

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, June 20, 2016 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Charley Orchard, Susan Pennington, Dan Rice, and Dave Slover. Also in attendance was WCCD Director Victoria Dietz, Outdoor Education Specialist Vanessa Woffinden, and NRCS District Conservationist, Laura Galloway. Guests in attendance were Tracy Neidig and Clint Lungren.

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

The WCCD board reviewed the May 16, 2016 board meeting minutes. Charley moved to approve the April 18, 2016 WCCD board meeting minutes. Susan seconded the motion. Motion carried.

The WCCD board reviewed the May 16, 2016 executive session minutes. Susan moved to approve the April 18, 2016 WCCD executive session minutes. Charley seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$3,723.27 and Money Market account; \$199,836.67. The CD balance is \$16,405.82. The May bank statements for the main checking and money market accounts were reconciled by Charley. Charley moved to accept the financial statement and the reconciliation reports for both accounts. Susan seconded the motion. Motion carried. Tori reported that the mill levy total to date for this fiscal year is \$187,028.66, which is \$25,587.66 over what was estimated in the budget.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
7949	Electronic	Karen Fenton	1523.39
7950	Electronic	Victoria Dietz	2751.11
7951	7528	Dave Slover	120.08
7952	Electronic	Dusty Vail	513.23
7953	Electronic	Karen Fenton	1538.84
7954	Electronic	Victoria Dietz	2683.71
7955	Electronic	Security State Bank	2318.46
7956	7529	WEBT	13.86
7957	7530	BlueCross BlueShield	1355.86
7958	7531	Verizon Wireless	10.08
7959	7532	Lawyer Nursery	141.25
7960	7533	R.T. Communications	88.87
7961	7534	Washakie Co. 4-H	125.00
7962	7535	Wyoming Retirement	912.26

7963	7536	Cameron Taylor	50.00
7964	7537	Laird's Sanitation	60.00
7965	7538	Dept. of Transportation	10.00
7966	7539	Kennedy Ace	100.00
7967	7540	WACD	20.00
7968	7541	Serlkay Printing	60.00
7969	7542	DeWitt	819.40
7970	7543	Cardmember Service	868.81
7971	7544	Meeteetse CD	200.00
7972	7545	DeWitt	70.64

NRCS REPORT

Laura Galloway provided the following written report:

NRCS help provided for WCCD: Urban storm water drain project contractor tour, Airport Road Waterline/Tank Trip Report, South Flat Wetland determination, Gooseberry Creek Plot exclosure fencing, vegetation plantings, Warner-Weber Pipeline As-Built, Maps for producer 319 projects for South Flat Land & Livestock.

EQIP 2016

- o I brought the Plans that need signatures. There are 6 regular EQIP and 4 NWQI projects that were e-mailed to you to review. No comments were received.
- o The Division received more additional funding and we were able to fund 3 more contracts.
Washakie County received funds for:
Div I Infrastructure - 1 contracts - \$28,000

NWQI

- o We received \$334,094 for the lower Nowater HUC under NWQI.
- o We are funding the top four applications. These will cover 6 pivot projects, using \$311,137 of our allocation.
- o LT discussed NWQI on 6/14/16 during the programs portion of the meeting. It was agreed that the slippage from Lower Nowater Creek, roughly \$22,957 will be moved to Alamo Creek to fund the 2nd application in line.
- o Alamo Creek will have 2 applications funded for ~ \$354,387. There will be ~ \$2,665 slippage.

Civil Rights

- o Worland FO chosen to be one of the offices on the West side for the 2016 Civil Rights Compliance Review, July 18-22, 2016.
- o Questions for one of the District Board Members (see Attached questions)

Civil Rights yearly review (see attachments)

- o Civil Right Policy
- o Prevention of Harassment
- o Equal Opportunity
- o Justice for all Poster

Laura provided all of the Civil Rights documents to the WCCD Board and questions that would be asked of a chosen board member who would be representing the WCCD for the Civil Rights interview to be conducted by

the national NRCS office. Charley volunteered to represent WCCD in answering the questions. Laura reviewed all of the provided documents with the WCCD Board and stated that the national NRCS office will be conducting the interviews between July 18th and 22nd.

Laura had previously provided the WCCD board with the conservation plan project maps and information on six EQIP and four NWQI contracts for their review. Laura stated that she had received no comments on the contracts and asked for a WCCD board representative to sign the contracts. Both Dave Slover and Vance Lungren had a conflict of interest as they both have contracts among the ones presented so did not sign the contracts. Susan Pennington signed the contracts.

EMPLOYEE REPORTS

North Worland Stormdrain Project Update – Tori reported that the contractor tour was held on June 8th with six contractors in attendance. Tori stated that the bids are due in to her on June 30th, and a deadline of August 19th for construction has been determined.

Nowood Watershed Improvement District (WID) Quarterly Conservation District Meeting - Tori reported that she participated in the meeting via teleconference and reported that their budget hearing will be held at 7 p.m. at the Manderson Fire Station. Dan had suggested earlier to Tori that the WCCD Board call in to their budget meeting, which will be at the start of the WCCD Board meeting in Ten Sleep. Tori also offered the Nowood WID any assistance from the WCCD Board, pertaining to gaining information through Wyoming Department of Ag (WDA).

WDA Grant Update – Tori gave the WCCD Board an overview of a grant she and Karen Fenton have put together to cover the costs of water quality monitoring and rangeland health workshops for 2017 and 2018.

OLD BUSINESS

Draft Budget Review – Tori reviewed the draft budget changes since the May 16, 2016 WCCD Board meeting. Tori provided information on the new Department of Labor Laws pertaining to exempt employees and overtime pay which will go into effect December 1, 2016. Tori explained that she was currently considered an exempt employee according to the duties she was responsible for, which would mean an increase in her salary (which was detailed in the proposed budget). Tori also pointed out that her duties could be reduced, which would put her into a non-exempt category where overtime pay would kick in over 40 hours a week. After some discussion, a majority of the WCCD board agreed that they would keep Tori as an exempt employee and adhere to the new laws when they go into effect.

WCCD Reserve Fund Policy Review – The WCCD Board reviewed the Reserve Funds Policy as updated by Tori as per WCCD Board discussion during the May 16, 2016 board meeting. After some discussion, Charley made a motion to approve the WCCD Reserve Funds Policy as written. Dave seconded the motion. Motion carried.

WCCD Natural Resource Land Use Plan Review & Update – Tori stated that Karen Fenton had gone through the draft plan to provide references for some of the background information and Tori had incorporated that into the plan. Tori asked the WCCD Board for direction of where they would like to focus next in the plan. Dan asked the WCCD Board to take the time to read the plan over and suggested moving forward with updates during the next board meeting, as the completion of the plan would soon become urgent. Tori stated that the plan will need to be completed by the end of December, but public comment would need to be sought 45 days prior to that deadline.

319 Grant Agreement Signature - 347 Ag LLC – Tori presented an agreement for 347 Ag LLC, which had been signed by Brian Perry, and asked for Dan's signature, which he signed.

NEW BUSINESS

Rural Cost Share Program Application – South Flat Land & Livestock – Clint Lungren gave the WCCD Board an overview of his project to bury a dirt ditch. Clint explained that he has problems with the ditch washing out due to the slope and soils of the area. Dan questioned including the cost of the bubbler screen and labor as held felt it fell into a maintenance category and maintenance could not be included in cost share consideration. Clint agreed that the bubbler screen and the labor to install it was maintenance and would remove those costs from the project estimate. Tori verified the costs to be removed at \$497.40 for the bubbler and \$500.00 for the labor to install it. Clint stated that those costs were correct. Tori stated that the corrected cost estimate for the project will be \$14,615.68. Tori reminded the WCCD Board that the next batching date for ranking will be the August WCCD Board meeting.

Tracy Neidig- Annie's Project Presentation – Tracy Neidig gave the WCCD Board an overview of what she had learned during her recent Annie's Project sessions. Included in the topics was Communication and Conflict Management, Working with Different Personalities, Business Plans, Marketing and QuickBooks, Economic Decision Making and Recordkeeping, and Getting Ready for Spring Gardening. Tracy thanked the WCCD Board for their funding support for her registration fee.

Vanessa Woffinden - Present Natural Resource Education Webpages – Vanessa Woffinden, the new Outdoor Education Specialist, presented the work she had done to develop a page on the WCCD's website for teachers to have access to all of the materials and services available to them for natural resource education.

WACD What's Up – Tori previously provided, via email, the May 20th and June 9th WACD What's Up information, which included the following documents that were attached to the email: Grizzly Comments, BLM 2.0 Comments, Wyoming Nutrient Strategy, and the EPA/USGS Technical Report Comments. Dan gave a summary of the EPA/USGS Technical Report and concerns regarding the report.

319 Grant - Gene Schreibeis Project Completed – Tori reported that NRCS had provided the Trip Report for the certification of completion of Gene Schreibeis's 319 irrigation project. Tori stated that Gene still need to bring in is receipts before she can submit a reimbursement request to DEQ.

Wyoming Natural Resource Foundation Golf Tournament Support – Tori provided information on the upcoming Wyoming Natural Resource Foundation Golf Tournament to be held August 16, 2016, stating that they were asking for sponsorship support. No action was taken.

Board Member Positions Up for Election – Tori reported that Dave Slover and Susan Pennington are both up for re-election this year. Both Dave and Susan indicated that they would be seeking re-election. Tori stated that the filing deadline will be August 29th and filing can begin August 10th. Tori stated that she would remind Dave and Susan as the time got closer.

Data Policy Input - Upcoming Meetings - Tori provided the WCCD Board with the Data Policy SF0038, via email previous to the WCCD Board meeting. Dan stated the importance of being involved in the process. Tori asked if the policies already in place, such as the access agreement and data release form, both required for landowner signatures, are going to suffice. Dan pointed out the meeting dates asked if anyone would be able to attend, which there was no one able to.

