

Approved as amended. - see below.

**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, December 18, 2017 at 7:00 p.m. in Worland at the USDA Service Center. WCCD Board members in attendance included; Dave Slover, Susan Pennington, ^{Vance Loren} ~~Dave Slover~~, and Dan Rice. Also in attendance was WCCD Director Victoria Dietz, WCCD Program Assistant Karen Fenton, and NRCS District Conservationist Laura Galloway.

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

Dan made a motion to approve the WCCD December 18, 2017 meeting agenda. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the November 20, 2017 board meeting minutes. Dan made a motion to approve the November 20, 2017 WCCD Board meeting minutes. Vance seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$1,353.45, Main Money Market account; \$116,385.49, Emergency Reserve Money Market account; \$76,043.71, Depreciation Reserve Savings account; \$1,000.69, and CD balance; \$16,633.83. The November 2017 bank statements for the main checking and money market accounts were reconciled by Dave Slover and all reconciliation reports were provided. Tori reported that the mill levy funding received to date was \$66,307.52.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from November 21, 2017 through December 18, 2017. Dan moved to accept the monthly expenditure and financial report. Vance seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
8390	7875	Bower Technologies	100.00
8391	7876	Morgan Pennington	25.00
8392	Electronic	Karen Fenton	1616.39
8393	Electronic	Victoria Dietz	2942.18
8394	Electronic	Security State Bank	1196.54
8395	7877	R.T. Communications	92.90
8396	7878	Verizon Wireless	10.00

8397	7879	BlueCross BlueShield	1355.86
8398	7880	Wyoming Retirement	976.97
8399	7881	Mtn. West Farm	891.00
		Bureau	
8400	7882	Lairds Sanitation	50.00
8401	7883	Daily News	228.00
8402	7884	Ten Sleep Senior	120.00
		Center	
8403	7885	Landis Benson	25.00
8404	7886	Karen Fenton	203.30
8405	7887	Karen Fenton	105.00
8406	7888	Cardmember Service	3386.89
8407	7889	Worland Comm. Center	150.00
8408	7890	South Flat Land &	4575.66
		Livestock	

DC REPORT:

Laura Galloway provided the following DC Report, which was emailed to the WCCD Board previous to the WCCD Board meeting, in which she gave a summary of:

Assistance given to the District: Pivot Crossing for South Flat LLC, survey and design; McKinnon/Sage Creek Lane 12 Pipeline; Geis Group Road 13 Pipeline; Big Horn River Steering Committee Meeting

CTA Assistance: Phone calls with assistance on Soils, Irrigation Water Management, and Grazing Plans; In field GPS points and Maps for CTA and ECP projects

WACD Meeting

- I attended the WACD meeting in Casper. Tuesday morning we had a DC meeting with our State Con to discuss UTV/ATV policy, WEBTA and CONCUR processes, Outreach and we had a presentation from Monica Pokorny with a Plant Material Center Update.
- I attended the Water Resources Committee Meeting. It was pretty short. They had an update from WWDC from Harry LaBonde who reviewed what stages all the projects were in. The SEO, Pat Tyrell gave an update on the different changes effecting water rights. Brian Lovett gave an update on DEQ activities, and Nephi Cole updated us on the Waters of the US.
- There were no policies to review and no policies due to sunset.

Current Program Contracts: We continue our normal designs, modifications, completing as-built's and making payments on previous and current year contracts.

2018 NWQI

- Batching date ends December 15th
- Currently we have 4 applications which include 4 pivots and a pod line

2018 EQIP Subaccounts

- All of Division I ranking questions, have been evaluated, points assigned to each questions, the multiplier for each subaccount is complete, and they have been entered into ProTracts. (our ranking/planning tool)
- The state office released them for Ranking, but I need to make a few changes as we were told Thursday that Wyoming will not be receiving any AMA funds. This means that all of the High Tunnel, (green houses) and windbreaks will have to be ranked in EQIP under our subheadings.
- The Batching date for 2018 applications was November 17th. We sent out eligibility letters on November 20th to give everyone until December 22nd to get all their eligibility information turned in. We will then have a peer review meeting for eligibility and start ranking the applications with the new system.

