

## **WASHAKIE COUNTY CONSERVATION DISTRICT**

### **Internal Policies**

**Policy #1** - Any person interested in assisting the Washakie County Conservation District with conservation related activities may be an associate member and will not have voting authority at board meetings.

**Policy #2** - The Washakie County Conservation District may delegate powers and duties to the associate member as they deem fit.

**Policy #3** - Associate members will be entitled to reimbursement of personal expenses, including traveling expenses, if such expenses are incurred while conducting official Conservation District business.

**Policy #4** - Reimbursement of mileage expenses will be kept current with the State of Wyoming's private vehicle reimbursement rate, which will be adjusted each quarter, if necessary.

**Policy #5** - WCCD monthly board meeting locations shall alternate between Worland and Ten Sleep.

**Policy #6** - All members of the Washakie County Conservation District's elected body shall be delegated as having signing authority for all official documents. This includes, but is not limited to, cooperative agreements, grant agreements, memorandum of understanding documents, and financial documents.

**Policy #7** - All Washakie County Conservation District checks require two board members signatures.

**Policy #8** - The Washakie County Conservation District vehicle is to be used for official business only and transporting non-employees is forbidden unless the transporting of non-employees is for the sole purpose of conducting official business. All approved passengers will be required to sign the WCCD's Vehicle Ride-Along Waiver of Liability Form.

These policies were adopted during the January 15, 2018 Washakie County Conservation District board meeting.