

**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, May 16, 2016 at 7:00 p.m. in Worland at the WCCD office. WCCD Board members in attendance included; Vance Lungren, Susan Pennington, Dan Rice, and Dave Slover. Also in attendance was WCCD Director Victoria Dietz, and NRCS District Conservationist, Laura Galloway.

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

The WCCD board reviewed the April 18th board meeting minutes. Vance moved to approve the April 18, 2016 WCCD board meeting minutes. Dave seconded the motion. Motion carried.

The WCCD board reviewed the April 18<sup>th</sup> executive session minutes. Dave moved to approve the April 18, 2016 WCCD executive session minutes. Vance seconded the motion. Motion carried.

Tori reported the following financial account balances: WCCD main checking account; -\$3,871.19 and Money Market account; \$194,895.00. The CD balance is \$16,405.82. The April bank statements for the main checking and money market accounts were reconciled by Tori. Dave moved to accept the financial statement and the reconciliation reports for both accounts. 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>
7921	7505	Elijah Truman	40.00
7922	7506	Grace Gertsch	40.00
7923	7507	McClellan & MacQueen	11,525.04
7924	7508	DeWitt Company	885.30
7925	7509	Precision Analysis	132.30
7926	7510	Griemsman Livestock	6,048.00
7927	7511	Cameron Taylor	100.00
7928	7512	CAN Surety	813.71
7929	Electronic	Mandi Magerus	288.13
7930	Electronic	Dusty Vail	700.34
7931	Electronic	Victoria Dietz	2683.70
7932	Electronic	Karen Fenton	1357.73

7933	Electronic	IRS	1257.06
7934	7513	BCBS	1355.86
7935	7514	Verizon Wireless	10.08
7936	7515	R.T. Communications	88.87
7937	7516	Serlkay Printing	302.40
7938	7517	Wyoming Retirement	872.12
7939	7518	WACD	74.50
7940	7519	Farm Bureau	219.35
7941	7520	Idoctor Repairs	100.00
7942	7521	Meeteetse CD	700.00
7943	7522	Karen Fenton	26.44
7944	7523	Cardmember Service	2828.12
7945	7524	Sage Creek Land & Cattle	5000.00
7946	7525	Washakie Weed & Pest	5000.00
7947	7526	Washakie Weed & Pest	605.00
7948	7527	Larry Warner	5271.25

## **NRCS REPORT**

Laura Galloway provided the following written report:

-NRCS help provided for WCCD: Urban storm water drain project / inspection, Airport Road Irrigation / Wastewater Pipeline, Sage Creek / Hake pipeline, Gooseberry Creek Plot enclosure fencing, vegetation checks, Outdoor Classroom plant grass plots, and 319 Project Maps.

-EQIP 2016:

-We need signatures on the Plans of the 6 2016 contracts. Do you want them sent via e-mail like the last couple years and after a comment period have a board member come in and sign them? Or do you have another suggestion?

-The Division received additional funding and we were able to fund more contracts.

Washakie County received funds for: Div I Irrigation - 4 contracts - \$258,441  
State Div -RO removal - 2 contracts \$ 15,382

-NWQI:

-We received \$334,094 for the lower Nowater HUC under NWQI.

-The NWQI applications have all been ranked. The applications that are high enough to be funded are the ones that were closest to the Nowater Creek. So I think our ranking is working as we expect it to by scoring the ones with the most impact to water quality the highest. We have enough money to fund the top four applications. These will cover 6 pivot projects, using \$311,137 of our allocation.

-I will also need signatures on the Plans for these 4 contracts.

-CSP:

- 1 CSP application has been Ranked
- 1 hasn't (producer does not respond to inquiries about questions)

Easement Authorities: Wyoming should have these permissions back in house by the end of the year. The District Conservationists and leadership employees are scheduled to be trained within the next month on what we are required to know and do for the easements.

-Snow Report: The snow report was not included in these minutes, but was provided.

The WCCD Board discussed the review of the EQIP, NWQI, and CSP contracts and asked Laura to provide them via email for their review and they would provide any comments via email by the Wednesday prior to the next WCCD board meeting (June 15). A WCCD Board representative, if satisfied with responses to their comments, will sign the contracts during the June WCCD Board meeting.

## **EMPLOYEE REPORTS**

Karen Fenton – Karen's report was provided via email prior to the WCCD Board meeting.

Tori Dietz – Tori gave the WCCD a summary report for the following: Forestry BMP Workshop Report, Airport Road Project Update, Watershed Improvement District Assessments Update, Rain Garden Demonstration Project Update, Monitoring Update, Worland Landfill/Town of Ten Sleep Recycling Concern, and WyRED Update, in which she indicated that there will be four Chief Washakie FFA students attending WyRED in Meeteetse.

## **OLD BUSINESS**

Big Horn River Level I Study – Tori reported that she had received an email from George Kelso, South Big Horn Conservation District (SBHCD) Chairman, in response to her email sent after the April 18<sup>th</sup> WCCD Board meeting (which was copied to the WCCD Board). Tori said that George's email indicated that SBHCD was going to work on getting a boundary map to use for the official Big Horn River watershed boundary. Tori stated that she has not received any updates from SBHCD.

Tori presented the WCCD Board with a draft of a resolution to accompany the joint application to the Wyoming Water Development Commission, with SBHCD, for the Big Horn River Watershed Level I Study. Vance made a motion to approve the resolution as written. Susan seconded the motion. Discussion was held to make changes to the resolution, which was changed to read; "THEREFORE BE IT RESOLVED, the Washakie County Conservation District will work with the South Big Horn Conservation District to seek technical and financial support from the Wyoming Water Development Commission...". Dave made a motion to amend the original motion, to 'approve the resolution with changes.' Susan seconded the motion. Motion carried. The WCCD Board then voted on the original motion that was amended to approve the resolution with changes. The motion carried.

Tori was allowed to incorporate the amendments to the resolution as per WCCD Board approval, then print the amended resolution and bring back to the WCCD Board for final review and signature. Dan signed the amended resolution.

WCCD/Elliott Septic System Agreement – Tori presented the agreement between WCCD and John Elliott for his septic system project (approved during the April 18<sup>th</sup> WCCD board meeting, which had been signed by John. Dan signed the agreement.

WCCD Draft Budget Review – Tori provided the WCCD Board with an updated draft budget and went over all of the proposed increases, decreases, and changes for the upcoming 2017 fiscal year. Discussions were held specifically regarding the Outdoor Education Program, NACD Convention, and On-the-Ground Rural cost share program budgets as important to support at proposed and also last fiscal year levels. Tori stated that, because of discussions of the newly hired summer position leading into the regular Outdoor Education Specialist's position, she would look back into what supplies were needed for the program and bring them back into the budget. Vance made a motion to approve the WCCD's draft fiscal year 2017 budget. Susan seconded the motion. Motion carried.

### **NEW BUSINESS**

WACD What's Up- Tori previously provided the April 25<sup>th</sup>, 29<sup>th</sup>, and May 10<sup>th</sup>, 2016 WACD What's Up emails to the WCCD Board. Included (but not limited to) in the email was information regarding the development of a reserve funds policy and an attached example. In addition, Dan reminded the WCCD Board of the convention survey and encouraged the other board members to complete and send in to WACD.

WCCD Sample Reserve Funds Policy – Tori provided the WCCD Board with a draft reserve funds policy for their review, explaining that she had utilized the non-profit example to ensure the key components were included. Discussion was held on identification of existing reserve categories and defining their use and intent. The WCCD Board discussed and re-worked the draft to take out all of the specific dollar amounts and note that specific dollar amounts and descriptions would be included in the Department of Audit budget message. Tori will update the policy as per WCCD Board input and bring back to the June WCCD Board meeting for another review.

Education Program Summer Help – Tori reported that she and Susan Pennington had conducted interviews for five individuals for the position of compiling all of the WCCD Education Program materials, associated activities, and sorting by subject matter to provide to educators via WCCD's website. Tori reported that Vanessa Woffinden had been hired and had also indicated during the interview, that she would also be interested in the Outdoor Education Specialist position. Tori reported that Vanessa will begin on June 1, 2016 and Susan Carrell, previous education specialist was willing help Vanessa become familiar with the materials and activities she had used in the schools.

Bighorn Forest Meet and Greet Invitation- Tori reminded the WCCD Board of the June 1<sup>st</sup> Bighorn Forest Meet and Greet session to be held in Sheridan.

Washakie Watersheds Steering Committee Report – Tori provided the WCCD Board with the Washakie Watersheds Steering Committee meeting minutes and the 319 grant application for the newly ranked project for a buried wastewater pipeline and corral relocation for 347 Ag LLC, owned by Brian Perry. Tori stated that Brian's project ranked high and was recommended for funding by the steering committee. Tori asked for the WCCD Board consideration of approval for the project. Vance made a

motion to approve the 347 Ag LLC 319 project for a buried wastewater pipeline and corral relocation. Dave seconded the motion. Motion carried.

Big Horn River-Slick Creek & Lower Nowater Watershed Sampling & Analysis Plan Review/Approval Request – Tori had previously provided the WCCD Board with the draft Big Horn River-Slick Creek & Lower Nowater Watersheds Sampling & Analysis Plan via email. Tori reported that she had presented the document to the Washakie Watersheds Steering Committee during their last meeting, which they had approved and signed. Tori stated that she had since then, updated all of the highlighted items in the draft, in which she had discussed with Cathy Norris, Wyoming DEQ and received approval. Vance made a motion to approve the Big Horn River-Slick Creek & Lower Nowater Watersheds Sampling & Analysis Plan. Dave seconded the motion. Motion carried. Dan signed the signature page.

Upcoming Dept. of Ag Grant Proposal - Monitoring Costs of Staff Time in Field, Lab, Processing Data Paperwork – Tori requested approval to move forward with an application to Wyoming Department of Agriculture (WDA) to ask for funding for water quality monitoring for the remainder of the committed monitoring for NWQI, which will be 2017 and 2018. The WCCD Board agreed to allow for the WDA grant application.

Bighorn Forest Roadless Collaborative Meeting – Tori reminded the WCCD Board that the Shoshone Conservation District would be hosting a kickoff meeting of the Bighorn Forest Roadless Collaborative effort on May 18 in Lovell.

#### Rural Cost Share Program

-Sage Creek Land & Cattle – Tori reported that the Hake Pivot project approved under the Rural Cost Share Program for \$5,000.00 has been completed and she has received the NRCS certification.

-Larry Warner – Tori reported that the project for Damon Weber and applicant Larry Warner has been completed, but she is still waiting on the NRCS certification and photos from Damon.

#### 319 Grant Program Progress Report

-Sage Creek Land & Cattle – Tori reported that the Hake Pivot Supply Line project approved under the 319 Cropland program has been completed and she has received the NRCS certification. Tori stated that she is still waiting on before and after photos from Steve Snyder and the reimbursement request will be included in the second quarter 319 report.

-Airport Road – Griemsmann Irrigation Pipeline – Tori reported that the Griemsmann Irrigation Pipeline project has been completed and she has received the NRCS certification.

Executive Session – An executive session was called to order at 9:44 p.m. to conduct the WCCD Director's performance review and to discuss wages and bonuses. The executive session was adjourned at 10:20 p.m. After executive session adjournment, Dave made a motion to approve a \$5,000.00 bonus to be prorated between the WCCD Director and WCCD Program Specialist. Susan seconded the motion. Motion carried.

#### **CORRESPONDENCE**

EPA Anti-Farmer Campaign; BLM Response Letter Regarding Rule Extension; NRCS Newsletter 04252016; Big Horn Basin Dispatch 4272016; WPL Initiative Email; Sage Grouse Grant; NRCS

Newsletter 05022016; Wolf Amicus Filing; WDA Comments on FS Admin Changes; Montana Water Call Cancelled; BLM Oversight Hearing; CCA Revisions; Drone Symposium; Federal Register CCAA; NCPP Joint Letter; Bighorn Forest Meeting Notes; NRCS Newsletter 05102016; WDA Comments on Grizzly Bear Delisting; SHIPO Training; and SHIPO Webinar Information.

Susan moved to adjourn. Dave seconded the motion. Motion carried. The meeting was adjourned at 10:38 p.m.

Date: May 23, 2016

Respectfully submitted by: Victoria Dietz, District Director

David W. Schaefer      Accepted 6/20/16  
CHAIRMAN                                      DATE

Chad Orchard      6/20/16  
SECRETARY/TREASURER                      DATE