

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 20, 2020 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Dan Rice, Dave Slover, Charley Orchard, Susan Pennington, and Vance Lungren. Also, in attendance was WCCD Director Victoria Dietz.

Dave called the WCCD board meeting to order at 7:00 p.m.

Dan made a motion to approve the WCCD January 20, 2020 board meeting agenda. Charley seconded the motion. Motion carried.

The WCCD Board reviewed the draft December 16, 2019 board meeting minutes. Charley made a motion to approve the December 16, 2019 WCCD Board minutes. Vance seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; \$4,566.89, Main Money Market account; \$77,353.80, Emergency Reserve Money Market account; \$109,390.03, Depreciation Reserve Savings account; \$3,027.94, and CD balance; \$16,923.19. The December 2019 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 is \$110,790.03.

Tori provided the WCCD Board with a "Transaction List by Vendor" report from July 1, 2019 to December 31, 2019.

The WCCD Board reviewed and signed the vouchers. Tori provided the WCCD Board with the monthly expenditure spreadsheet report from December 17, 2019 through January 20, 2020. Charley moved to accept the monthly expenditure and financial report. Vance seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
12/17/2019	Empower Retirement	8974	Electronic	\$1,000.00
12/27/2019	R.T. Communications	8975	8301	\$112.26
12/30/2019	Halli Caines	8976	Electronic	\$1,786.19
12/30/2019	Victoria Dietz	8977	Electronic	\$2,361.96
12/30/2019	Wyoming Retirement	8978	8302	\$1,126.79
12/30/2019	IRS	8981	Electronic	\$1,421.42
12/30/2019	WACD	8980	8304	\$244.10
12/30/2019	Security State Bank	8979	8303	\$-
12/31/2019	Dan Rice	8982	8305	\$310.88
12/31/2019	Charley Orchard	8983	8306	\$111.36
12/31/2019	Vance Lungren	8984	8307	\$6.96
12/31/2019	Dave Slover	8985	8308	\$111.36
12/31/2019	Susan Pennington	8986	8309	\$33.06

1/2/2020	Department of Revenue & Taxation	8987	Electronic	\$115.93
1/2/2020	Department of Workforce Services	8988	Electronic	\$455.90
1/8/2020	Chamber of Commerce	8989	8310	\$200.00
1/8/2020	Worland Landfill	8990	8311	\$150.00
1/8/2020	Serlkay Printing	8991	8312	\$484.00
1/8/2020	Ten Sleep FFA	8992	8313	\$97.82
1/9/2020	Nelson Engineering	8993	8314	\$4,078.77
1/9/2020	Northern Wyoming News	8994	8315	\$126.00
1/9/2020	BlueCross BlueShield	8995	Electronic	\$1,470.92
1/13/2019	Cardmembers Service	8996	8316	\$242.58
1/17/2020	VSP of Wyoming	8997	Electronic	\$17.83
12/17/2019	VSP of Wyoming	8973	Electronic	\$17.83

DC REPORT

Tori provided the WCCD Board with the DC report, which was submitted by Laura Galloway via email, previous to the WCCD Board meeting. Laura was not in attendance.

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her December 2019 Timesheet and gave the WCCD Board an update on the following; Christmas Tree Collection stating that there were plenty of volunteers and there seemed to be less trees collected than last year; Paxton Berm EWP reporting that the Brush Management portion of the project was completed, which finalized the whole project; Legislative Lunch Report; BLM Oil & Gas Corridor meeting with the Washakie County Commissioners report

Halli Caines's monthly report was provided to the WCCD Board via email previous to the WCCD Board meeting.

BOARD MEMBER REPORTS:

Legislative Lunch Report – Dan gave a summary report of the legislative lunch. Specific discussions were held by the WCCD Board regarding sediment contributions to the Big Horn River from the 15-mile watershed and that more cost effective efforts would be better applied to wells versus the implementation of spreader dikes and/or cleaning of reservoirs.

OLD BUSINESS

WCCD Public Records Policy - Final Review – The WCCD Board reviewed the final draft of the WCCD Public Records Policy and agreed to leave as written.

Town of Ten Sleep-WCCD Agreement Draft Review – The WCCD Board discussed the recycling effort in Ten Sleep. The MOU that was presented to the Ten Sleep Mayor and Clerk on January 13th, was edited and presented to the WCCD Board. Susan made a motion to approve the updated MOU between WCCD and the Town of Ten Sleep. Charley seconded the motion. Motion carried.

After some discussion, the WCCD Board agreed not to approve funds to compensate the Operator of the vehicle pulling the recycling trailer. Dan Rice offered to meet with the Ten Sleep Landfill Board on February 5th, to ask them if they would like to contribute funds towards an Operator.

Dan also volunteered to haul the recycling trailer to Buffalo to empty it, after the February 1st Ten Sleep recycling event. The WCCD Board agreed that, after the trailer is emptied, the recycling trailer will only be available for public use if the Town of Ten Sleep (or another entity) decides to move forward with facilitating the hauling of recyclables. The WCCD Board agreed to allow further negotiations until the end of February. If the WCCD Board finds that there is no interest in utilizing the recycling trailer by the end of February, their plan is to sell the trailer.

Dan stated that he would be attending the Ten Sleep Town meeting on January 21st to share the information that had been discussed. Tori was asked to provide the updated MOU and other information (discussed above) to the Ten Sleep Mayor, which includes a request that any changes to the MOU be sent back electronically (using track changes) in time for the WCCD Board's February 17th monthly meeting.

Other discussions held regarding the use of the recycling trailer, if no one moves forward with hiring an operator, included an announcement to the public that the WCCD Board is accepting applications to utilize the trailer. Applicants would present their proposal to use the trailer, just as is done with the Rural Cost Share Program. The length of time of use would depend on the proposal awarded, and the WCCD Board thought an MOU would still need to be developed.

WCCD Comments on Wyoming Pipeline Corridor – Tori provided the WCCD Board with the comments she had submitted to the BLM for the Wyoming Pipeline Corridor, on the WCCDs behalf.

NEW BUSINESS

WCCD Board Elections – Tori conducted the WCCD Board elections. Dan made a motion that the WCCD Board officers remain the same. Charley seconded the motion. Motion failed. Susan nominated Dan as Chairman. Charley seconded the motion. Motion failed. Vance made a motion to nominate Susan as Chairman. Dan seconded the motion. Motion carried. Susan did not accept the nomination. Dan made a motion to reconsider the motion to approve Susan as Chairman. Vance seconded the motion. Motion carried. Dave made a motion that the WCCD Board officers remain the same. Charley seconded the motion. Motion carried. The 2020 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 Halli Caines 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.

Vance made a motion to continue with the risk management practices as presented by Tori. Charley 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. Charley made a motion to continue to utilize a mill levy for WCCD funding. Vance 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. Vance made a motion to continue with a dishonesty bond as per requirements for employees and board members. Charley seconded the motion. Motion carried. Dave Slover signed the WDA's Bonding Form FR-1.

Rural Cost Share Program Agreement Signature - Hefenieder Family Trust – Tori provided the agreement signed by John Hefenieder and asked for the Chairman’s signature. Dave signed the agreement.

319 Lower Nowater Grant Agreement Signature - Sage Creek Land & Cattle - Tori provided the agreement signed by Steve Snyder and asked for the Chairman’s signature. Dave signed the agreement.

WACD Legislative Update #2 – Tori provided the WCCD with WACD’s Legislative Update #2. Dan gave the WCCD Board a summary of decisions made by the WACD Board since the WACD Legislative Update #2, which included their support of the Wolf Depredation Compensation, HB 35.

Washakie County Natural Resource Land Use Plan Cooperator Meeting - Tori and Dan stated that they would be attending the Cooperator meeting with the Washakie County Commissioners on January 27th from 4 p.m. to 6 p.m. at the Worland Community Center. Tori stated that the County is moving forward with development of their Natural Resource Land Use Plan and has hired Ecosystem Research Group (ERG).

BLM Pipeline Corridor Cooperator Meeting in Cheyenne – Tori reminded the WCCD Board of an upcoming Cooperator workshop in Cheyenne on February 6th and 7th, regarding the BLM Pipeline Corridor proposal.

Governors Executive Order Draft - Wyoming Migration Corridor Protection - Comments Due Feb. 17 – After some discussion, Tori gained input from the WCCD Board on items to focus and tie back to the WCCD Natural Resource Land Use Plan to develop comments. Tori will submit comments on behalf of the WCCD Board and will be aware of how private property rights are affected, how WCCD’s custom and culture are affected, and impacts to grazing.

Recycling Trailer (Insurance and Tires) – Dan made a motion to table this agenda item until the February WCCD board meeting. Charley seconded the motion. Motion carried.

Worland Solid Waste District - No More Cardboard Recycling – Tori reported that the Worland Landfill has given their two week notice that they will no longer be taking cardboard after the end of January. Tori stated that this decision has put the residents of Ten Sleep and Worland in a bind, as well as the City of Worland.

Washakie Avenue Waste Ditch Proposed Project - WDA Grant Application – Tori reported on the cost estimate she had received from the City of Worland for a proposed pipeline project along Washakie Avenue, which will fall under the WCCD’s 319 grant. Tori stated that Allen Croft, NRCS Engineer, will be unable to provide the engineering design since it is not a typical agriculture system and in the city limits. Consequently, the cost estimate was higher than what was typical for burying a waste ditch. Tori reported that Brian Berky, City of Worland Superintendent of Public Works, will be collecting another estimate which will include a phased project that might be able to be accomplished instead, and also an estimate for another project for a buried wastewater ditch across from the Comfort Inn on Road 11. Tori stated that she will contact the farmers that are affected once she receives the new estimates, to see if they will be willing to partner with the City of Worland for the cost share match. Tori stated that, if the farmers are willing to help contribute, she may be looking to ask for \$20,000 grant from the Department of Ag to help with the project.

Cottonwood Grass Creek Watershed Improvement District (WID) - No Meeting 4th Quarter - Tori asked the WCCD Board for their input regarding the Cottonwood Grass Creek WID board not responding to emails regarding past minutes and not planning for/conducting the 4th quarter joint conservation district meeting. After some discussion, Tori was asked to look at the statutes to see about the process and possibilities to dissolve, and if they can be dissolved due to inactivity. Tori stated that she would also contact Justin Caudill, Dept. of Ag to see if he could advise.

CORRESPONDENCE OF HIGHER IMPORTANCE:

NRCS EQIP Program Rule Announcement; Division III Local Work Group Priority HUCS; Division III Local Work Group Minutes; WDA BLM Pipeline Corridor Comments; Special Districts Association January 15th meeting; NRCS EQIP Federal Register Notice; Bighorn Forest SOPA; Fort Causway Local Work Group Email; Nowood WID Agenda January 6; NRCS Farm Bill Roll Out Meeting; Special District Association Meeting Agenda; WACD Comments Wyoming Migration Corridor Protection;

GENERAL CORRESPONDENCE:

NACD News 12172019; NRCS December Newsletter; NACD Clips 12202019; Congress Approves Platte River Recovery; Society for Range Management Seminar in Denver; NACD Clips 01032020; NACD News 01072020; WDA Comments on Senate Bill 3051; Cyber Threats (would not allow download); Governor Supports President on NEPA Updates; NACD News 01102020; Big Horn Basin Dispatch 01132020; Sage Grouse Research; NACD Clips 01172020; Federal Register 01172020; Local Emergency Planning Committee Minutes 01162020;

The WCCD Board meeting was adjourned at 9:50 p.m.

Date: February 10, 2020

Respectfully submitted by Victoria Dietz, Director

Alfred W. Sloner 2/17/20
CHAIRMAN DATE

James Swenson 2-17-20
SECRETARY/TREASURER DATE