HELC / WCC

- Highly Erodible Land Conservation / Wetland and Conservation Certification Update:
- The producer requested a good faith relief from the FSA county committee for his wetland violation. It was decided to grant him this relief with the agreement he follows the NRCS plan to restore the wetland back to its natural state. He has one year to restore the wetland back to its natural state following a plan put together by NRCS.

In addition to the above report, Laura provided the NRCS Snow Report for the past two weeks.

EMPLOYEE REPORTS:

Tori – Tori gave a summary report on the following: WWDC Level I Study Scheduling Deadline Update; Clint Lungren 319 Pivot Wheel Crossings Project Completed; NRCS EWP-Paxton Berm Funding Update, and provided the WCCD Board with a copy of the December 12, 2017 Washakie Watersheds Steering Committee Meeting Notes.

Karen – Karen's monthly report was provided to the WCCD Board previous to the WCCD Board meeting.

BOARD MEMBER REPORTS:

Ten Sleep Renew U Recycling Event – Dan reported that he did not attend, but heard it was successful.

Nowood Watershed Improvement District (WID) Board Meeting – Dan reported that he had attended the December Nowood WID Board meeting and gave a summary report of the meeting.

WACD Convention – Dan provided Tori with the WACD Business meeting information from convention and gave a summary report of the meetings he attended during WACD Convention.

Vance gave a summary report of the meetings he attended during WACD Convention.

OLD BUSINESS

NACD Convention – Tori reminded the WCCD Board of the upcoming NACD Convention to be held in Nashville on January 27 to 31st. Susan indicated that she may be interested in attending and would get

back to Tori.

NACD Technical Assistance Grant Update – Tori provided the WCCD Board with the updated NRCS Engineering Needs spreadsheet, which had been provided by Allen Croft, NRCS Engineer, for the purposes of showing what engineering designs were still unfinished for the grant documentation. In addition, Tori reported that she had not yet heard if WCCD had received approval for the grant. Dan stated that he had received an email from NACD, which indicated that Wyoming had not made the first round of funding.

Tori explained the website, “Public Purchase”, which had been presented during the WACD Convention, which could be utilized for the bid advertising for a contractor for the NACD Technical Assistance grant.

Discussion on Bid Solicitation: Per Project; Lump Like Practices; Whole Package – Tori suggested that this topic be tabled until it was known if WCCD received the grant. The WCCD Board agreed to table until a later date.

Procurement Template Update – Tori provided the WCCD Board with the updated version of the Procurement template as was passed at the recent WACD business meeting during convention. Tori explained that WACD had received information from the Attorney General’s office recommending that conservation districts adopt their procurement guidance as a rule instead of an internal policy. Tori explained the difference between a policy and a rule. Dan suggested that this agenda item be tabled until next month’s meeting and asked that Tori email the WCCD’s internal policy and the Procurement Template out before the next WCCD Board meeting to allow the WCCD Board time to read them.

NEW BUSINESS

Wyoming Public Lands Initiative - Karen Fenton - Karen presented gave the WCCD Board an overview of the Wyoming Public Lands Initiative process and where the committee was in the process and upcoming timeline. Karen asked the WCCD Board for input to help her determine boundaries, and explained the consensus factor and possible compromise with the conservation representative. After some discussion, Dave stated that he was comfortable with Karen using the WCCD’s Natural Resource Land Use Plan as a guidance for negotiations, if needed.

NACD Spring Fly-In Request to Attend – Dan requested that he attend the NACD Spring Fly-In, which will be on February 19th in Washington DC, and explained the purpose of the event. Dan left the room, and the WCCD Board discussed. Tori explained the budget for NACD Convention, suggesting that the WCCD Board utilize that account since it was NACD related. Vance made a motion to approve Dan to attend the NACD Spring Fly-In, allowing up to \$1500.00 from the NACD Convention budget for that purpose. Susan seconded the motion. Motion carried.

