

**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, March 19, 2018 at 7:00 p.m. in Ten Sleep at the Ten Sleep Senior Center. WCCD Board members in attendance included; Vance Lungren, Dave Slover, Dan Rice, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz, and NRCS District Conservationist Laura Galloway.

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

Vance made a motion to approve the WCCD March 19, 2018 meeting agenda. Dan seconded the motion. Motion carried.

The WCCD Board reviewed the February 19, 2018 board meeting minutes. Susan pointed out a spelling error, which was corrected on the original document. Susan made a motion to approve the February 19, 2018 minutes as corrected. Vance seconded the motion. Motion carried.

The WCCD Board reviewed the March 2, 2018 special board meeting minutes. Dan made a motion to approve the March 2, 2018 minutes as read. Susan seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; -\$4,845.03, Main Money Market account; \$159,636.47, Emergency Reserve Money Market account; \$76,206.35, Depreciation Reserve Savings account; \$1,002.33, and CD balance; \$16,607.12. The February 2018 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 was \$126,581.14.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from February 20, 2018 through March 19, 2018. Dan moved to accept the monthly expenditure and financial report, with the exception of check number 8460 for \$747.70. Vance seconded the motion. Susan abstained from the vote due to a conflict of interest. Motion carried. Susan made a motion to approve the expenditure; check number 8460 for \$747.70 issued to Dan Rice. Vance seconded the motion. Dan abstained from the vote due to a conflict of interest. Motion carried.

The following vouchers were reviewed and approved:

<b>VOUCHER</b>	<b>CK NUMBER</b>	<b>PAYABLE TO</b>	<b>AMOUNT</b>
8448	7921	Worland Comm. Center	157.00
8449	Electronic	Karen Fenton	1525.17
8450	Electronic	Victoria Dietz	2010.19
8451	Electronic	Security State Bank	1111.88
8452	7922	Verizon Wireless	10.00
8453	7923	R.T. Communications	92.97
8454	7924	Wyoming Retirement	958.93

8455	7925	WACD	69.00
8456	7926	BCBS	1355.86
8457	Electronic	Wyoming 457 Plan	1000.00
8458	7927	Daily News	150.00
8459	7928	Karen Fenton	660.00
8460	7929	Dan Rice	747.70
8461	7930	Serlkay Printing	4.00
8462	7931	Cardmember Service	2158.18
8463	7932	Susan Pennington	304.31
8464	7933	DeWitt Company	1684.74
8465	7934	LGLP	874.00

**DC REPORT:**

Laura Galloway provided the following DC Report, which Tori emailed to the WCCD Board previous to the WCCD Board meeting, as follows:

**Assistance given to the District:** Sent Allen Otter Creek solar system information; Help move weed fabric to storage; Casey Rice Pipeline

**CTA Assistance:** Phone calls with assistance on Soils, Irrigation Water Management, and Grazing Plans, fencing, pollinator planting and cover crop seeding; In field survey for land leveling; Flood water damage calls

**2018 EQIP Subaccounts**

- We are completing the planning and preparing the contracts for the applications we are going to fund.
- We have been reviewing applications for the other counties in our Division
- Have done a few as-builts, modifications, and project checks for active contracts.

**Meetings**

- I attended a quarterly WYEC meeting. (Wyoming Employees Committee) We discussed ways to improve our efficiency and process. Our main discussion was the upcoming NCPP (National Conservation Planning Partnership) session that will be held in October 16-17 in Casper. The WYEC committee is in charge of setting up the agenda, speakers and other items.

Laura reported that all conservation districts will be invited to the WYEC meeting in October.

- Emma attended the Civil Rights Advisory Committee meeting in Saratoga, She is the secretary for the committee.

**Local Work Group Meeting**

- The local work group meeting will be April 2.

Tori provided the WCCD Board with documents from Laura regarding the CD responsibilities hosing Local Work Group meetings, the NRCS screening tool from last year, and a request for information for the upcoming Local Work Group meeting. SEE NEW BUSINESS FOR DECISIONS MADE BY THE WCCD BOARD REGARDING THE LOCAL WORK GROUP MEETING.

**Snow / Precipitation Information** – This was also provided in the DC report, but not included in these minutes.

### **EMPLOYEE REPORTS:**

Tori gave the WCCD Board a status report on the Recycling Dumpster, Paxton Berm Emergency Watershed Protection Funding, and the WACD WQ Progress Report. Tori also reminded the WCCD Board that she and Karen would be out of the office from March 20 through 22, to attend the Wyoming Conservation District Employees Association Winter Training in Lander.

Tori provided the Program Assistance monthly report and a copy of the recent grant, developed by Karen Fenton; Community Enhancement Grant, to the WCCD Board via email prior to the WCCD Board meeting.

### **BOARD MEMBER REPORTS:**

National Association of Conservation District (NACD) Spring Fly-In – Dan Rice gave the WCCD Board a summary of his trip to Washington DC, where he and several other Wyoming conservation district employees and board members met with NACD officials and Wyoming's Congressional delegation to discuss local, state, and national topics of concern.

### **OLD BUSINESS**

319 Grant Agreement Signatures – Tori presented agreements for Sage Creek Land & Cattle for their Buried Headwater Ditch project application, and for L2S LLC for their Buried Wastewater Ditch project, to the WCCD Board for the Chairman signature. Both agreements were signed by Dave Slover.

Rural Cost Share Agreement Signature – Tori presented an agreement for Otter Creek Grazing Association for their Livestock Pipeline/Tank/PV Solar project, to the WCCD Board for the Chairman signature. Dave Slover signed the agreement.

Middle Big Horn River Level I Study Update – Tori provided the WCCD board with the timeline for ranking and tentative date for the interviews for the contractors that will be submitting proposals for the Middle Big Horn River Level I Study. Tori also provided the WCCD Board with a copy of the Wyoming Water Development's Request for Proposals. Tori stated that she and Karen had met with two of the three proposers to answer questions for their proposals.

NACD Technical Assistance Grant – Tori presented the contract between WCCD and Donnell Fluckinger for work to be completed under the NACD Technical Assistance Grant, to the WCCD Board for the Chairman signature. Dave Slover signed the contract.

### **NEW BUSINESS**

WCCD Board Discussion of Rules vs Policies – Tori provided the WCCD Board with the existing WCCD Personnel Policy and Managerial Guidebook. Discussion was held to determine any changes to the existing documents. It was determined to leave both documents as policies and there was no decision to make any changes.

WACD What's Up/Legislative Update – Tori provided the WCCD Board with WACD's What's Up/Legislative updates (#6, #7, final) via email prior to the WCCD Board meeting. Tori pointed out that effective September 1, 2018, Wyoming Retirement will increase the employee and employer share by 25%.

Bighorn Forest Steering Committee Meeting – Tori reminded the WCCD Board of the upcoming May 30<sup>th</sup> Bighorn Forest Steering Committee meeting. Dan stated that he would try to attend.

NRCS Local Work Group Meeting - Tori gave the WCCD Board a reminder that WCCD is the host for the NRCS Division I Local Work Group meeting on April 2, 2018 and will be chairing the meeting. After Laura Galloway gave an overview of the meeting agenda and information she would like to share with the meeting participants, the WCCD board reviewed and discussed prioritization of resource concerns for Washakie County. Vance made a motion to approve the resource concern prioritization as follows: Water Quality, Irrigation Water management, Grazing land management, Excessive Erosion, Noxious and Invasive Species, Streambank/riparian area protection, Fish and wildlife Habitat, Soil Health, Wetlands, Energy, Prevention of the conversion of agricultural lands to non-agricultural use, and Forest Health. Susan seconded the motion. Motion carried.

The WCCD Board reviewed and discussed the selection of a focused watershed for the upcoming NRCS funding year. Vance made a motion to select the Gooseberry Creek Watershed as the NRCS upcoming year focus for priority projects. Dan seconded the motion. Motion carried.

Legal Fund Contribution for Watershed Improvement District (WID) Legal Work – Dan gave the WCCD Board an overview of the need for WACD to hire an attorney to seek legal advice on matters pertaining to WID's, and Conservation Districts responsibilities and liabilities for the WIDs. Tori asked Dan if WACD would be sending out a request for funding from each Conservation District. Dan stated that he would find out.

Outdoor Education Program Update – Tori reported that she had received a job application and email from a gal who was interested in the Outdoor Education Specialist position. Tori stated that she had asked her to come in to meet with her, Susan Pennington, and Karen Fenton to explain the thoughts of reorganization of WCCD's Outdoor Education Program. Tori stated that she would like to offer the job to her, and Susan stated that she would also to support that offer. The rest of the WCCD Board agreed.

CD Renewal Signatures – Tori provided the WCCD Board with the signature page for the renewal of the CD at Pinnacle Bank in Worland, asking for WCCD Board signatures, which was accomplished.

DEQ – Winter Feeding by Stream Complaint – Tori reported that DEQ had received an anonymous complaint regarding a water quality concern of livestock being fed next to a stream, which was located in Washakie County. Tori stated that DEQ is required to address all complaints. Over the past several years, they have been contacting the local conservation districts to see if they can provide funding and/or technical assistance to the violator to see if they voluntarily correct the problem. Tori stated that location given (from Google Earth) looked to be hay ground where a rancher might be winter feeding, where there would be no reason for contacting the landowner. Laura stated that she had some flooding concerns in the area of the complaint and would be in the area and would see what the situation was.

Water Monitoring Landowner Permission Form – Tori presented the Landowner/Conservation Agreement for Water Quality Monitoring Activities and Permission for Access Form that had been filled out and signed by landowner Wayne Voss, asking that it be signed by the WCCD Chairman. Dave Slover signed the agreement. Tori stated that the information was for the water quality monitoring activities on Nowater Creek for 2018.

Recycling Bags – Tori brought a sample of a bag she had purchased from Albertson's in Cody, which had artwork showing local landmarks, wildlife, and infrastructure, which had been printed on the bag. Tori asked the WCCD Board if she could look into gathering interest from local artists via a contest, then have the artwork to be placed on the bag to distribute locally. Susan suggested that the winning artist also receive \$100. Vance made a motion to have WCCD staff create an artwork contest to have put on a recycling bag and offer \$100 to the selected artist. Susan seconded the motion. Motion carried.

**GENERAL CORRESPONDENCE**

NACD News 022018; NACD Clips 022318; Soil Health Flyer; NACD News 022718; Governor ENDOW; NACD Clips 030218; BLM Scoping Report-SG; Special District Meeting March 8; NACD News 03062018; Sage Grouse Lek Vs Climate; Firewise Newsletter; Governors Bill Signing News Release; NACD Clips; Governor Bill Signing March 9; BLM Sage Grouse Public Meeting; Governor March 9 Signed Bills; Governor March 10 Signed Bills; Governor March 12 Signed Bills; NACD News 03132018; Dept. of Ag Newsletter; Cheatgrass Poster; Cheatgrass Workshop; Big Horn Basin Dispatch 03152018;

**CORRESPONDENCE OF IMPORTANCE**

February WPLI Report; WPLI Reasons; Cottonwood Grass Creek Annual Report;

The WCCD Board meeting was adjourned at 9:55 p.m.

Date: April 4, 2018

Respectfully submitted by: Victoria Dietz, Director

David W. Stever 4/16/18  
CHAIRMAN DATE

Vance Rungren 4-16-18  
SECRETARY/TREASURER DATE