

**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 21, 2019 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Dan Rice, Dave Slover, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz and guests Myron Casdorph, Cameron Roady, Dave Eggar, and Kiy Oshi and his mother.

Dave called the WCCD board meeting to order at 7:06 p.m.

Susan made a motion to approve the WCCD January 21, 2019 board meeting agenda. Dan seconded the motion. Motion carried.

The WCCD Board reviewed the draft December 17, 2018 board meeting minutes. Dan made a motion to approve the December 17, 2018 minutes as read. Susan seconded the motion. Motion carried.

**FINANCIAL REPORT:**

Tori reported the following financial account balances: WCCD main checking account; -\$5,521.73 Main Money Market account; \$119,770.29, Emergency Reserve Money Market account; \$76,699.88, Depreciation Reserve Savings account; \$2,011.86, and CD balance; \$16,738.85. The December 2018 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 \$103,221.27, compared to \$104,910.93 the same time last year.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from December 18, 2018, through January 21, 2019. Dan moved to accept the monthly expenditure and financial report. Susan seconded the motion. Motion carried.

Tori provided the WCCD Board with the vendor list QuickBooks report from July 1, 2018 to December 31, 2018.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
12/27/2018	Karen Fenton	8708	Electronic	\$1,321.48
12/27/2018	Melanie Dedic	8709	Electronic	\$961.46
12/27/2018	Victoria Dietz	8710	Electronic	\$1,990.78
12/27/2018	IRS	8711	Electronic	\$1,305.56
12/27/2018	Wyoming Retirement	8712	8121	\$947.13

12/27/2018	Empower Retirement	8713	Electronic	\$1,000.00
12/28/2018	WACD	8714	8122	\$65.90
12/28/2018	R.T. Communications	8715	8123	\$100.36
12/28/2018	Department of Workforce Services	8716	Electronic	\$464.39
12/28/2018	Dan Rice	8717	8124	\$263.78
12/28/2018	Charley Orchard	8718	8125	\$199.47
12/28/2018	Vance Lungren	8719	8126	\$7.63
12/28/2018	Dave Slover	8720	8127	\$139.52
12/28/2018	Susan Pennington	8721	8128	\$25.07
12/31/2018	Wyoming Dept. of Revenue	8722	Electronic	\$145.38
1/3/2019	Nelson Engineering	8723	8129	\$7,541.65
1/15/2019	Wyoming Dept. of Ag	8724	8130	\$25.00
1/15/2019	Serlkay Printing	8725	8131	\$440.00
1/15/2019	Ten Sleep Tribute	8726	8132	\$60.00
1/15/2019	Daily News	8727	8133	\$90.00
1/15/2019	Victoria Dietz	8728	8134	\$75.35
1/15/2019	Cardmember Services	8729	8135	\$2,938.21
1/16/2019	BlueCross BlueShield	8730	Electronic	\$1,410.09
1/17/2019	Maggie's Café	8731	8136	\$399.00
1/18/2019	Washakie County Solid Waste	8732	8137	\$120.00

#### **DC REPORT:**

Laura Galloway provided the following written DC Report prior to the WCCD Board meeting, as follows, but was not in attendance:

**ASSISTANCE GIVEN TO THE CONSERVATION DISTRICT:** Engineering and design: Ondo Pipeline, Wyoming Sugar Windbreak, Outside engineering contract. CTA: Christmas Tree Pickup, Christmas Tree shredding

**CTA ASSISTANCE:** Phone calls for assistance. Assisting all customers as best we can during the furlough.

#### **GOVERNMENT SHUT DOWN**

- NRCS has funds to continue operating through January it sounds like. They evaluate it on a bi-weekly basis.
- FSA loan officers are in periodically for a few hours to process loan payments, sign checks, and disperse funds to those who have operating loans with them. The FSA Programs staff are on furlough.
- RD is on furlough until the government opens.

#### **HELC / WCC**

- Highly Erodible Land Conservation / Wetland and Conservation Certification Update:
- The producer who was given good faith relief from the FSA county committee for his wetland violation had until December 31, 2018 to comply. The contractor he hired completed the fill removal on the 2 acres on December 21<sup>st</sup>. NRCS certified it was complete on December 22<sup>nd</sup>.