Dan returned to the room to resume the meeting, and was told that he was approved to attend the NACD Spring Fly-In. Dan asked Tori to contact Bobbie Frank regarding how WCCD would process the funding for the trip.

Legislative Lunch Proposed Topic Discussions – Tori stated that the local legislative lunch would be held tomorrow (December 19th) at noon at the Brass Plum in Worland. Tori reported that board and staff members from Meeteetse and Hot Springs Conservation Districts would be in attendance and that Mike Greear had apologized that he would be unable to attend. Tori provided the booklets with the agenda and copies of the draft legislation, that would be utilized for the legislative lunch and reviewed the information with the WCCD Board. The information included: State Fair Funding Support; Wyoming Department of Ag Funding Support; Department of Audit Requirement Legislation; and Formation of Natural Resource Legislative Committee.

Big Horn River Slick/Sage/Lower Nowater 319 Application – Tori provided the WCCD Board with the application from Casey Rice for his project to bury a pipeline in the Lower Nowater watershed, and the ranking sheet completed by the Washakie Watersheds Steering Committee. Dan chose to leave the room due to a conflict of interest. Tori reported that the Washakie Watersheds Steering Committee had given the project a high priority based upon a 70-point ranking score. After some discussion, Vance made a motion to approve funding from the 319 grant for the Big Horn River/Slick/Sage/Lower Nowater. Susan seconded the motion. Motion carried.

Dan returned to resume the WCCD Board meeting.

Doug Hamilton - Request To Reserve Funds for Pivot Project into FY 2019 - Tori stated that Doug Hamilton has asked that cost share funds he was approved for, for his pivot project, be reserved for him in WCCD's next fiscal year budget as he will be unable to complete his project before the end of June of 2018. After some discussion, Dan made a motion to reserve the approved cost share funds for Doug Hamilton's pivot in the FY 2019 budget. Vance seconded the motion. Motion carried.

Security State Bank - Depository Approval – Tori read the Depository Designation letter from Security State, requesting WCCD's approval to designate them as a depository. Susan made a motion to utilize Security State Bank as a depository. Vance seconded the motion. Motion carried. Dan abstained from the vote.

WACD What's Up Email - Tori provided the WCCD Board with WACD's What's Up and Legislative Update email from December 4th.

Christmas Tree Recycling – Tori reported that the annual Christmas Tree collection would occur on January 6th. Tori stated that volunteers will meet at the Extension office at 8:00 a.m. for refreshments, then begin their tree collection; trees to be hauled again to Newell Sargent Park.

WESTI Ag Days Topic Input- Tori reported that WESTI Ag Days will be held February 14 & 15 and asked the WCCD Board for any input on topics that she would share with Caitlin Youngquist, Washakie County Extension. Dan suggested information on RFID Tags such as; how they can be used, how hard they are to read, where industry is going with it, and comparison with other tags.

CORRESPONDENCE

Federal Register Notice 11212017 Wild Horses; NACD News 11222017; Big Horn Basin Dispatch 11222017; NACD Clips 11242017; NACD News 11282017; Wyoming Livestock Roundup Newsletter

11292017; NACD Clips 12012017; BLM Land Use Plan Comments: WACD Comments/ Stockgrowers Comments/ Organization Comments/ Wyoming Dept. of Ag Comments; Wyoming Livestock Roundup News 12042017; Importance of Grass Height-Sage Grouse Science Newsletter; Washakie County Wildfire Protection Plan; Fish & Wildlife Service News on White Tailed Prairie Dog; NACD Clips 12082017; NACD News 12122017; NACD Clips 12152017

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

The WCCD Board meeting was adjourned at 10:0 p.m.

Date: December 26, 2017

Respectfully submitted by: Victoria Dietz, Director

Dean Rice For Dave Slover 1-15-18
CHAIRMAN DATE

Vance Anderson 1-15-18
SECRETARY/TREASURER DATE