

**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, April 17, 2017 at 7:00 p.m. in Worland at the WCCD Office. WCCD Board members in attendance included; Vance Lungren, Charley Orchard, Dan Rice, and Susan Pennington. Also in attendance was WCCD Director Victoria Dietz, and NRCS District Conservationist Laura Galloway.

Dan called the WCCD board meeting to order at 7:05 p.m.

Dan asked for a motion to adopt the WCCD April 17, 2017 meeting agenda. Charley made a motion to adopt the April 17, 2017 WCCD board meeting agenda. Susan seconded the motion. Motion carried.

The WCCD board reviewed the March 20, 2017 board meeting minutes. Vance moved to approve the March 20, 2017 WCCD board meeting minutes as read. Charley seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$3,546.06, and Money Market account; \$219,915.14. The CD balance is \$16,539.19. The March 2017 bank statements for the main checking and money market accounts were reconciled by Vance Lungren and the reconciliation reports were provided. Tori reported that the mill levy funding received to date was \$130,561.92, which was \$150,080.82 at the same time last year. Vance moved to accept the financial report reconciliation reports for both accounts. Susan seconded the motion. Motion carried.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from March 21, 2017 through April 17, 2017. Charley moved to accept the monthly expenditure report. Vance seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

<b>VOUCHER</b>	<b>CK NUMBER</b>	<b>PAYABLE TO</b>	<b>AMOUNT</b>
8181	7707	Karen Fenton	31.57
8182	7708	Dan Rice	302.28
8183	7709	Vance Lungren	32.10
8184	7710	Charley Orchard	205.44
8185	7711	Dave Slover	171.20
8186	7712	Susan Pennington	19.26
8187	7713	Vanessa Woffinden	161.08

8188	7714	Verizon Wireless	10.00
8189	7715	R.T. Communications	92.65
8190	7716	Karen Fenton	735.00
8191	Electronic	Dusty Vail	132.06
8192	Electronic	Karen Fenton	1554.16
8193	Electronic	Vanessa Woffinden	906.42
8194	Electronic	Victoria Dietz	2684.71
8195	7717	BCBS	1355.86
8196	Electronic	Security Bank	1256.78
8197	7718	Wyoming Retirement	908.77
8198	7719	Serlkay Printing	1014.00
8199	7720	DeWitt Company	1571.00
8200	Electronic	Dept. of Work.Serv.	455.14
8201	7721	DeWitt Company	143.64
8202	7722	Chuck Holmes	65.00
8203	7723	Vanessa Woffinden	20.11
8204	7724	Cardmember Services	1748.27
8205	7725	Sally Craft	360.00
8206	7726	Karen Fenton	54.73
8207	7727	Washakie 4-H	125.00

## **DC REPORT**

Laura Galloway provided the below written DC Report via email prior to the WCCD Board meeting.

### **Assistance given to the District**

- Louis Pfrangle – Engineering Assistance
- Rod Webb – Water rights mapping assistance
- Assisted with Surge Valve operations

### **Current Program Contracts**

- We continue our normal designs, modifications, completing as-built's and making payments on previous year contracts along with field work as weather allows.

### **2017 EQIP/NWQI Programs**

- Our contracts from Division I and the NWQI contracts have all been written. They are at the Area/State office level being reviewed.
- I will need signature from you on all of these as soon as all corrections have been made. I can send them out vial e-mail with a plan map and project description like we have in the past. Then after you have a week or 10 days to review them, someone could come in and sign them. Or I can bring them to the next meeting. I will leave that choice up to you.

## **LOCAL WORK GROUP DIVISION I MEETING**

- This year the Meeteetse Conservation District is going to host the Division I local work group meeting. They will be advertising in each counties local papers, chair the meeting at their venue, and plan the agenda. We are trying to get the local work group working like it is supposed to with the involvement of the Conservation districts.
- We are hoping this will continue and each district can take a turn so we can rotate the meeting around the division on a yearly basis. Would you consider this?
- The meeting will be May 24<sup>th</sup> in Meeteetse. I will let you know more information when I receive it.

## **EWP**

- So far we have not had anyone come in and request assistance under the EWP program. We will continue to Monitor during this springs flooding.

## **NRI**

- NRI stands for National Resource Inventory. Every spring approximately 20 random points on private property and 20 on BLM rangeland are chosen for the inventory. A team of Range Conservationist go to these points to see if they are still actual rangeland and have not been developed. They do a data collection transect at each point and collect plant species data.
- I have sent out the letters requesting permission to monitor the 2017 NRI points.
- The producers have the option to give or deny permission to access their property to complete the inventory.

## **ROOT REVIEW**

- Each quarter we have a number of active contracts we have to review to make sure they are on schedule and viable contracts. I have 5, I am currently working on.

## **TRAINING/WORKSHOPS**

- Holden, Emma and I attended the NUTBAL workshop the WCCD hosted. It was very good and we learned a lot on a tool that is one of the enhancements in our CSP program. Thank you
- Holden is going to a weeklong CNMP training in Montana in May.
- We are all having to complete a list of trainings to keep our certified planner status.

