

**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, January 15, 2018 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Vance Lungren, Charley Orchard, Susan Pennington, and Dan Rice. Also, in attendance was WCCD Director Victoria Dietz.

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

Vance made a motion to approve the WCCD January 15, 2018 meeting agenda. Susan seconded the motion. Motion carried.

The WCCD Board reviewed the December 18, 2017 board meeting minutes. Vance asked that the attendance list in the first paragraph be corrected to include his name and eliminate the duplicate name of Dave Slover. Charley made a motion to approve the December 18, 2017 minutes as amended. Vance seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$2,461.81, Main Money Market account; \$141,082.87, Emergency Reserve Money Market account; \$76,126.34, Depreciation Reserve Savings account; \$1,002.33, and CD balance; \$16,633.83. The December 2017 bank statements for all accounts were reconciled by Tori Dietz and all reconciliation reports were provided. Tori reported that the mill levy funding received to date was \$104,910.93.

Tori provided the WCCD Board with an "Expense by Vendor Detail" from July 1, 2017 to January 9, 2018.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from December 19, 2017 through January 15, 2018. Susan moved to accept the monthly expenditure and financial report. Vance 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>
8409	7891	Ten Sleep Tribute	30.00
8410	7892	Doug Bleak	26.69
8411	7893	Tracy Neidig	25.38
8412	7894	Mike Healy	42.21
8413	7895	Karen Fenton	352.52
8414	7896	Verizon Wireless	10.00

8415	Electronic	Security State Bank	1178.70
8416	7897	Wyoming Retirement	957.64
8417	7898	BlueCross BlueShield	1355.86
8418	7899	WACD	69.00
8419	7900	Dan Rice	131.08
8420	7901	Charley Orchard	102.72
8421	7902	Vance Lungren	6.42
8422	7903	Dave Slover	102.72
8423	7904	Susan Pennington	9.63
8424	7905	R.T. Communications	92.99
8425	7906	Serlkay Printing	537.00
8426	Electronic	Dept. of Revenue	115.60
8427	7907	Daily News	100.00
8428	7908	U.S. Post Office	500.00
8429	7909	Cardmembers Services	2537.55

#### **DC REPORT:**

Holden Hergert provided the following DC Report, which was emailed to the WCCD Board previous to the WCCD Board meeting, but was not present, as follows:

#### **NRCS and WCCD Projects**

- McKinnon/Sage Creek Lane 12 Pipeline cost estimate
- Geis Group Road 14 Pipeline survey and design work

#### **CTA Assistance**

- Ray and Cindy Gullion helped again this year with the tree pickup and Ray helped with the chipping of the Christmas trees.

#### **2018 NWQI**

- 4 applications have been received
- We could possibly have a 2<sup>nd</sup> sign-up but initial interest has been low

#### **2018 EQIP**

- Washakie County's applications have been ranked
- Projects will be selected after everyone in the division has ranked their applications
  - Deadline is Feb. 9
  - Projects will be preapproved by Feb. 16
- The division will meet on Jan. 22 to insure constancy in ranking and eligibility determinations.

#### **EMPLOYEE REPORTS:**

Karen Fenton Monthly Report – Karen's monthly report was provided.

-Small Acreage Grant – Pollinator Workshop – Tori provided the WCCD Board with a copy of the Pollinator Workshop Small Acreage Grant recently completed by Karen, and submitted to the Barnyard Backyard Team.

-WCCD Web Story Map– Tori reported that Karen has completed and loaded the WCCD’s web story map on the WCCD website. Tori stated that she would visit with Karen about removing the wording on the cover slide, which states that there is sound.

### **BOARD MEMBER REPORTS:**

Legislative Lunch- Dan, Vance, and Charley all reported on the topics and discussion held during the December 19<sup>th</sup> Legislative lunch.

### **OLD BUSINESS:**

WCCD Board Discussion of Rules vs Policies – The WCCD Board reviewed the existing WCCD policies and discussed edits and whether or not to adopt as a rule, with the following results:

-WCCD Procurement Template – Charley made a motion to change the wording in the Procurement document to read as a policy instead of a rule. Vance seconded the motion. Motion carried. Discussion on this motion included a one-year trial period as a policy, and adding an “adopted on” date at the end.

-WCCD Internal Policies – After some discussion, Susan made a motion to approve the WCCD Internal Policies document as amended. Charley seconded the motion. Motion carried. Discussion on the amendments included removing two policies related to the new WCCD Procurement Policy and dispensing with the signature lines and adding an “adopted on” date at the end.

-WCCD Public Records Policy - Susan made a motion to change the wording in the WCCD Public Information Policy document to read as a policy and not a rule. Charley seconded the motion. Motion carried. Discussion on the motion included adding an “adopted on” date at the end.

-WCCD Investment Policy – No updates were made on the WCCD Investment Policy.

-WCCD Reserve Policy – No updates were made on the WCCD Reserve Policy, but the WCCD Board requested that this policy be reviewed prior to budget discussions every year.

-WCCD Personnel Policy – This item was tabled and will be discussed during the February 10, 2018 WCCD Board meeting.

### **NEW BUSINESS:**

Ten Sleep Students/Dave Egger - Request for Funding for Teton Science School Trip – Tori shared an email from Dave Egger, Ten Sleep School teacher, who was unable to attend the meeting. Discussion was held regarding the email and Tori was asked to follow up with Dave to let him know that a letter of funding request would be allowable this one time. In addition, Tori was asked to also gather more information regarding students fundraising efforts, other funding sources, and if they planned to attend the school field trip this year.

Election of Officers – Susan made a motion that the WCCD Board officers remain as they are currently. Charley seconded the motion. Motion carried. The 2018 WCCD Board officers are as follows: Dave Slover; Chairman, Dan Rice; Vice-Chairman, and Vance Lungren; Secretary/Treasurer.

Funding Criteria –

-Risk Management Practices – Tori read through the risk management practice requirements from the Reporting Checklist guidelines from the WDA as follows:

- Two supervisors' signatures are required for each check.
- A perjury statement is on each voucher and the vouchers are signed by three board members.
- The board reviews bank statement reconciliation at least once each quarter during a regularly scheduled board meeting for the bank accounts.
- Victoria Dietz and Karen Fenton are authorized to incur debt using the WCCD's credit card, up to a \$5,000 limit each.
- The WCCD does not utilize a debit card.
- The WCCD continues to have their bank accounts at Security State Bank and Pinnacle Bank.
- The WCCD has an investment policy on file.

Charley made a motion to continue with the risk management practices as presented by Tori. Vance seconded the motion. Motion carried. The WDA's Risk Management Practices Form FR-2 was signed by Dan Rice.

-Local Funding – Tori presented the WDA's Pursuing Local Funding Form BR-1, stating that the WCCD actively engages in the pursuit of local funding by utilizing a mill levy. Susan made a motion to continue to utilize a mill levy for WCCD funding. Vance seconded the motion. Motion carried. Dan signed the WDA's Pursuing Local Funding Form BR-1.

-Bonding – Tori presented the WDA's Bonding Form FR-1 stating that it documents that the WCCD Board has a dishonesty bond in place. Vance made a motion to continue with a dishonesty bond as per requirements for employees and board members. Charley seconded the motion. Motion carried. Dan signed the WDA's Bonding Form FR-1.

-Legislative Function – Tori explained that the December 19<sup>th</sup> Legislative lunch was held after the WCCD Board December board meeting, so a letter overviewing the lunch meeting had been sent to WDA in lieu of the form she was asking for a signature on. Vance made a motion to approve the Legislative Function verification form BR-2. Susan seconded the motion. Motion carried.

Ten Sleep Recycling - Old Dumpster - Paint/Relocate – Tori reported that the WCCD's recycling dumpster at the Ten Sleep School has been replaced with a larger one, and asked the WCCD Board for their input on thoughts for relocating and if relocated, if it should be painted and the WCCD logo applied. Discussions were held and the WCCD Board suggested that Tori work with Karen Fenton to tap into the local recycling groups and other organizations to see if there was a use for the dumpster.

Ten Sleep - Additional Dumpsters – Tori reported that she had been having discussions with Mike Siegfried, Worland Landfill Manager, and Amy Truman, Renew U Recycling, regarding the need for more dumpsters for cardboard collection at Ten Sleep Town Hall. Tori reported that the discussions included purchases of a dumpster by the Town of Ten Sleep and also possibilities of the Ten Sleep FFA building them. Tori stated that she had provided Amy with prices for new dumpsters. Discussions were held regarding WCCD's budget for recycling and it was decided to leave the budget as is for now.

NACD Technical Assistance Grant - Tori provided the WCCD Board with a copy of the NACD Technical Assistance Grant and the Metrics Table, and reported that WCCD had been awarded the grant. Tori gave the WCCD Board an overview of the outcome of her discussions with Allen Croft, NRCS Engineer, on what projects would be included in advertising for bids and where those projects were located. Discussions were held, and Tori was asked to find out when the grant year starts, when the funds would be received, and was asked to contact the neighboring conservation districts regarding possible cost share match contributions.

South Flat Land & Livestock - On-The-Ground Rural Agreement – Tori presented the landowners signed copy of the agreement between the South Flat Land & Livestock and WCCD. Vice Chairman, Dan Rice signed for Chairman, Dave Slover.

Geis Group Project – Sage/Slick/Nowater 319 Grant Agreement - Tori presented the landowners signed copy of the agreement between the Geis Group and WCCD. Vice Chairman, Dan Rice signed for Chairman, Dave Slover.

M & C Trust (Gary Throntveit - Request for Extension to April 1 - Tori presented the landowners signed copy of the project extension agreement between M & C Trust and WCCD. Vice Chairman, Dan Rice signed for Chairman, Dave Slover.

Vera Eckhardt – Sage/Slick/Nowater 319 Grant Agreement - Tori presented the landowners signed copy of the agreement between the Vera Eckhardt and WCCD. Vice Chairman, Dan Rice signed for Chairman, Dave Slover.

BLM Planning Process-Potential Adjustments to RMP on SageGrouse – Cooperating Agency – Tori reported that she had replied to a letter from the Worland BLM office, requesting that WCCD accept their invitation for Cooperating Agency. Tori stated that the BLM is initiating a planning process to consider whether potential adjustments are warranted to the BLM Wyoming Resource Management plans regarding Greater Sage-Grouse.

WACD What's Up/Legislative Update – Tori provided the WCCD Board with the emailed What's Up from Bobbie Frank, where items were discussed with the following results:

- HB 23 Conservation District Audits - Dan stated that Senator Agar and Representative Greear should be contacted to determine their support for the HB 23-Conservation District Audits. Tori stated that she would contact them and report back to Bobbie.

- Department of Audit Rules Changes – Dan explained the difference between the HB 23 and the Dept. of Audit Rules changes.

- Request to Contribute Funds Towards UW Football Game Sponsorship – No action was taken.

- Legislative Training – Tori requested that Karen Fenton be approved to attend the Legislative Training, which will be held February 27<sup>th</sup> in Cheyenne. Susan made a motion to approve Karen Fenton to attend Legislative Training. Charley seconded the motion. Motion carried.

WESTI Ag Days – February 14-15 – Tori provided the WCCD Board with the upcoming WESTI Ag Days Agenda and flyer, and reported that she and Karen would again be helping out throughout the

sessions, and would have a booth set up showing before and after photos of projects, and a computer running, to show the new WCCD Web Story Map.

Wyoming Conservation District Employees Association (WCDEA) Winter Training – Tori provided the WCCD Board with the draft agenda for the upcoming March 20-22 WCDEA Winter Training to be held in Lander. Tori requested that she and Karen be approved to attend the training, and both would be making presentations. Susan made a motion to approve Tori and Karen to attend the WCDEA Winter Training. Vance seconded the motion. Motion carried.

**CORRESPONDENCE:**



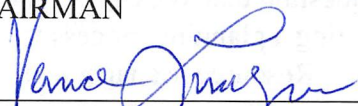
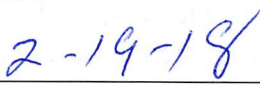
NACD News 12192017; NACD Clips 12222017; National Conservation Planning Partnership Fact Sheet; NACD Clips 12292017; NACD News 12192017; Bighorn Forest SOPA; NACD Clips 01052018; Big Horn Basin Dispatch; NACD News 01092018; Special District Meeting Email; NACD Clips 01122018;

**CORRESPONDENCE OF HIGHER IMPORTANCE:** Wyoming Public Lands Initiative December Report-Karen Fenton

The WCCD Board meeting was adjourned at 9:45 p.m.

Date: January 23, 2018

Respectfully submitted by: Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE