

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, August 15, 2016 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Charley Orchard, Vance Lungren, Dan Rice, and Susan Pennington. Also in attendance was WCCD Director Victoria Dietz, and NRCS Soil Conservationist, Holden Hergert. Guests in attendance were landowners Carl and Dan Hampton, and Chief Washakie FFA students; Buck Butterfield, Elizabeth Martinez, and Sierra Borovatz.

Dan called the WCCD board meeting to order at 7:00 p.m. and requested that an agenda item; "Special District Outreach" be added under New Business.

The WCCD board reviewed the July 18, 2016 board meeting minutes. Dan requested that the minutes be amended to change Dave's name to his name as calling the meeting to order. Vance moved to approve the July 18, 2016 WCCD board meeting minutes as amended. Susan seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$1,695.61 and Money Market account; \$161,104.88. The CD balance is \$16,539.19. The July bank statements for the main checking and money market accounts were reconciled by Dan Rice. Vance moved to accept the financial statement and the reconciliation reports for both accounts. Susan seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

VOUCHER	CK NUMBER	PAYABLE TO	AMOUNT
8002	7568	Vanessa Woffinden	36.66
8003	7569	South Big Horn CD	500.00
8004	Electronic	Dusty Vail	689.32
8005	Electronic	Karen Fenton	1298.01
8006	Electronic	Vanessa Woffinden	390.19
8007	Electronic	Victoria Dietz	2683.71
8008	Electronic	Security State Bank	1250.68
8009	7570	BCBS	1355.86
8010	7571	Verizon Wireless	10.08
8011	7572	WACD	9614.00
8012	7573	Wyoming Retirement	858.74
8013	7574	Bonnie M. Schreibeis Trust	5008.07
8014	7575	Sage Creek Land & Cattle	14,415.05
8015	7576	John Elliott	3,000.00
8016	7577	R.T. Communications	88.90

8017	7578	Serlkay Printing	248.00
8018	7579	Daily News	315.00
8019	7580	Kennedy Ace	25.40
8020	7581	Merle Pitz	50.00
8021	7582	Wyo. Ag in Classroom	250.00
8022	7583	Paintrock Consulting	1016.33
8023	7584	MP Excavation, LLC	8850.00
8024	7585	Cardmember Service	2055.63

NRCS REPORT

Holden Hergert, acting DC provided the following written report:

EQIP 2016

- Final two contracts were approved

NWQI

- Applications have been pre-approved
- We are waiting on final approval so we can get signatures for obligation.

EQIP 2017

- We have been receiving new applications with the temporary lull in farming activities
- Awaiting the announcement for the first batching date
 - 30 day notice
 - Always on the 3rd Friday
 - Last year it was in September

Civil Rights

- Everything went well overall for our office and across the state
- Some minor suggestions such as a bathroom sign
- There were a few problems with the building and grounds not meeting specification for people with disabilities
- Thank you to Vance Lungren for participating in the interview

Upcoming NRCS Trainings

- Emma – Windbreak Training in ND
- Allen – Beaver Dam Training in UT
- All – Soil Health Bucket Training next week
- New Toolkit 9 Training in September

Tori asked Holden if he could talk to Laura about providing WCCD with a breakdown by year of National Water Quality Initiative (NWQI) payments made and to also break out payments for last fiscal year; from July 1, 2015 to June 30, 2016. Dan explained that due to the new Special District Task Force scrutiny of special districts, WCCD would like to show that WCCD brings dollars back into Washakie County via grants that are obtained, including those that do not flow through WCCD's budget, such as NWQI funds, and how much.

EMPLOYEE REPORTS: Tori provided the WCCD Board with employee reports from Vanessa Woffinden and Karen Fenton previous to the WCCD meeting.

WDA Water Quality/Rangeland Health Workshop Grant Approval – Tori reported that the WACD Board

reviewed the Water Quality Monitoring/Rangeland Health Workshop grant and gave approval contingent upon adjusting the volunteer hourly rate and correcting a miscalculation of dollar totals in one of the tasks. Tori stated that she made the corrections and re-submitted the grant application. Tori stated that the Wyoming Board of Ag will be reviewing and considering approval during their August 19th meeting, in which she will be calling in to answer any questions about the grant proposal.

Proof of Cash Audit Scheduled – Tori reported that Karen Geis at Washakie County Weed & Pest District will be performing the Proof of Cash Audit again this year, on August 17th.

Natural Resource Education Website Update – Tori reported that the checkout component of the newly developed Natural Resource Education tab on the WCCD's website is up and running and ready for educators to reserve materials. Tori explained that the educator will be able to view materials available, check them out, then when the submit button is selected, she and Vanessa will both receive the order via an email message and it will go to the WCCD Google calendar. In addition, the educator will receive a reply email to confirm the order and they will have the option of it going to their calendar and the next day, will receive an email asking them to fill out a survey form regarding the use of the checkout system. Tori stated that Vanessa will soon be meeting with teachers during staff meetings to introduce herself and the option of using the website to check materials out.

Fairgrounds Update – Tori reported that the Fairgrounds Windbreak area project of installing weed barrier and gravel, has been completed. Tori stated that Dusty Vail, WCCD's Outdoor Maintenance person oversaw and assisted the Wyoming Boys School students with the project.

Outdoor Classroom Update – Tori reported that the range plots at the Outdoor Classroom, on two different occasions, were weeded by the Wyoming Boys School students. Tori stated that the plots were all hand weeded and the students bagged them and she, Karen Fenton, and Dusty hauled the bags to the landfill. Tori reported that Karen and Ray Gullion, NRCS Rangeland Specialist have assessed the plots for percentage of successful plants and have not yet determined if some of the plots will need to be re-seeded.

North Worland Stormdrain Project Update – Tori reported that the excavation work for the North Worland Stormdrain project has been completed. Tori stated that the contractor is going to spread the dredged material within the area where it was deposited, then disk it to prepare it for reseeding. Tori stated that she plans on seeding the area before winter. Dan asked about outreach plans for the project and Tori stated that she plans on putting a news article together with before and after photos, which will include the partnership with the City of Worland and Burlington Northern Santa Fe railroad.

BOARD MEMBER REPORTS:

Nowood Watershed Improvement District (WID) Joint CD Meeting - Dan reported that he and Vance had attended the Nowood WID board meeting on August 1st in Manderson. Dan stated that there was good discussion which included the WID Board's intent to inquire about their updated budget, as they had submitted their budget before they were approved to collect an administrative fee from WID landowners. Tori provided the WCCD Board with the August 1, 2016 Nowood WID meeting agenda which included a report from Trihydro, and also a copy of a letter from the Nowood WID attorney to the Washakie and Big Horn County attorneys. Dan stated that the County Attorney's, via notification from the County Commissioners, had approved the administrative fee assessment in both counties.

OLD BUSINESS:

Natural Resource Land Use Plan - Review and Continue Updates – Tori provided the WCCD Board with an updated copy of the Natural Resource Land Use Plan, which Karen Fenton had completed. Dan asked if the WCCD Board needed to review the updates at this point. Tori suggested that once the majority of the edits are made, she'll accept the track changes to clean the document up and have it ready for the WCCD Board review

during the September WCCD meeting. Tori asked the WCCD Board if they would prefer placing the policies in each section by subject or if they preferred keeping the policies in a policy section. The WCCD Board preferred a separate policy section. Charley suggested that the Table of Contents be hyperlinked for the electronic version so the reader can go directly to the area of the document from the Table of Contents page. In addition, it was suggested that any supporting documentation developed for any policies, also be hyperlinked via references in the content of the plan. Tori reported that her goal is still to have the draft ready for public comment by October 1, 2016.

Board Election (Dave & Susan) Filing Deadline – Tori reminded Susan, and stated that she has also reminded Dave, that the filing deadline for their re-election is August 29th.

Big Horn River Level I Study Application/Public Meeting Discussion – Tori provided the WCCD Board with the application and boundary map for the Big Horn River Level I study, which was submitted by South Big Horn Conservation District (SBHCD). Tori reported that she had provided the Washakie County related information to Jan Johnson, District Manager at SBHCD, and had also obtained the in-stream flow information from the State Engineers Office.

NEW BUSINESS:

WyRED Students Presentation - Buck Butterfield, Sierra Borovatz, and Elizabeth Martinez attended the WCCD meeting, representing Chief Washakie FFA. The three students were among five that WCCD funded to attend WyRED in Meeteetse. The students reported on the various components of WyRED that were taught during the event and what they learned. The students thanked the WCCD Board for their support.