## **EQIP**

- The December 21, 2018 batching date resulted in a few more applications for our 2019 funds.
- I have created new sub-accounts according to what the local work group requested. They will be:
  - Sprinkler Irrigation
  - Rangeland / Forestry / Invasive species / Streambank
  - Surface Irrigation/AFO-CAFO/ Secondary containment (Will include Infrastructure, gated pipe projects,)
  - Multi Resource concern (soil health, and everything else)
- We continue to do as-builts, modifications, and project checks for active contracts.

## **NWQI**

- All 3 applications in the Nowater Watershed have been pre-approved. The estimated funds needed for these 3 is \$120,000.
- The obligation date for these contracts was January 18, 2019 but will be extended due to the government shutdown

**ULTIMA:** We have a new Ultima who will be working in our office 1 2 days per week. Her name is Michelle and she will also be working in Greybull, Lovell, and Powell as needed.

## **OTHER**

- I still have not heard anything about who will be taking over the area Range Con position. (Ray's position)
- Jim Mischke, DC in Thermopolis retired so we have been helping as needed with that office.
- I have been acting DC for the Lyman/Rock Springs offices since December 16<sup>th</sup> as that DC is on sick leave due to a family emergency issue.

## **DISTRICT MEETINGS**

- We have been instructed that we can no longer attend District meetings if they fall on a Holiday. They also must be held between the hours of 6 am and 9 pm on normal working days for me to attend. Because of this directive, I will not be able to attend the meeting on January 21<sup>st</sup>.

**Snow Report** - snow water equivalent history/current report (was not included in these minutes)

## **EMPLOYEE REPORTS:**

Karen Fenton's monthly report was provided to the WCCD Board.

Melanie Dedic's monthly report and the NACD Urban Conservation Grant submitted by Melanie, was provided to the WCCD Board.

Tori provided the WCCD Board with her December 2018 Timesheet and reported on and/or provided documents for the following: Christmas Tree Collection/Chipping Report; 2019 NACD Technical Assistance Grant; Cottonwood Grass Creek Watershed Improvement District's December 28th meeting report

## **OLD BUSINESS**

WACD Watershed Conference – Tori provided the WCCD Board with the draft agenda for the upcoming Watershed Conference to be held in Casper February 20<sup>th</sup> and 21<sup>st</sup>. Tori stated that Karen Fenton plans to attend.

## **NEW BUSINESS**

### Rural Cost Share Program:

-Crowfoot Ranch-Kirk Tolman Project Application - Andy's Reservoir – Cameron Roady presented the Andy's Reservoir application on behalf of Crowfoot Ranch. Cameron explained that they had attempted a repair on the reservoir multiple times and the dike continues to wash out due to what he feels was caused by old tree roots. The reservoir is on BLM land. Tori explained that the ranking for this project will not be completed until the February 18<sup>th</sup> WCCD Board meeting.

### Special Discretionary Cost Share Program:

-Crowfoot Ranch-Kirk Tolman Project Application - Mills Place Pipeline – Cameron Roady presented the Mills Place Pipeline project application on behalf of Crowfoot Ranch. Cameron explained that the plan was to replace two reservoirs that will no longer hold water, with two drink tanks. He stated that he felt that the project would significantly conserve water and would also save on fuel when needing to keep the tanks full versus keeping the reservoirs full. After some discussion, Susan made a motion to approve the Mills Place Pipeline application for up to 50% cost share, up to \$2,500.00. Dan seconded the motion. Motion carried.

-Myron Casdorpf - Wyoming Sugar Tree Planting Project Application – Myron Casdorpf presented the tree planning project application on behalf of Wyoming Sugar Company. Myron explained that they were applying for Phase I of a 3 phased project, to create a natural screen with Austrian Pine trees to buffer the viewshed from both Airport Road and the hiking and biking path along Airport Road. The trees will help beautify the area and take the focus away from the lime pits west of the path. After some discussion, Dan made a motion to approve the Wyoming Sugar Phase I Tree Planting application for up to 50% cost share, up to \$2,500.00. Susan seconded the motion. Motion carried.

