

WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401

MINUTES OF MONTHLY BOARD MEETING & BUDGET HEARING

The Washakie County Conservation District (WCCD) held their monthly board meeting on Monday, August 19, 2019 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Vance Lungren, Dan Rice, Susan Pennington, and Charley Orchard. Also, in attendance was WCCD Director Victoria Dietz and NRCS District Conservationist Laura Galloway.

Dan called the WCCD board meeting to order at 7:30 p.m.

Charley made a motion to approve the WCCD August 19, 2019 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft July 15, 2019 board meeting minutes. Susan made a motion to approve the July 15, 2019 WCCD Board minutes. Charley seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; \$9,523.96, Main Money Market account; \$77,023.75, Emergency Reserve Money Market account; \$63,749.68, Depreciation Reserve Savings account; \$3018.35, and CD balance; \$16,923.19. The July 2019 bank statements for all accounts were reconciled by Vance Lungren and all reconciliation reports were provided.

Tori reported that the mill levy funding received to date is \$2,181.59.

The WCCD Board reviewed and signed the vouchers. Tori provided the WCCD Board with the monthly expenditure spreadsheet report from July 16, 2019 through August 19, 2019. Vance 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
7/18/2019	Meeteetse CD	8858	8223	\$1,500.00
7/18/2019	Wyoming Ag in the Classroom	8859	8224	\$250.00
7/18/2019	Laird Sanitation	8860	8225	\$50.00
7/18/2019	Marquis Awards	8861	8226	\$59.26
7/19/2019	High Plains Power	8862	8227	\$459.34
7/26/2019	WCDEA	8863	8228	\$50.00
7/29/2019	R.T. Communications	8864	8229	\$112.65
7/18/2019	VSP of Wyoming	8865	Electronic	\$17.83
7/30/2019	Dusty Vail	8866	Electronic	\$480.22
7/30/2019	Karen Fenton	8867	Electronic	\$1,023.26
7/30/2019	Halli Caines	8868	Electronic	\$2,007.45
7/30/2019	Victoria Dietz	8869	Electronic	\$2,361.95

7/31/2019	Wyoming Retirement System	8870	8230	\$1,387.57
7/31/2019	IRS	8871	Electronic	\$1,751.44
8/1/2019	Empower Retirement Services	8872	Electronic	\$1,000.00
8/1/2019	Nelson Engineering	8873	8231	\$276.00
8/1/2019	Washakie Co. Weed & Pest	8874	8232	\$60.00
8/2/2019	TR's Auto Repair	8875	8233	\$47.25
8/2/2019	Northern Wyoming News	8876	8234	\$105.00
8/6/2019	BlueCross BlueShield	8877	Electronic	\$1,470.92
8/6/2019	Serlkay Printing	8878	8235	\$436.50
8/6/2019	Kennedy Ace Hardware	8879	8236	\$94.78
8/6/2019	Nelson Engineering	8880	8237	\$103.50
8/13/2019	Bower Technology	8881	8238	\$100.00
8/13/2019	Meeteetse CD	8882	8239	\$229.00
8/13/2019	Cardmember Services	8883	8240	\$248.35
8/13/2019	Department of Workforce Services	8884	8241	\$10.00
8/19/2019	Karen Fenton	8885	8242	\$97.15
8/19/2019	Bower Technology	8886	8243	\$100.00
8/19/2019	VSP of Wyoming	8887	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 a summary of her written report, which included an invite for Halli to attend a Soil Health training in Buffalo in September. Laura provided the Soil Health training information with her report.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her July timesheet and gave the WCCD Board an update on the Paxton Berm EWP Project reporting that the construction began on August 12 and the Bureau of Reclamation has agreed to reduce the Boysen Dam discharge until August 29th; SmartProcure Records Request where public records were requested by SmartProcure and were provided to them the next day; Rain Garden Update to inform the WCCD Board that the Washakie Medical Center's CEO; Jay Stallings and a few Hospital Board members were contacted to strongly urge them to maintain the rain garden as Tori has been doing the majority of the maintenance; Wyoming Department of Ag (WDA) Nowood Grant Project update stating that Karen had completed the filming at the Ten Sleep Preserve and met with Halli to turn in all of the grant documentation. Tori stated that Halli will continue on with the Nowood Watershed grant implementation; Army Corp of Engineers 205 Program Tour/Meeting where attendees visited the riverside park adjacent to the Big Horn River Island Removal project and the Paxton Berm, then met later to discuss future assessment information to include for an upcoming assessment estimate; Office Security Update where Tori explained the status of the armed guard and door security system; Washakie Watersheds Steering Committee Meeting Notes; Toshiba Laptop replacement possibility

Halli Caines's monthly report was provided to the WCCD Board, which also included notes from the NRCS Beaver Analog Workshop she had attended.

BOARD MEMBER REPORTS:

Joint Judiciary Committee Meeting - Dan gave a summary report of the Joint Judiciary Committee meeting he had attended regarding public records. Dan suggested that the word, "CONFIDENTIAL" be included in the subject line of all emails where appropriate, for the ease of sorting those emails out for a public records request.

OLD BUSINESS

Wyoming Association of Conservation Districts (WACD) Awards – Tori provided the WCCD Board with the award nominations that she had written as per their request, which were submitted to WACD for Outstanding Legislator; Senator Barrasso, and Outstanding Technician; Allen Croft

NEW BUSINESS

New Emergency Watershed Protection (EWP) Project Application – Tori provided the NRCS forms and maps to the WCCD Board, that she had submitted to NRCS in applying for the White EWP potential project on Cottonwood Creek. Tori stated that she had contacted the landowners Andrew and Debbie White and the Upper Hanover Canal District to go over the project details and their required 25% cost contribution. Tori reported that she had later been informed by both Andrew White and Clint Lungren with the Upper Hanover Canal, that they are not interested in pursuing this EWP funding. Tori stated that she will be sending a letter to NRCS to withdraw the application.

Lower Nowater 319 Application Approval/Steering Committee Meeting Discussions - Tori provided the application from Sage Creek Land & Cattle to bury a dirt ditch, to the WCCD Board. Tori also provided the ranking sheet that was completed by the Washakie Watersheds Steering Committee, which gave the project an 80-point score, and was recommended to be funded. Tori stated that the land where the pipeline will be buried is owned by the Bureau of Reclamation and she is currently waiting on a letter from them giving Sage Creek Land & Cattle Right-of-Way clearance. In addition, Tori stated that since there were cattails in the area, she contacted the NRCS to do a wetland delineation and is also waiting on that determination. After some discussion, Vance made a motion to table the decision to approve the Sage Creek Land & Cattle's application for the Upper East Place Pipeline until the information from the Bureau of Reclamation for the Right-Of-Way and the information from the NRCS for the wetland determination is received. Susan seconded the motion. Motion carried. Laura stated that she would also check on whether a cultural inventory would need to be done.

Potential Future 319 Projects – Tori reported that there were two potential projects identified by the Washakie Watersheds Steering Committee. One was to bury the waste ditch along the south side of Washakie Avenue, just east of the Airport Road intersection. Tori stated that she thinks the City of Worland owns the property and is interested in the project. The other potential project was to bury the waste ditch along the west side of Road 11, across from the Comfort Inn, which is owned by Bower Farms. Tori stated that she has not yet contacted Bower Farms.

National Water Quality Initiative (NWQI) – Request to Apply for Horse Gulch Watershed – Tori reported that she discussed with the Washakie Watersheds Steering Committee, whether they wanted to move forward with an application for the Horse Gulch Watershed. Tori stated that Laura has reported that she is no longer seeing any interest in projects in the Lower Nowater Watershed and felt that it was time to move to a new watershed. Tori stated that since the Horse Gulch Watershed Plan is already completed, it made sense to the steering committee to apply for NWQI funds there. Tori stated that as

of the steering committee meeting date of August 13th, Laura had not heard back from the NRCS State Office regarding application information. However, information on the upcoming NWQI had now been received and after reviewing the requirements (including water monitoring) and talking with Jennifer Zygumt at DEQ, Tori recommended that WCCD not move forward with a new application. Tori stated that the NRCS State Office and Jennifer have indicated that there will not be an opportunity for conservation districts to apply for NWQI, but instead, there is a move towards applying the funds towards Boysen Reservoir, where they feel a success story can be better achieved.

Big Horn Forest Steering Committee Field Trip Reminder – Tori provided the WCCD Board with the Big Horn Forest Steering Committees August 28 agenda. Susan and Dan stated that they planned to attend.

Memo from WACD – Tori provided the WCCD Board with the joint memo from WACD and NRCS regarding updates to the NRCS and Conservation Districts agreements. Tori provided the templates for the NRCS/Conservation District State Level MOU and the Unfunded Cooperative Agreement Template. The WCCD Board reviewed and made comments which were recorded by Tori and will be submitted to Bobbie Frank and Astrid Martinez for discussion during the Area III meeting in Lovell. Also included in the information was language provided by Tiffany Hayes, NRCS Area Conservationist, regarding office security, that Tori would like to see included in the MOU.

30th Year Celebration Ideas – Tori stated that she would like to put together an open house to celebrate WCCD's 30th year, which will be starting in 2020. Discussion was held regarding ideas for the celebration. The WCCD Board agreed with hosting a celebration open house and suggested there would be time to work on it for next year.

Video Recorder Use Ideas Request – Tori reported that a video camera had been purchased with grant dollars to develop YouTube videos on successful water development projects. Tori asked the WCCD Board for ideas to continue to utilize the video camera. Tori compiled the ideas and will move forward with looking into contacting landowners to filming a recently installed pivot sprinkler powered by solar, crop harvesting, calving & lambing, and will put out a suggestion box at WESTI Ag Days to ask landowners if they would like any of their projects highlighted to use to educate the public using video.

Department of Audit

– Proof of Cash - Tori provided the WCCD Board with the completed Proof of Cash, which was done by 307 Accounting. After some discussion, Vance made a motion to approve the Proof of Cash worksheet and documentation. Charley seconded the motion. Motion carried.

-Internal Control Evaluation Sheet Review – Tori provided the WCCD Board with the Internal Control Evaluation which she had completed, but reviewed with the WCCD Board for accuracy. After review and discussion, Charley made a motion to approve the completed Internal Control Evaluation. Vance seconded the motion. Motion carried. The worksheet was signed by Dan and Vance.

-Self Audit Review/Approval – Tori provided the WCCD Board with the completed Audit Review that has done by a retired bookkeeper and no discrepancies were found. The WCCD Board reviewed the audit report. Susan made a motion to approve the Record of Testing for Self-Audit of the WCCD. Charley seconded the motion. Motion carried. Dan and Vance signed the Local Government Annual Report Summary FYE 6/30/2019.

Good Neighbor News Release – Tori provided the WCCD Board with information and an agenda for upcoming meetings on the Good Neighbor effort.

BLM Notice of Proposed Decision-Greet- Tori provided the WCCD Board with a letter from the Worland BLM, for a notice of proposed decision to issue a Cooperative Range Improvement Agreement to the Greet Ranch for a fence on their allotment.

Wyoming County Commissioner Memo Regarding Land Use Plan – Tori provided the WCCD Board with an email she had sent to the Washakie County Commissioners and Washakie County Clerk, which offered assistance to them for the development of a Natural Resource Land Use Plan and also requesting that they consider incorporating WCCD’s Natural Land Use Plan, by reference.

BLM Decision Wild Horse – Fifteenmile HMA Plan – Tori provided the WCCD with a letter from the Worland BLM releasing a decision record that approves an update to the Fifteenmile HMA Plan and approves a gather and removal of excess wild horses in the fall of 2019.

GENERAL CORRESPONDENCE

NACD News 07162019; Horse Keeping Workshop; NACD Clips 07192019; NACD News 07232019; NACD News 07262019; NACD News 07302019; NACD Clips 08022019; Water Development Appointments; NRCS NCPP Listening Session Report; NRCS NCPP Listening Session Comments; Federal Register Community Forest Program; Firesmart Newsletter; NACD News 08062019; Governor Hemp Program News Release; NACD Clips 08092019; Governor Support of ESA Improvements; NACD News 08132019; Soil Health Workshop Flyer; NACD Clips 08162019;

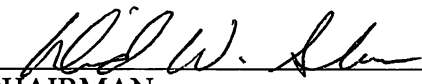
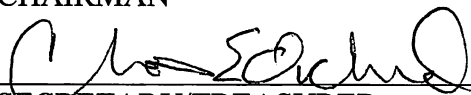
CORRESPONDENCE OF HIGHER IMPORTANCE

Nowood WID May Minutes; Nowood WID February Minutes; Nowood WID March Minutes; State NRCS Technical Team Meeting Minutes; Grizzly Relisting Notice; Judiciary Committee Meeting Notice-Public Records;

The WCCD Board meeting was adjourned at 10:18 p.m.

Date: September 4, 2019

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	SECRETARY/TREASURER
DATE	DATE
9/16/19	9/16/19