Also, submitted with the DC report, was the snow report, which was not included in these minutes.

Specific discussion regarding the written DC Report was as follows:

Laura asked the WCCD Board if they would like the EQIP/NWQI contracts sent via email for their review or if they would like her to go over them during a WCCD Board meeting. The WCCD Board asked that Laura email them after the Area/State office has reviewed them. Vance offered to come in to sign the contracts after he is notified that the WCCD Board approves them. Tori stated that she would share the files that Laura emails, on the box.com site when she receives them.

Laura asked the WCCD Board if they would be interested in hosting the Division I NRCS Local Work Group meeting alternately with the other conservation districts in the division. Charley asked what the

host district would be responsible for and Laura stated that in some cases, NRCS may be able to pay for the advertising, but asked that the host district coordinate the meeting place and chair the meeting. Laura also stated that the Altima Contract person would be there to record the minutes. The WCCD Board agreed to host a local group meeting in the future and consider helping other conservation districts with advertising costs.

#### **EMPLOYEE REPORTS:**

The WCCD Board reviewed the written monthly employee reports from Karen Fenton and Vanessa Woffinden.

#### **BOARD MEMBER REPORTS:**

NUTBAL Workshop Report – Charley and Vance both reported on the NUTBAL workshop they attended, which was hosted by WCCD. Both felt that it was very informative with top notch speakers, and felt that the workshop was valuable to their operation. They both provided input for future workshops, and suggested that the workshops may be shortened with less step by step instruction if handouts are provided.

#### **OLD BUSINESS**

Rain Garden Update – Tori reported that she has had several challenges with the company, SWI, who was hired to install the rain garden. Tori explained that SWI is a sub-contractor for Layton Construction, who has the contract with Washakie Medical Center for the Rain Garden and the rest of the landscaping on the property. Tori stated that she has been directly working with CTA Associates, who designed the rain garden, and acting as the technical support and liaison between herself and SWI. Tori reported that she and Karen had toured the project area with Brad Feeley, with CTA, a month ago, where discussions included what was left to accomplish, concerns with the quality of the workmanship, missing items such as the boulders, and a need to route the rain from the downspout so that it could get to the rain garden area. Tori stated that she has been told that the project will be completed by April 28<sup>th</sup>.

National Association of Conservation Districts (NACD) Community Grant Update - Draft Resolution Review/Approval - Tori gave the WCCD Board an update on the progress of the NACD Community grant that Karen Fenton has been working on and presented them with a draft resolution for their review and approval. Tori stated that the resolution is a requirement of the grant, which states that the WCCD Board approves the proposal and addresses any potential conflicts of interest. Charley made a motion to support a resolution to approve the WCCD's proposed NACD Community grant for a sustainable backyard garden program, also noting that there are no known conflicts of interest of other similar projects being done. Vance seconded the motion. Susan abstained from the vote and refrained from signing the resolution, due to a possible conflict of interest. Motion carried. The resolution was signed by Vance, Dan, & Charley.

Wyoming Public Lands Initiative (WPLI) Consultant Report – Tori provided the WCCD Board with the report for March, from Karen Fenton, regarding the 1<sup>st</sup> WPLI committee meeting in Worland, and WPLI training she had attended in Lander.

Outdoor Classroom Range Grass Plot Update – Tori reported that she, Ray Gullion; NRCS, Karen, and Jared Glanz; Washakie County Weed & Pest Supervisor, made a site visit to the range plots at the

Outdoor Classroom to evaluate the plots, to determine if any needed to be reseeded and/or chemically treated. Tori stated that there was only one plot that Ray felt should be reseeded, which was Basin wild rye, and it was also decided that the north end of the plots should be seeded, as it was mostly weeds. Tori reported, from an emailed summary of the site visit developed by Karen) that Jared will spray for broadleaf in all of the plots, except for the wild rye plot, and will spray roundup in the wild rye plot to be reseeded, the furthest northern end of the plot rows, and separation strips between the plots. Tori reported that Ray has indicated that the rest of the plots are ready for the Worland High School students to begin using the area for their range studies.

Washakie Leadership Special Discretionary Application & Agreement - Tori presented the signed agreement between the WCCD and Washakie Leadership class to the WCCD Board, asking for their signature on the project agreement to develop an education low water landscape area. Dan signed the agreement. Tori also asked the WCCD Board for their signatures on the initial application, which was approved during the WCCD March 20th board meeting. WCCD Board members present, signed the application.

South Flat Land & Livestock Agreement - Tori presented the signed agreement between the WCCD and South Flat Land & Livestock, asking for a signature. Dan signed the agreement. Tori stated that the project had been approved during the March 20<sup>th</sup> WCCD board meeting.

Bighorn Forest Service Steering Committee Meeting Agenda – Tori provided the WCCD Board with the agenda for the upcoming Bighorn Forest steering committee meeting, and reported that date of the meeting had been changed and she would send an update of the new date as soon as she received it. Dan stated that he would try to attend the meeting.

Rod Webb – Tori reported that Rod Webb had cancelled his pipeline project application due to restrictions of pipe size/flow, placed upon him by the State Engineers Office.

## **NEW BUSINESS**

Fiscal Year 2018 Draft Budget – Tori provided the WCCD Board with the draft FY 2018 budget and reviewed and discussed proposed increases, decreases, and new items for the upcoming budget year.

Reserve Fund Policy Review/Update – Tori provided the WCCD Board with the current WCCD Reserve Policy, the WACD Reserve Fund Template, and guidance document. The WCCD Board agreed to update the current policy using the WACD template and discussed the different categories of funds that are currently held for future use, and where they would belong in the template. It was determined that the Technical Assistance Reserve and Employee Benefit Reserve would both be un-restricted funds. In addition, it was determined that the On-the-Ground Cost Share Program Reserve and Grant Reserves would both be restricted funds. Further discussion included the types of items that would fall under the Depreciation Reserve such as computers, tires, & vehicle, and determining the dollar amount to operate for 6 months should there be a decrease in or loss of funding, which Tori will calculate. The WCCD Board asked Tori to rework the reserve policy to fit the template based upon discussions held during the meeting. Dan asked Tori to provide the reserve policy template to both Watershed Improvement Districts.

Rural Cost Share Program - 347-LLC Brian Perry - 60 Day Extension – Tori reported that, due to the wet Spring, Brian Perry has asked for a second extension of time to complete his feedlot relocation project until July 1. Vance made a motion to approve a 60-day extension for the 347-LLC Feedlot project. Susan seconded the motion. Motion carried.

4-H Fair Award Discussion – Tori reported that the Washakie County 4-H is reorganizing their awards program and plans to start providing more “project related” type awards rather than coffee mugs full of candy. Tori asked the WCCD Board for their input on what type of award they would like WCCD’s funds to be used for. After some discussion, Charley made a motion to support Washakie County 4-H at \$125, and request that the funds be utilized where needed and not specific to just awards. Vance seconded the motion. Motion carried.

Potential GIS Project to Benefit WCCD - Input for Karen - This agenda item was tabled until the May 15<sup>th</sup> WCCD Board meeting.

Waterman Surge Valve Solar Panel Replacement and Loan to Powell Clarks Fork Conservation District- Tori reported that Rick Six no longer has a use for the WCCD’s surge valve and she would like to get the valve in working order and loan it to the Powell Clark’s Fork Conservation District for their use in demonstrating the valve. Tori stated that Rick suggested that the solar panel may need to be replaced as it was not holding a charge, and that he had purchased a new battery for it a few years back. Tori reported that she had purchased a new solar panel, which had been installed by the NRCS staff a week ago. Tori stated that the valve was not yet showing a charge and she may need to purchase a new battery. The WCCD Board agreed to allow Tori to get the surge valve up and running again to loan out to others.

Wyoming Water Development (WWDC) Draft Criteria-Comments to WACD by May 15 - Tori provided the draft criteria for the WWDC Small Water Program, to the WCCD Board. Dan suggested that Tori review the document and submit comments to WACD by May 15<sup>th</sup>.

Internal Policy Update Consideration – Tori stated that she had not followed up with a decision that was made during the February 20<sup>th</sup> WCCD Board meeting. The decision was regarding the delegation of two WCCD board members to represent WCCD’s position on legislation, if requests from WACD to contact legislatures needs to be acted on between board meetings. Tori suggested that the decision be formulated into an internal policy so it was written somewhere besides past minutes. Some discussion was held, but it was decided that the topic be tabled for further discussion during the May 15<sup>th</sup> board meeting.

Executive Session – Charley made a motion to go into executive session to conduct personnel performance reviews. Vance seconded the motion. Motion carried. Dan called the executive session to order at 9:47 p.m. The executive session was adjourned at 10:40 p.m. No action was taken during the executive session.

## **CORRESPONDENCE**

NRCS News 03202017; NACD News 03212017; Owl Creek Watershed Workshop; Fish & Wildlife

Sagebrush Request for Proposals; NACD SouthWest Region Spring Meeting; NACD-BLM Planning Rule Roll Back; NRCS News 03272017; NRCS Internship; Governor Support for President's Energy Independence; NACD News 03292017; Soil Moisture Workshop in Billings; Governor Support of Coal Moratorium Lift; Bighorn Forest SOPA; NRCS News 04042017; NACD News 04042017; Legislative Interim Study Meeting Schedule; NRCS Easement Authority Returned to Wyoming; NACD\_Groups Protect Conservation Programs; Bighorn Forest Accomplishments Report; BHB Dispatch 04102017; NRCS News 04112017; Ash Borer Response Plan; NACD News 04132017; NRCS SWI Program; Joint Ag Committee Meeting; Federal Register 04172017; Legislative Interim Study Topics;

Susan made a motion to adjourn to regular WCCD Board meeting. Charley seconded the motion. Motion carried. The meeting was adjourned at 10:41 p.m.

Date: May 1, 2017

Respectfully submitted by: Victoria Dietz, Director

<u>Dian</u>	<u>Rice</u>	<u>5-15-17</u>
CHAIRMAN	DATE	
<u>Vance</u>	<u>5-15-17</u>	
SECRETARY/TREASURER	DATE	