Rural Cost Share Program Ranking – Dan and Carl Hampton attended the meeting to present their Rural Cost Share Program project on behalf of the Hampton Sheep Company, to install a pivot sprinkler, pumping station, underground pipe, gated pipe and settling pond. They explained that the ground is currently rangeland and answered various questions asked by the WCCD Board.

The WCCD Board reviewed and discussed the Hampton Sheep Company's project and also the project application from South Flat Land & Livestock that had previously been presented by Clint Lungren during June 20, 2016 WCCD Board meeting. The WCCD Board shared and discussed their ranking results for each project with the following results:

-South Flat Land & Livestock John Lass Ditch Pipeline project – Charley made a motion to approve funding of the South Flat Land & Livestock John Lass Ditch Pipeline project for up to 50% cost share at \$7,806.54 and noted that it showed a public benefit. Tori explained that if the final costs come in over the estimated costs, the WCCD Board had previously approved that 10% over the estimated cost would be paid. Susan seconded the motion. Motion carried. Vance Lungren abstained from voting.

-Hampton Sheep Company Pivot, Pipeline, Gated Pipe, Pumping Station, Settling Pond project – Charley made a motion to approve cost share for the Hampton Sheep Company's proposed project, contingent upon the State Land's review and approval to develop rangeland and allocation of adjudicated water rights. Vance seconded the motion. Discussion was held with regards to the project not meeting the goals of the WCCD including water quality improvement, reduction of soil erosion, or wildlife enhancement. The motion did not pass.

Septic System Cost Share – Tori reported that she had received the certification of John Elliott's Septic System from David Anderson, Washakie County Planner, stating the project was installed correctly and complete. In addition, Tori stated that she had received the final bills from John Elliot and had made payment to John for the project at \$3,000.00.

319 Cost Share Program - Request for 60-day Extension - 347 Ag LLC (Brian Perry) – Tori presented a project extension request and amended agreement for 347 Ag LLC for their buried pipeline project. Tori stated that the applicant, Brian Perry, had asked for the extension of time to November 1, 2016 as he had gotten behind on his irrigation due to unforeseen circumstances attached to another pipeline he had recently installed that was not yet functioning properly. Vance made a motion to approve an extension of time to 347 Ag LLC to November 1, 2016. Charley seconded the motion. Motion passed unanimously. Dan signed the amended agreement.

Area III Meeting in Meeteetse - Tori reminded the WCCD Board of the upcoming Area III meeting on September 7th in Meeteetse. Tori stated that she did not have an agenda to share as of yet. Dan encouraged the WCCD Board members to attend. Tori stated that Meeteetse Conservation District had earlier asked for input of topics of interest and provided the suggested topic from Dan regarding information on management, control regulations on Black footed ferrets, which had already been submitted. There were no additional topics requested.

Town of Ten Sleep Request to Increase Recycling Trip Amount – Tori reported that the Town of Ten Sleep was requesting consideration of an increase to payment of recycling trailer trips for the hauling of cardboard and paper from Ten Sleep to Worland. After some discussion, Vance made a motion to approve an increase of the payment per trip from \$50 to \$65. Susan seconded the motion. The motion passed with 3 in favor and 1 against.

WACD What's Up 07182016 – Tori previously provided the email and attached documents related to WACD's What's Up dated July 18, 2016. The WCCD Board reviewed and discussed the information as follows:

-Football Sponsor Information – There was no interest in supporting the proposed Football sponsorship.

-Special District Task Force – Dan gave an overview of the Special District Task Force meetings and the importance of ensuring that proper protocol is continued in following the statutes. Dan stated that he felt it was important to show what funds WCCD helps bring into the community through grants and also mill levy funds put back into Washakie County. Tori provided the WCCD Board with a breakdown from Fiscal year 2016 where she had identified Mill Levy dollars back to the county and grant dollars that were brought into the county. Tori stated that she did not include wages in the report, but the results showed that 41% of the mill levy received went back into the county. The report also showed that \$131,529.32 was brought in from grants, which was approximately 40% of the WCCD's total income.

-Special District Outreach – Dan reported that the WACD Board would like all of the conservation districts to help make other special districts aware of the discussions and provide minutes from the Special District Task Force meetings. Dan stated that Bobbie Frank will be providing a template letter to utilize and localize to make contact with our local special districts. Dan requested that Tori obtain a list of all of the Special Districts in Washakie County in preparation to send a letter to them.

Annual Plan – Tori distributed the WCCD's final Fiscal Year 2017 Annual Plan to the WCCD Board.

Watershed Improvement Districts

-Nowood Watershed Improvement District (WID) – Dan reported that he had noticed, after review of all of the past Nowood WID Board of Director meeting minutes, that one of their board members had not abstained from a vote to hire his own daughter. Dan stated that in a later action, however, during their next meeting, the same board member had abstained from voting on his own daughters' wage, which was a correct action. Dan also stated that one set of minutes declared the use of Security State Bank and another set of minutes declared the use of a different bank, Big Horn Federal. Dan asked for consideration of the WCCD Board to send a letter to the Nowood WID Board of Directors to inform them about the ethics error regarding nepotism, and to also provide them with those related statutes. Dan suggested that the letter be sent to South Big Horn Conservation District for their approval to jointly submit to the Nowood WID Board. Charley made a motion to present a letter to South Big Horn Conservation District (SBHCD) asking them for their support in jointly submitting a letter to the Nowood WID Board of Directors to inform them of an ethics error regarding nepotism that had occurred. If the SBHCD does not wish to jointly submit, then WCCD will submit just as WCCD. Vance seconded the motion.

Motion carried. Tori stated that she would draft a letter and send out for comment review to the WCCD Board before sending to SBHCD.

-Elections for Both WIDS - Mail Ballot or Not? -

Nowood WID - Tori reported that she had received notice from SBHCD's District Manager, Jan Johnson, that the SBHCD Board would like to conduct the Nowood WID Board of Director election as a mail ballot election.

After some discussion, Vance made a motion to conduct the Nowood WID Board of Director election as a mail ballot election. Susan seconded the motion. Motion carried.

Cottonwood Grass Creek WID – Tori reported that she had received a voice mail from Terry Wilson, Hot Springs County Conservation District (HSCD) board member, that the (HSCD) would like to conduct the Cottonwood Grass Creek WID Board of Directors election via a polling place and not a mail ballot election. After some discussion, Charley made a motion to conduct the Cottonwood Grass Creek WID Board of Director's election via a polling place (non-mail ballot) election. Susan seconded the motion. Motion carried.

Big Horn Forest Service Steering Committee Field Trip – Tori provided the WCCD Board with an agenda and location map for the upcoming Big Horn Forest Service Steering Committee field trip on August 31st. Dan stated that he would try to attend.

Big Horn Range Weather Modification Feasibility Study Draft Results Public Hearing – Tori reported that there will be a public meeting reviewing a draft of the Big Horn Range Weather Modification Feasibility Study on August 17 @ 2 p.m. at BLM office in Worland.

Proposed Sustainable Ag Resolution Discussion – Dan, during the July WCCD Board meeting, had asked for the WCCD Board's consideration of developing a resolution to support sustainable agriculture. Tori reported that she had reviewed WACD's policies to see if there were any written with that intent, and had not found one. Dan stated that he may want to pursue the development of this resolution idea next year, so no action was taken.

Dept. of Ag - Intent to Use Lab Funds Form – Tori presented the "Intent to Use Lab Funds" completed form, stating an intent to use the funds and asked for the WCCD Board approval. Vance made a motion to support WCCD's intent to use the Lab Funds for the upcoming water quality monitoring season. Susan seconded the motion. Motion carried. Dan signed the form.

WCCD Website Weed Button Name Input – Tori previously provided the WCCD Board with a list of ideas from Karen Fenton for the "Weed" button title, which will be placed on the WCCD website. The WCCD Board agreed to have Karen decide on a title for the button.

Dept. of Audit Internal Control Evaluation Sheet Review – Tori reviewed and filled out each question on the Department of Audit's Internal Control Evaluation Sheet under the direction of the WCCD Board. The form was completed and signed by Dan and Vance.

Wyoming Natural Resource Foundation Fundraiser Tickets – Tori and Dan both reminded the WCCD Board of tickets they have available for the Wyoming Natural Resource Foundation fundraiser.

IW Subdivision Soils Letter – Tori presented a letter she had developed for the IW Subdivision review, which included the soils investigation information on the property. Vance made a motion to approve the letter as written. Susan seconded the motion. Motion carried.

OTHER BUSINESS

Falxa Reservoir Before & After Photos – Tori distributed the before and after photos that Betty Falxa had provided to her on the reservoir cleaning projects WCCD had provided cost share for.