Dave Egger 6th & 7th grade Students - Presentation to Request Funds for Teton Science School Trip – Dave Egger and one of his students, Kiy-Oshi, explained that approximately fifteen 6<sup>th</sup> and 7<sup>th</sup> grade students from Ten Sleep School would be attending Teton Science School from April 29<sup>th</sup> to May 2<sup>nd</sup>. Dave gave the WCCD Board an overview of their financial status and reported that the students were currently selling pizzas to fundraise for their trip but would also appreciate funding help from WCCD. After some discussion, Dan made a motion to approve \$450 to support sending the 6<sup>th</sup> and 7<sup>th</sup> Ten Sleep students to Teton Science School. Susan seconded the motion. Motion carried. Dave stated that he and his students would plan to follow up with the WCCD Board at their May meeting, to present what they had learned during their trip.

Election of Officers – Susan made a motion that the WCCD Board officers remain as they are currently. Dave seconded the motion. Motion carried. The 2019 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.

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

-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. Dan seconded the motion. Motion carried. Dave Slover 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. Dan made a motion to continue with a dishonesty bond as per requirements for employees and board members. Susan seconded the motion. Motion carried. Dave Slover signed the WDA's Bonding Form FR-1.

NACD Technical Assistance Request for Proposals Ranking – Tori provided the WCCD Board with proposals for engineering design work for a pivot sprinkler in Big Horn County. Two proposals; one from WOOD, and one from Western Heritage, were reviewed and ranked by Dave Slover and Dan Rice. Dan suggested that since the ranking points were close between the two proposals, that Allen Croft, NRCS Engineer, be asked to rank them as well. Tori stated that there is \$5945.58 left in the NACD Technical Assistance grant account, and both proposals were higher than that amount. Tori reported that she had emailed both engineering firms to ask if they would consider reducing their costs and had not yet heard back from them. After some discussion of several options, the WCCD Board agreed to have Tori contact South Big Horn Conservation District to see if they would be willing and/or able to cover the cost difference.

WACD Legislative Updates – Tori provided the WCCD Board (as they were provided to her) with WACD's Legislative Updates 4, 5, and 9. Also provided was the current Public Records specific legislation/bill. Dan gave the WCCD Board a summary of the status of some of the bills being watched by the WACD Board.

WESTI Ag Days Information – Tori provided the WCCD Board with the upcoming WESTI Ag Days agenda and reported that Karen would be developing a display for the Nowood Watershed Water Development to gather input on what projects can be accomplished and find examples of successful projects.

Lyman BLM Decision Letter – Tori provided the WCCD Board with a copy of a letter from the BLM regarding a Summary of Proposed Action on Dale Lyman's BLM allotment and stated that Karen had been in contact with the permittee to ensure that they understood the letter and to offer WCCD's assistance. Tori provided the notes from Karen's discussion with the permittee.

Conservation District Training February 27-28 – Tori provided the information for the upcoming training for Conservation Districts and other Special Districts, to be held either by webinar or in Cheyenne. Tori stated that she had also forwarded the information to the Cottonwood Grass Creek, and the Nowood Watershed Improvement Districts.

**CORRESPONDENCE OF HIGHER IMPORTANCE:**

Special District Association December 19 Minutes; Special District Association January 4 Agenda; Shoshone CD Trans Basin Comment Letter; Nowood WID December 2018 Minutes; Special District Association Issues with SF57; Special District Association 01152019 Proposed Amendments;

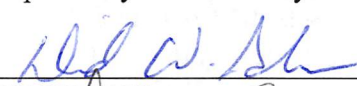
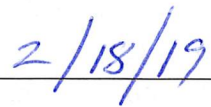
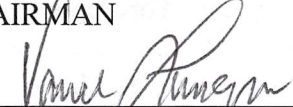
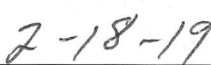
**GENERAL CORRESPONDENCE**

NACD News 12182018; NACD News 12212018; NACD News 01032019; NACD News 01082019; Extension Service Upcoming Events; NWFS Eagle Funding; Governor Proposed Budget 01152019; NACD News 01152019; Society for Range Management Introduction Email; Society for Range Management Training; Governors Transparency Group; NACD Clips 01182019;

The WCCD Board meeting was adjourned at 9:16 p.m.

Date: February 5, 2019

Respectfully submitted by: Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE