori provided the WCCD Board with an updated draft FY 2020 budget and went over the changes from last month's meeting. Discussion was held.

WCCD Rural Cost Share Ranking Sheet Update Discussion – Several members of the WCCD Board provided their ranking sheet revisions, which were discussed. Susan stated that she would like to do more work on the sheet using the updated information and bring it back for consideration at the May 20th WCCD Board meeting. Susan also suggested that the ranking sheet be provided to the applicants so they can rank their own projects, then the board can rank to compare and have a basis of why they may be different.

Winter WCCD Board Meeting Policy Consideration – Tori reported that she had visited with Justin Caudill, Dept. of Ag as a follow up from the last WCCD Board meeting regarding conducting board meetings via teleconference during bad weather. Tori stated that Justin had suggested that the WCCD Board consider establishing a winter meeting policy to address public awareness. Tori provided a draft policy document, in which she had added a policy to the WCCD's existing policy document, which read as follows, "Winter Meeting Procedure: During the winter months, if blizzard/poor visibility/ and or road conditions make it dangerous for board members and staff to travel to a regularly scheduled meeting, the meeting will be held via teleconference. The public's teleconference information will remain posted on the WCCD website." Charley made a motion to approve the updated WCCD policy document with the proposed language addition. Susan seconded the motion. Dan opposed. Motion carried. Tori stated that she would post the winter meeting teleconference phone information on the WCCD's website.

Draft Procurement Rule Review - Tori provided the WCCD Board with a copy of the Legal Ad for the WCCD Procurement Rule, in which the comment period ends on May 20th. Tori stated that the WCCD Board will be able to adopt the rule during their May 20th WCCD Board meeting, if no comments come forward that would cause them not to.

NEW BUSINESS

NRCS Local Work Group Meeting – Tori reported that the NRCS Division I Local Work Group meeting will be held in Cody, hosted by the Cody Conservation District, at the Cody Library on May 2 starting at noon.

-Resource Concern Ranking Discussion - Tori provided the WCCD Board with a copy of last year's WCCD Board ranking of the NRCS Division I Local Work Group resource concerns and asked for input on any changes to that ranking. Dan made a motion to leave the ranking for the federal fiscal year 2020 the same as last year. Charley seconded the motion. Motion carried.

-Priority Watershed Selection - Tori asked the WCCD Board for their input on any change to the NRCS Division I priority area for Washakie County, in which Gooseberry Watershed was selected last year. Laura provided the WCCD Board with what watersheds she was seeing applications for. Dan suggested that a smaller size watershed be considered and made a motion to change the Washakie County priority area for the NRCS Division I Local Work Group from Gooseberry to the watershed north of the Bighorn-Slick Creek watershed, which was believed to be called Ten Mile Watershed, for the federal fiscal year 2020. Charley seconded the motion. Motion carried.

Tori stated that there had been input from a landowner in Lovell, via WCCD's Facebook page, asking about public input and other possibilities of participating in the meeting, other than in person. Tori asked Laura if it might be possible to set up a zoom-type meeting or even provide teleconference capabilities for those who cannot be there. Laura said she would check into it.

Laura was asked if there was anything regarding the ranking that wasn't working, based upon last year's changes. Laura stated that she was finding that the change for incentive payments from feet of pipe versus acres under a pivot was causing the smaller acreage applicants' higher out-of-pocket costs to install their projects and they were withdrawing their applications. Dan suggested that WCCD send a letter to that effect. Tori asked if the comment could be included on the same input sheet that was developed for the public for WESTI and the WCCD Board agreed. Tori asked Laura if she would provide her with the proper language to ensure accuracy of the explanation and would submit it on the form that was developed for the public at WESTI Ag Days.

Board Appointed Review Team Members - Paxton Berm EWP – Tori provided information on the upcoming review team ranking of the bids for the construction of the Paxton Berm EWP project, which will be done on May 31st. Tori submitted the names of Allen Croft and Phil Gyr to be appointed to the review team to assist the WCCD Board in the review and ranking of the bids. Both Dave and Dan agreed to also serve on the review team and suggested that Vance consider it as well. Charley made a motion to approve Allen Croft and Phil Gyr as review team members for the review and ranking of the bids for construction of the Paxton Berm EWP. Susan seconded the motion. Motion carried.

Reserve Policy Review – Tori provided the WCCD Board with the current WCCD Reserve Policy and reminded them that they review the policy each year and make updates if needed. The WCCD Board reviewed and discussed the WCCD Reserve Policy. Dan made a motion to continue with the existing WCCD Reserve Policy. Susan seconded the motion. Motion carried. Dave Slover and Dan Rice signed the policy.

WACD What's Up Email 03292019 – Tori provided the WCCD Board with the What's Up email from March 29, 2019 and the following attachments to that email: Dues Schedule; Wyoming Game & Fish Corridor Letter; Dental Insurance Renewal – Increase; Health Insurance Renewal – Increase; Proposed VSP Vision Plan. Discussion was held. Dan explained the reason for WACD's involvement regarding the letter to the Wyoming Game & Fish regarding the Ungulate Migration Corridor Strategy.

WACD What's Up Email 04152019

-Health Insurance Deductible Decision - After review of WACD's group health insurance deductible options, Charley made a motion to remain with the current \$1,000 deductible for health insurance unless that option is done away with by the WACD Board. Susan seconded the motion. Motion carried.

-Delta Dental Benefit – Charley made a motion to continue to provide an employee benefit for dental, through Wyoming Delta Dental at 100% WCCD paid. Susan seconded the motion. Motion carried.

-VSP Vision Care – Tori reported that WACD is considering a different vision option, which is outside of the existing BlueCross BlueShield plan, and provided the WCCD Board with information on VSP. Susan made a motion to provide 100% WCCD paid as an employee vision benefit. Charley seconded the motion. Motion carried.

Watershed Improvement District Training - Tori reported that Justin Caudill, Dept. of Ag, will be conducting a training for Watershed Improvement Districts on April 30th from 9:30 to 3:00 p.m. at the Big Horn Federal in Thermopolis. Tori reported that five of the Cottonwood Grass Creek WID Board members and one Nowood WID Board member and one staff member had notified her that they would be in attendance. Tori stated that she would plan to attend as well.

WCCD Waters of the US (WOTUS) Submitted Comments – Tori provided the WCCD Board with comments that Karen Fenton had developed on the WOTUS, which basically supported WACD's comments, as per WCCD Board's direction.

Moneta Oil & Gas Discharge Proposed – Tori provided a copy of a letter from the Hot Springs Conservation District regarding a request to extend the comment deadline for the Moneta Divide Discharge Permit. Also provided to the WCCD Board was an email from Dan Rice to the Hot Springs CD summarizing a discussion he had with Bill DiRienzo, Wyoming DEQ, in helping to clarify and understand the permit renewal.

Upper Missouri Climate Stations - Tori provided the WCCD Board with an email from the Wyoming State Climate Office asking for input on possible locations where climate stations might be placed where there are data gaps, and also if there is interest to install and maintain new climate stations. After some discussion, Tori was asked to contact them to state an interest in placement of stations in the southern end of the Basin in the Fifteen-mile drainage and in the upper Nowater drainage

area. The WCCD Board also agreed to consider help with installation and/or maintenance but would like more information.

Tori also provided the WCCD Board with the link to the real-time climate data (the Wyoming Agricultural Climate Network) which is where the weather station information is housed for the station at Wyoming Sugar, that WCCD helped fund several years ago. Tori reported that the link has been placed on the WCCD website and a Facebook post was developed to inform the public that the link is again available.

Wyoming Special Districts Association Membership Consideration – Tori provided the WCCD Board with the Wyoming Special District's Association membership packet and their January minutes and asked the WCCD Board if they might be interested in budgeting for membership. Discussion was held regarding the Special Districts Association being an appropriate association to tackle an update to WID statutes, if that happens sometime in the future. Dan made a motion to join the Wyoming Special Districts Association at \$100. Charley seconded the motion. Motion carried.

Office Paper Recycling Update – Tori reported that the middle school contacted her stating that they were longer able to recycle office paper, due to a Worland Landfill decision. Consequently, the middle school has returned about 15 bins that WCCD had previously provided for the classrooms. Tori stated that she contacted the Worland Landfill and was told that they are now only taking cardboard and shredded paper, if it is bagged. Tori asked the WCCD Board if the recycling bins could be provided to Ten Sleep residents since they do have a recycling program, and the WCCD Board agreed. Tori also reported that Karen will be writing a news article to update the public on the change regarding office paper and inform the public of what is currently recyclable in Worland and Ten Sleep.

Monkey Face Subdivision Review Letter – Tori provided the WCCD Board with a copy of the application information for the Monkey Face Subdivision review request, provided to her by the Washakie County Planner, and provided the letter she had developed using the NRCS Soil Survey website, which indicated the soils information for the identified area. Dan made a motion to approve the letter regarding the soils information for the Monkey Face Subdivision. Charley seconded the motion. Motion carried.

Executive Session – The meeting was adjourned at 10:10 p.m. to go into executive session to have the Director go over the performance reviews of the Program Assistant and Outdoor Education Specialist, with the WCCD Board. The WCCD board meeting was reconvened at 10:17 p.m., with no action taken during Executive Session.

The WCCD Board signed the performance reviews for the Program Assistant and the Outdoor Education Specialist, that had been completed by the Director.

Conduct Performance Review for Director – Susan suggested that this agenda item be tabled until the next board meeting and be put first on the agenda and the rest of the board agreed.

and

OTHER BUSINESS:

Newspaper Subscription - Dan asked Tori if the Northern Wyoming News subscription had been extended since going to a weekly newspaper. Tori said she was told it would be extended to 18 months instead of 12, but would check to see if that information was reflected in the online account.

GENERAL CORRESPONDENCE

NACD News 03192019; WDA Comments on Big Horn Forest Tie Flume; BLM News Release on Oil & Gas Leases; G & F Chronic Waste Membership Coalition; Federal Register Notice-Sage Grouse RMP Amendment; Webinar on Current Issues in Ag Law; Federal Register Notice-NRCS Practice Standards; NACD News 03222019; Black Footed Ferret Management Plan; Black Footed Ferret Season Review; Colorado River Drought Pact; Big Horn Basin Dispatch 03252019; 10 Habits for Effective Conservation Planners; Sage Grouse Executive Order Update Proposed; Horse Rich Dirt Poor Website; NACD News 03262019; Federal Register-Updates of Tuberculosis General Provisions; NACD News 03292019; Wyoming Revolving Funds Intent to Use Public Meeting Notice; NACD News 04022019; Governor Public Comment on Sage Grouse Executive Order; Wyoming Prescribed Fire Council Press Release; Excellence in Ag Conference; Ranch Seminar; Brucellosis Seminar; Weather Modification Meeting; NACD News 04092019; Firewise Workshop in Worland, NACD News 04122019; Governor Applauds Presidents Executive Order


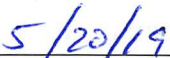
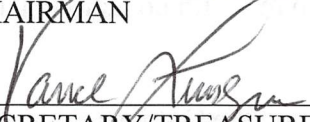
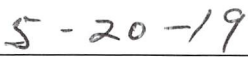
CORRESPONDENCE OF IMPORTANCE

Cottonwood Grass Creek Watershed Improvement District December 2019 Minutes; Big Horn Forest SOPA; BLM Letter Regarding Lyman Appeal Decision ; WACD Waters of the US Final Draft Comments; Western Watersheds Appeal

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

Date: May 9, 2019

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE