

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, May 18, 2020 at 7:00 p.m. via teleconference. WCCD Board members in attendance included; Dan Rice, Charley Orchard, Dave Slover, Susan Pennington, and Vance Lungren. Also, in attendance was WCCD Director Victoria Dietz and WCCD Program Assistant Halli Caines.

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

Charley made a motion to approve the WCCD May 18, 2020 board meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the draft April 20, 2020 board meeting minutes. Susan made a motion to approve the April 20, 2020 WCCD Board minutes. Charley 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; \$1,625.43, Main Money Market account; \$77,488.02, Emergency Reserve Money Market account; \$85,281.95, Depreciation Reserve Savings account; \$3,032.85, and CD balance; \$17,130.11. The April 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 \$141,283.95.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from April 21, 2020 through May 18, 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
4/21/2020	Jim Willard	9049	8350	\$2,439.95
4/21/2020	WACD	9050	8351	\$500.00
4/28/2020	Dan Miller	9051	8352	\$4,668.04
4/29/2020	Halli Caines	9052	Electronic	\$1,912.47
4/29/2020	Dusty Vail	9053	Electronic	\$312.14
4/29/2020	Victoria Dietz	9054	Electronic	\$2,362.95
4/29/2020	Wyoming Retirement	9055	8353	\$1,160.07
4/29/2020	IRS	9056	Electronic	\$1,518.02
4/29/2020	Empower Retirement	9057	Electronic	\$1,000.00
5/3/2020	WACD	9058	8354	\$191.97
5/3/2020	R.T. Communications	9059	8355	\$112.06
5/6/2020	Wyoming BCBS	9060	Electronic	\$1,470.92
5/6/2020	Kennedy Ace	9061	8356	\$90.75
5/8/2020	Cardmember Services	9062	8357	\$231.15

5/9/2020	DeWitt Company	9063	8358	\$1,079.99
5/15/2020	Dusty Vail	9064	8359	\$5.56
5/17/2020	VSP of Wyoming	9065	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, but Laura was not in attendance. Tori also provided the WCCD Board with the “Frequently Asked Question” document related to the NRCS Mentoring Program.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her April 2020 Timesheet and gave the WCCD Board an update on the following; 319 Grant Road 11 Update; Dan Miller and Jim Willard Pipeline Projects Update; Recycling Trailer Signage Update; NRCS Local Agreement.

Halli Caines’s monthly report was provided to the WCCD Board via email previous to the WCCD Board meeting.

BOARD MEMBER REPORTS:

Bighorn Forest Steering Committee (Forest Access) Teleconferences Update - Dan gave an overview of updates from the counties, state agencies, and conservation district on the status of opening up status and restrictions.

Bighorn Forest Regular Steering Committee - May 13 Teleconference – Dan gave an overview of discussions held during the May 13th Bighorn Forest Steering Committee meeting which included: lifting of restrictions; prioritizing work and focusing on management to still allow for social distancing; delay of some projects; review of the monitoring plan; rock climbing plans

OLD BUSINESS

Draft Budget Review – Tori provided the WCCD Board with an updated budget and went over the proposed changes since the April WCCD Board meeting. Vance made a motion to approve the WCCD’s Draft Fiscal Year 2021 Budget based upon updates and changes discussed. Charley seconded the motion. Motion carried.

Discussion was held and budget specifics were discussed as follows:

-Health Insurance Discussion – Tori provided the WCCD Board with a breakdown scenario of the different health insurance options, showing costs to WCCD for each. Discussion was held. Dan made a motion to offer two health insurance options to WCCD employees; 1500 Traditional and 3500 High Deductible plus \$2500/year HSA contribution. Charley seconded the motion carried.

-City of Worland Compost Program– Tori explained two new budget items proposed for the City of Worland. One budget item was the ability to receive donations from the public for the City of Worland’s compost and build a reserve for the City of Worland to use for their compost program. Dan suggested that the reserve fund for accumulation of donated funds be considered restricted funds since funds would only be spent by approval of the City of Worland, in consultation with the WCCD Board. Tori stated that once donations begin to be received would be the time to set up the reserve line item.

Tori explained that the other budget item proposed, was to set aside \$5000 towards the purchase of equipment for the City of Worland’s Compost Program. Discussion was held. Dan suggested that an agreement be developed with the City of Worland once the funds are provided for equipment, that specifies an asset value percent contribution breakdown, which would ensure that if the equipment is sold, WCCD would receive their cost percentage back. Tori will discuss with Brian Burky at the City.

Audit Estimates – Tori provided estimates from Cloud Peak Accounting in Buffalo for \$5,500.00 and from Lewis & Brinda Fagnant P.C. in Lander for \$4,000.00, for the consideration of the WCCD Board to have a CPA Review. Discussion was held. Charley made a motion to hire Lewis & Brinda Fagnant to provide a CPA Review for WCCD's fiscal year 2020. Dan seconded the motion. Motion carried.

Discussion of "Work at Home" Continuation - Charley made a motion to allow the employees to continue to work from home, and to re-evaluate that decision during the June WCCD board meeting. Susan seconded the motion. Motion carried.

NEW BUSINESS

Ten Sleep Preserve Rural Cost Share Application – Trey Davis called into the WCCD Board meeting to present his application for the Crooks Canyon Water System Improvement project. Discussion was held. The WCCD Board reviewed the project application and processed the application via the ranking sheet. Dan made a motion to approve funding for the Crooks Canyon Water System Improvement Project. The motion failed due to the lack of a second.

The WCCD Board requested that Tori contact Trey Davis to share their concerns with his proposed project and ask for his consideration of re-applying when he is able to obtain a preliminary design and cost estimate from the NRCS Engineer. Tori was also asked to share with Trey, the possible future opportunity of applying for WCCD funds once the WCCD Board has finalized a new Maintenance Cost Share Program criterion.

Sage/Slick/Nowater 319 Program – Tori provided the WCCD Board with the application from Haun Farms and the completed ranking sheet from the Washakie Watersheds Steering Committee. Tori stated that the steering committee had recommended that the project be funded under the SageSlickNowater 319 Grant, but approval of funding to be contingent upon Bill Haun obtaining approval from SHIPO and a signed permission form from the Highland Canal and adjacent landowner, Chris Drake. Discussion was held. Charley made a motion to table the funding approval for the Drake Drop Ditch project submitted by Haun Farms, until notification of SHIPO clearance and the signed permission form has been submitted. Vance seconded the motion. Motion carried.

Reserve Policy Review - Tori provided the WCCD Board with the current WCCD Reserve Policy asking for their review. Discussion was held. Charley made a motion to continue operating under the current WCCD Reserve Policy. Dan seconded the motion. Motion carried.

Telework Draft Policy Review – Tori provided the WCCD Board with a draft Telework Policy, which she had developed utilizing Wyoming Association of Conservation District's (WACD) as a template. Discussion was held and one amendment was noted. Dan made a motion to approve WCCD's Telework Policy as amended. Charley seconded the motion. Motion carried.

Managerial Guidebook Amendments - Tori reported that with the changes to the health insurance options and the addition of a separate vision insurance plan, she would update the Managerial Guidebook and bring back for review and approval at the June WCCD Board meeting.

WACD What's Up 04242020 – Tori provided the WCCD Board with the WACD April 24th What's Up email and the WACD Awards Request for Nominations, due August 1st, and asked them for any ideas for submittals. Tori asked that it be brought back for discussion during the June WCCD Board meeting and the WCCD Board agreed.

WACD What's Up 05012020 Email – Tori provided the WCCD Board with WACD’s May 1st What’s Up email, which also included a letter from WACD on Legal Fund Contributions and an Opinion letter from Darrah Law Office regarding procurement policies. Tori asked the WCCD Board for input regarding whether to contribute the remaining \$1000 of the legal fund to WACD. After some discussion, Charley made a motion to contribute the remaining \$1000 to WACD for their legal fund. Vance seconded the motion. Motion carried.

Tori reported that she reviewed the Opinion letter from Darrah Law Office, which was provided to WACD for guidance on requirements that will apply to conservation districts and other special districts. Tori stated that she developed an update to WCCD’s Draft Procurement Policy relating to in state preference. After some discussion, Tori asked that the WCCD Draft Procurement Policy be tabled and reviewed during the June WCCD Board meeting. The WCCD Board agreed. Tori stated that it looked like the rest of the Opinion letter was regarding contracting and thought it wise to wait for WACD’s training to address those items. Dan stated that the WACD Board had recently discussed the content of the Opinion letter and most pertained to public works type projects.

WACD What's Up 05122020 Email – Tori provided the WCCD Board with WACD’s May 12th What’s Up email, which also included their RCPP Rule Comments.

WCCD Draft Annual Plan Review – Tori provided the WCCD Board with the WCCD Draft FY 2021 Annual Plan. Discussion was held. Charley made a motion to approve the WCCD Fiscal Year 2021 Annual Plan of Work, contingent upon updates made to the anticipated budget. Vance seconded the motion. Motion carried.

WCCD New Director Hiring Timeline Discussion – Tori provided the WCCD Board with a draft of the job description summary she was proposing to use for advertising for the new Director position. Tori asked for board review and asked for discussion and decision regarding the salary rate. After some discussion, the WCCD Board agreed to having Tori submit the ad language to Wyoming at Work, Conservationjobboard.com, USA Jobs, WCCD’s Facebook page, Wyoming Livestock Roundup, and Western Ag Reporter. The WCCD Board also agreed to a hiring range of \$18/hour to \$24/hour for the new Director, dependent upon education and/or experience. Tori went over a proposed timeline for advertising and hiring a new Director as follows: Advertise, then close job application acceptance on June 19th; Conduct Interviews June 22 to 28; Start Date of new Director July 1st to July 15th.

Two New Urban Ag & Innovative Production Programs in New Farm Bill - Tori provided the WCCD Board with a grant overview of two new grant opportunities: Urban Ag & Innovative Production Grant Overview & USDA Compost and Waste Reduction Grant. Halli gave the WCCD Board an overview of her thoughts of potential projects that may fit the grants and stated that she will be soon meeting and discussing project potentials with Brian Burky, City of Worland Superintendent of Public Works, and Caitlin Youngquist, Extension Educator.

WCCD Board Members Elections – Tori reported that Dave Slover and Susan Pennington are both up for re-election and their filing window will be between August 5th and August 24th. Both Dave and Susan stated that they would be seeking re-election.

Executive Session – Tori stated that, since she was leaving the WCCD, she wondered if the WCCD Board wanted to consider not conducting her performance review. Discussion was held. Susan made a motion to table the Executive Session to perform Tori’s review until the June WCCD Board meeting. Charley seconded the motion. Motion carried.

OTHER BUSINESS

Community Garden Weed Barrier Donation Consideration – Tori reported that she had received a damaged roll of weed barrier on her last shipment and asked the WCCD Board for their approval to donate the roll to the Worland Community Garden. Charley made a motion to donate the damaged roll of weed barrier to the Worland Community Garden. Susan seconded the motion. Motion carried.

CORRESPONDENCE OF HIGHER IMPORTANCE:

Bighorn Forest Service Recreation Access Teleconference Agenda 04232020; Bighorn Forest Notes from April 10 Teleconference; Governor COVID Press Release 04232020; Governor COVID Metrics; Governor Update 04282020; Governor Continuance of Self Quarantine; Bighorn Forest Recreation Access Teleconference Notes from 4232020; Bighorn Forest Recreation Access Teleconference Notes from 04282020; Bighorn Forest Monitoring Report Cover Letter; Bighorn Forest Monitoring Report; Special Districts Legislative Update 05072020; Governor COVID Update Announcement 05072020; Governor Special Legislative Session Called; Bighorn Forest Recreation Access May 7 meeting notes; Governor Covid Update 05132020;


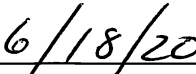
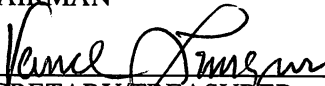
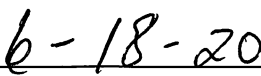
GENERAL CORRESPONDENCE

NACD News 04212020; Local Meat Sales 04222020; NACD News 04242020; NACD News 04282020; Cloud Seeding Meeting Notice; NRCS Conservation Innovative Grants; NACD Clips 05012020; Farm Service Agency Paycheck Protection for Ag Producers; Federal Register 05042020; NACD News 05052020; Urban Ag Grants Available News Release; NRCS Newsletter 05082020; Firesmart Newsletter; Small Business Disaster Loans;

The WCCD Board meeting was adjourned at 10:20 p.m.

Date: May 29, 2020

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE