

**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 16, 2017 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Citizens Center. WCCD Board members in attendance included; Dave Slover, Dan Rice, Vance Lungren, Charley Orchard, and Susan Pennington. Also in attendance was WCCD Director Victoria Dietz, and guest, Rod Webb.

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

Dan asked for a motion to adopt the WCCD January 16, 2017 meeting agenda. Charley made a motion to adopt the January 16, 2017 WCCD board meeting agenda. Dave seconded the motion. Motion carried.

The WCCD board reviewed the December 19, 2016 board meeting minutes. Dave moved to approve the December 19, 2016 WCCD board meeting minutes. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the January 4, 2017 special meeting minutes. Charley moved to approve the January 4, 2017 Special WCCD Board meeting minutes. Dave seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; \$3,993.65 and Money Market account; \$199,877.35. The CD balance is \$16,539.19. The December bank statements for the main checking and money market accounts were reconciled by Tori Dietz and the reconciliation reports were provided. Tori also reported that the mill levy funding received to date was \$110,730.90, which was \$128,236.20 at the same time last year.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from December 20, 2016 through January 16, 2017. Dave moved to accept the financial report, including the monthly expenditure report 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
8123	7664	Worland Com Center	150.00
8124	7665	Ten Sleep FFA	VOIDED
8125	7666	Ten Sleep Tribute	30.00

8126	7667	Dan Rice	311.58
8127	7668	Vance Lungren	2.16
8128	7669	Charley Orchard	169.56
8129	7670	Dave Slover	349.92
8130	7671	Susan Pennington	23.76
8131	7672	Ten Sleep FFA	200.00
8132	7673	Verizon Wireless	10.08
8133	Electronic	Karen Fenton	1248.04
8134	Electronic	Vanessa Woffinden	624.29
8135	Electronic	Victoria Dietz	2683.72
8136	Electronic	Dusty Vail	24.01
8137	7674	BlueCross BlueShield	1355.86
8138	7675	Security State Bank	1137.42
8139	7676	Wyoming Retirement	848.27
8140	Electronic	Dept. of Workforce	423.43
8141	Electronic	Dept. of Revenue	20.50
8142	7676	RT Communications	88.77
8143	7677	WACD	74.50
8144	7678	Serlkay Printing	386.00
8145	7679	Daily News	90.00
8146	7680	Cardmember Service	561.63
8147	7681	Meeteetse CD	2000.00
8148	7682	Chamber of Comm.	250.00
8149	7683	Budd-Falen Law	1000.00

DC REPORT

Laura Galloway provided the below written DC Report via email prior to the WCCD Board meeting, but was not in attendance:

NRCS Assistance / communication for CD

- Perry AFO – Working Pens
- South Flat Pipeline – periodic inspection
- Rod Webb – assistance on application

Current Program Contracts

- We are finishing up designs, making modifications, completing as-built's and making payments on previous year contracts.

2017 Programs

- All eligibility needs to be completed and turned in By January 16th.
- We have completed the eligibility checklist, ranking and cost lists on all of the 2017 applications that are eligible.

- The state office just sent out their guidance sheet for ranking (something new) the week before everything had to be ranked. So we are checking the ranked applications and making changes as needed.

NWQI

- January 20, 2017 will be the batching date for NWQI.
- We have 6 applications so far. The estimated cost of those is over \$600,000 total so we should not have any problem spending the money.

Laura also provided the SNOTEL Snow Report, which was not provided in these minutes.

EMPLOYEE REPORTS

Tori provided Karen Fenton and Vanessa Woffinden's monthly written reports to the WCCD Board. WCCD Board members commented and agreed that Karen and Vanessa were going a great job.

OLD BUSINESS

Christmas Tree Recycling Report – Vance and Susan both reported that they had participated in the Christmas Tree collection event on January 7th, and thought it went well. Tori reported that there were less Rotary Club vehicles this year but the Chief Washakie FFA had helped them cover their section and overall there were less trees collected. Dan reported that Ten Sleep Sage Stompers 4-H Club collected approximately eight trees. Tori stated that she, Karen, and Mike Gerber from the City of Worland, assisted Big Horn Rural Electric employees in chipping the trees on January 11th, and that Big Horn Rural Electric had chipped the Ten Sleep trees prior to coming to Worland on the same day.

Natural Resource Land Use Plan Draft – Tori provided a copy of the WCCD draft Natural Resource Land Use Plan, in which the 45-day public comment period began today. Tori stated that the draft was sent out to the Worland BLM, Bighorn Forest Service, Washakie County Commissioners, Wyoming Department of Agriculture (WDA), and Wyoming Association of Conservation District's (WACD) on December 29th.

NEW BUSINESS

Election of Officers – The election of officers was initiated by Tori Dietz and held by the WCCD Board, with the following results: Dan made a motion to elect Dave Slover as Chairman of the WCCD Board. Vance seconded the motion. Motion carried. Dave asked for nominations for Vice Chairman of the WCCD Board. Vance made a motion to elect Dan Rice as Vice Chairman of the WCCD Board. Charley seconded the motion. Motion carried. Dave asked for nominations for Secretary/Treasurer of the WCCD Board. Charley made a motion to elect Vance Lungren as Secretary/Treasurer of the WCCD Board. Dan seconded the motion. Motion carried. Tori stated that she would contact the Security State Bank and Pinnacle Bank to update the board signature sheets.

Risk Management Documentation – Tori stated that the agenda item, "Risk Management Documentation" should fall under a main agenda item of "Funding Criteria", as she had several forms to present to the WCCD Board to fulfil some of the Funding Criteria obligations, in addition to the Risk Management item. Dan stated that the agenda can be amended. Charley made a motion to amend the agenda to read, "Funding Criteria", then add subcategories under Funding Criteria of; Risk Management, Local Funding, and Bonding. Vance seconded the motion. Motion carried.

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 checking account and the money market account.
- 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.

Charley 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. Charley made a motion to continue to utilize a mill levy for WCCD funding. Vance seconded the motion. Motion carried. Dave 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 signed the WDA's Bonding Form FR-1.

South Flat Land & Livestock Extension Request – Tori presented an amendment request from South Flat Land and Livestock, from Clint Lungren, and explained that Clint would like an extension of time for his "John Lass Ditch" project. Tori stated that Clint had started the project work last fall, but the ground froze before he could complete it and would like to extend the project deadline to March 30, 2017. Dan made a motion to approve the South Flat Land & Livestock's John Lass Ditch project deadline to March 30, 2017. Susan seconded the motion. Vance abstained from voting due to a conflict of interest. Motion carried.

Rural Cost Share Application Presentation - Rod Webb presented his application for the Rural Cost Share Program to bury a water line. Rod explained that the project will eliminate erosion of the existing dirt ditch, which has been slowly sloughing off and contributing sediment to Horse Gulch, it will conserve water due to piping the water and not having it flow past his property, and will eliminate the need to burn the ditch every Spring therefore improving air quality. The WCCD Board asked that he provide documentation for his water rights and discussed property owner access permissions. Tori stated that she would work with Rod in gathering up the requested information and the February WCCD Board meeting will be the next ranking of Rural Cost Share projects.

Nutritional Balance Analyzer (NUTBAL) Workshop Scheduling Input Requested – Tori provided the WCCD Board with a written overview of WCCD's upcoming NUTBAL workshop from Karen Fenton, and stated that Karen would like input on when the ½ day workshop should be held. WCCD Board

members agreed that an early April workshop would be best.

WACD What's Up Email and Legislative Updates – Tori provided the January 6th and January 13th What's Up Emails from WACD, which had previously been emailed to the WCCD Board, stating that the Legislative Updates #3 and #4 had been included. Dan gave the WCCD Board an overview of legislative updates and provided some of the background discussions of the WACD Board.

-Farm Bill Input Document – Tori provided the WCCD Board with the draft Farm Bill Position Paper from WACD, which had been developed during the WACD convention, stating that Bobbie would like input from the WCCD Board. Tori read the follow questions from the Google Survey sheet to facilitate input from the WCCD Board as follows:

-Does your district concur with the positions in the Draft paper? The WCCD Board agreed with the positions in the Draft paper.

-Do you have additional input you would like included and/or considered? The WCCD Board agreed with some concerns that a whole operation had to be included to be eligible for Farm Bill Programs.

-Any other comments or feedback? The WCCD Board recognized and agreed with the recommendations, but agreed with concerns of the program criteria not going far enough for sustainable agriculture. In addition, there were concerns that criticisms of some programs, made during the session at convention, were not included in the position paper if NRCS had no control due to their national guidelines or regulations.

Supervisor/Legislative Training Reminder – Tori provided the WCCD Board with the draft Supervisor/Legislative training agenda and reminded them that the training will be held on February 22-24th. Tori also reported that the Meeteetse Conservation District has invited conservation districts and others to attend the training via webinar. Tori stated that she sent the information on the trainings to the Nowood and Cottonwood Grass Creek Watershed Improvement Districts.

Wyoming Public Lands Initiative (WPLI) Contract Draft Review for Karen Fenton – Tori provided the WCCD Board with a draft contract, which she had developed using an example from WACD, which also included Karen's input in track changes. The WCCD Board discussed the contract and asked Tori to check with Bobbie Frank on Karen's ability to use the WCCD's computer for GIS mapping work, if needed. Tori stated that she didn't think the use of WCCD's computer should be included in the document to ensure that Karen is not considered an employee of the WCCD, for the purposes of contracting with her for WPLI work. The WCCD Board agreed to leave out the equipment use paragraph, but it depended on what Tori found out from Bobbie. Tori stated that she would discuss the updates to the contract with Karen for her consideration. Dan suggested that Tori work with Karen on finalizing the contract unless Tori needed further WCCD Board input regarding the equipment use.

BLM Sagebrush Withdrawal for Sage Grouse - Comment Deadline March 30 – Tori provided the WCCD Board with the BLM Sagebrush Withdrawal for Sage Grouse Draft EIS and Draft Appendix documents. Dan suggested that the WCCD Board use the search options in the WCCD's Land Use Plan to help isolate areas of consistency concerns, to comment on the document.

Extension Request for Permit Renewal Support During WESTI – Tori stated that the January Permit Renewal Workshop had been cancelled due to lack of sign-ups for the workshop. However, the Extension Service will be conducting the workshop during WESTI Ag Days and is asking to use the

previously approved \$150 to help with the replacement workshop. Dan made a motion to approve support of the workshop since the WCCD Board had previously approved funding of \$150 for the previous workshop, which will be used for the upcoming one. Vance seconded the motion. Motion carried.

Nowood WID Meeting Reminder- Tori reported that the Nowood WID Board's joint conservation district board meeting will be held on February 6th at the Fire Hall in Manderson at 7:00 p.m. Tori will send out an email reminder to the WCCD Board, with the teleconference information ahead of the meeting.

Hot Springs Response to WCCD Decision Regarding Mail Ballot WID Election – Dan reported that he had received a phone call from Jerry Lake, Hot Springs Conservation District (HSCD) board member, regarding the email from WCCD on the decision to conduct a mail ballot election for the Cottonwood Grass Creek WID. Dan stated that the HSCD would like to continue with their walk-in election and thought both conservation district had to conduct the elections the same. Dan reported to the WCCD Board that he told Jerry he didn't think both conservation districts had to conduct the elections the same. Tori stated that she said it would be less confusing to conduct them to same, but agreed that it probably wasn't a requirement.



CORRESPONDENCE

NACD News 12202016; NACD News 12272016; NRCS News 12262016; Governors News Release on Montana/Wyoming Water Dispute; Record RCPP Funds News Release; Bighorn Forest SOPA; Invasive Grass Update; Invasive Grass Guide; NACD News 01042017; NRCS News 01042017; Wolf Coordinator Selected; Landowners Guide; Rangeland Management Strategies Webinar; NRCS News 01102017; NACD News 01102017; WACD Bark Beetle Legislative Update; Grasslands Exhibit

Dan made a motion to adjourn. Charley seconded the motion. Motion carried. The meeting was adjourned at 9:30 p.m.

Date: January 20, 2017

Respectfully submitted by: Victoria Dietz, Director

	<u>2/20/17</u>
CHAIRMAN	DATE
	<u>2-20-17</u>
SECRETARY/TREASURER	DATE