

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 20, 2019 at 7:00 p.m. in Ten Sleep, at the Ten Sleep Senior Center. WCCD Board members in attendance included; Dave Slover, Vance Lungren, Dan Rice, and Susan Pennington. Also, in attendance was WCCD Director Victoria Dietz, and guests Brian Berky; City of Worland, Jerry Keinlen; Landowner, and seventeen adults and students representing Ten Sleep School.

Dave called the WCCD board meeting to order at 7:08 p.m.

Vance made a motion to approve the WCCD May 20, 2019 board meeting agenda. Dan seconded the motion. Motion carried.

Tori reported that as follow up from the April board meeting, she found that the Conservation District Training agenda item should not have been included in the March 18, 2019 minutes, as was mentioned in the recording she had referred to from that meeting. There was no further discussion. The March 18, 2019 minutes were signed.

The minutes from the April 15, 2019 WCCD Board Executive Session were signed, which had been approved during that same Executive Session.

The WCCD Board reviewed the draft April 15, 2019 board meeting minutes. Dan asked that the word, "at" be changed to the word "and" in the sentence, "Susan suggested that this agenda item be tabled until the next board meeting at be put first on the agenda and the rest of the board agreed" The sentence to be corrected was listed under NEW BUSINESS/Conduct Performance Review for Director. Dan made a motion to approve the April 15, 2019 WCCD Board minutes as amended. Susan seconded the motion. Motion carried.

FINANCIAL REPORT:

Tori reported the following financial account balances: WCCD main checking account; \$3,618.76 Main Money Market account; \$91,434.90, Emergency Reserve Money Market account; \$76,914.45, Depreciation Reserve Savings account; \$2,015.08, and CD balance; \$16,831.11. The April 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 was \$140,321.43, compared to \$137,488.43 the same time last year.

The WCCD Board reviewed and signed the vouchers. Tori provided the WCCD Board with the monthly expenditure spreadsheet report from April 16, 2019 through May 20, 2019. Vance moved to accept the monthly expenditure and financial report. Susan seconded the motion. Motion carried.

The following vouchers were reviewed and approved:

Date	Payment To	Invoice Number	Check Number	Amount
4/22/2019	Nelson Engineering	8792	8178	\$ 600.16
4/26/2019	Grayson Vickers	8793	8179	\$ 40.00
4/26/2019	Cachelynn Forshee	8794	8180	\$ 40.00
4/29/2019	Dusty Vail	8795	Electronic	\$ 240.11
4/29/2019	Karen Fenton	8796	Electronic	\$ 1,674.40
4/29/2019	Victoria Dietz	8797	Electronic	\$ 2,277.33
4/29/2019	R.T. Communications	8798	8181	\$ 100.21
4/29/2019	WACD	8799	8182	\$ 74.60
4/29/2019	Wyoming Retirement System	8800	8183	\$ 1,022.46
4/29/2019	Melanie Dedic	8801	Electronic	\$ 183.11
5/1/2019	Internal Revenue Service	8801	Electronic	\$ 1,404.36
5/1/2019	Empower Retirement	8802	Electronic	\$ 1,000.00
5/3/2019	Daily News	8803	8184	\$ 174.00
5/3/2019	Western Heritage	8804	8185	\$ 1,792.00
5/3/2019	Nowood Construction	8805	8186	\$ 83,593.55
5/8/2019	Wyoming BCBS	8806	Electronic	\$ 705.06
5/10/2019	WySRM-WyRED	8807	8187	\$ 1,000.00
5/10/2019	Wyoming Sugar Company	8808	8188	\$ 2,500.00
5/10/2019	Fluckiger Consulting	8809	8189	\$ 4,500.00
5/10/2019	Cardmember Services	8810	8190	\$ 168.51
5/13/2019	Washakie County 4-H	8811	8191	\$ 125.00

DC REPORT:

Tori reported that Holden Hergert is Acting DC in Laura's absence and sent Tori an email as follows, "Laura wanted me to let you and the board know that since we don't have any more applications in the Lower Nowater watershed, the state office is going to put out a request for proposals for a new watershed. She also said that with the new farm bill there is mandatory monitoring component."

EMPLOYEE REPORTS:

Tori provided the WCCD Board with her April Timesheet and reported on and/or provided documents for the following: NACD Technical Assistance Grant Update stating that all of the projects have been completed and a final report submitted to NACD; Notes from Karen from Winter Training which included encouragement to develop MOU's with all of the entities that conservation districts work with and to suggest that personal phones, tablets and computers not be used for conservation district business; Paxton Berm EWP Project Update stating that there were four bids received and the review and ranking will be conducted on May 31st at 10:00 a.m. at the WCCD office; Wyoming Sugar Tree Planting stating that the trees have been planted along with the weed barrier, cages, and drip system and the crew from Wyoming Sugar did an awesome job; Daily News Subscription Information stating that

the subscription paid for initially for one year, was now for eighteen months due to the change from daily to weekly; WyRED Update stating that there will be five students attending WyRED from Chief Washakie FFA; Army Corp 205 Program Update stating that there has been no work done on the assessment estimate by the Army Corp for the program and neither the county nor the city have budgeted anything for it this coming fiscal year; Transitional Items for Karen stating that Karen will be leaving WCCD but finishing up with the WDA Nowood Grant and Tori gave the WCCD Board an overview of items she is getting updates and final input on to prepare for her leave; Hot Spring CD Assistance stating that she had spent a few hours in Thermopolis helping Dara with the conservation district budget; NWQI Update/Monitoring Requirement explaining her understanding of the monitoring requirement and scenario if the WCCD moves forward in applying for Horse Gulch;

Karen Fenton's monthly report was provided to the WCCD Board.

-Nowood Westside Regional Pipeline South - Potential Project – Tori provided information sent out to seven landowners from Karen regarding a potential water development project that had been identified years ago in the Nowood Watershed Level I Study. Tori stated that it was originally in the Level I on the north and south side of the highway just west of Ten Sleep, but the BLM is not interested in the section north of the highway. Tori stated that Karen will follow up with the landowners to see if they want to pursue, then assist with finding a funding source.

Melanie Dedic's monthly report was provided to the WCCD Board.

BOARD MEMBER REPORTS:

Bighorn Forest Service Steering Committee Meeting – Susan gave the WCCD Board an overview of the meeting she had attended in Sheridan on May 14th for the Bighorn Forest Service steering committee. Discussion was held.

Moneta Discharge Meeting – Dan gave the WCCD Board an overview of the stakeholder meeting he had attended in Thermopolis on May 8th regarding the Moneta Divide Gas Field Discharge Permit Renewal. Discussion was held. Dan stated that he would also be attending the public meeting in Thermopolis on May 21st.

Nowood WID Board Meeting – Dan gave the WCCD Board an overview of the Nowood WID Board meeting he attended on May 6th in Manderson. Dan provided Tori with the Nowood WID Board's draft budget which had been given to him at the meeting. Discussion was held.

OLD BUSINESS

WCCD Draft FY 2020 Budget Review/Discussion /Approval – Tori provided the WCCD Board with two different drafts of the FY 2020 Budget; Full Time Program Assistant Version & Part Time Position Version. After some discussion, Susan made a motion to combine the existing part time Program Assistant with the existing part time Outdoor Education Specialist into a new full-time position called a Program Assistant. Vance seconded the motion. Motion carried.

The WCCD Board proceeded to go through the budget updates using the Full Time Program Assistant version, as presented by Tori. Tori stated that she would submit the draft budget to the Department of Audit and Washakie County Clerk by June 1, 2019.

WCCD Rural Cost Share Ranking Sheet Update Discussion – Tori provided the WCCD Board with the draft Rural Cost Share Application in which continued development was done by Susan Pennington. Susan went over the document with the WCCD Board and discussion was held. Susan stated that she would make the necessary updates and send it to Tori, to be placed on the WCCD Board's June board meeting agenda for final review and approval.

WCCD Final Procurement Rule - Adoption – Tori provided the WCCD Board with the final Procurement Rule document. Tori stated that there had been no public comment and the comment period ended on May 19th. Dan made a motion to adopt the WCCD Procurement Rule as written. Vance seconded the motion. Motion carried.

Local Work Group Information Update Considerations - Due June 1 – Tori provided the WCCD Board with the following documents related to the recent NRCS Division I Local Work Group meeting on May 2, 2019; Resource Concern Ranking - Compiled Information; WESTI AG Days Public Input Sheets; Follow Up from Last Year's Meeting - Handout from May 2 Meeting; and WCCD Input Sheet Provided to Local Work Group on May 2.

Tori stated that it was suggested during the Local Work Group meeting, that WCCD consider the WESTI Ag Days public input sheets as part of their ranking of resource concerns. The WCCD Board agreed that they had considered the input sheets from WESTI Ag Days and had no changes to their resource concern ranking. Tori stated that she would send that information back to NRCS and Meeteetse Conservation District to note with averaging the other conservation district rankings.

Tori stated that the watershed HUC that had been submitted to the Local Work Group as a priority area in Washakie County was a HUC 12 and NRCS was looking for a HUC 10 sized priority area instead. After some discussion, Vance made a motion to select the Elk Creek-Bighorn River as the priority area for Washakie County. Susan seconded the motion. Motion carried. Tori stated that she would send that information back to NRCS so they would incorporate into their submission to the NRCS State Technical Team.

Watershed Improvement District (WID) Training Report – Tori reported that she had attended the WID training provided by Justin Caudill, Wyoming Department of Ag, in Thermopolis on April 30th. Tori stated that there were a few items that she asked Justin clarification of and provided the email exchange information to the WCCD Board. Discussion was held.

NEW BUSINESS

Rural Cost Share Program Applicant - Jerry Kienlen - Blake Denton Reservoir Application – Jerry Kienlen gave the WCCD Board an overview of his potential project, which was to install fabric along the edges of his reservoir to alleviate the wave action washing along the side, which was causing damage to the reservoir. Photos were provided to the WCCD Board. After some discussion, Susan made a motion to approve the Blake Denton Reservoir project of Jerry Kienlen. There was no second to that

motion. Motion failed. Tori will contact Jerry to let him know that the WCCD Board did not approve the project as the project was considered maintenance.

Special Discretionary Fund Applicant -Brian Burky - City of Worland Compost Project – Brian Burky gave the WCCD Board an overview of his potential project, explaining that the City of Worland will be developing a compost pile to be utilized by the City and private lawn care and tree chipping businesses and was asking for cost share to help with a 900 foot parameter fence with the ability to gate and lock it. Brian reported that the compost area will reduce the cost to the City and some businesses, and reduce the waste stream to the landfill and the fence will help control free access to the public to reduce random garbage dumping. Brian stated that his plan is, once the composted material is ready for public use, to have volunteers' man the area once a week for allowance of the public to pick up and utilize the material. After some discussion, Susan made a motion to approve cost share funds up to \$2,500.00 to help with the fencing of the City of Worland's compost area. Vance seconded the motion. Motion carried.

Dave Eggar & Students - Presentation on Teton Science School Trip – Dave Eggar, Ten Sleep School teacher, and ten of his students gave the WCCD Board a presentation summarizing their trip to Teton Science School and told the WCCD Board how much they appreciated their financial support.

WACD What's Up Email 04192019 – Tori provided the WCCD Board with WACD's What's Up email of April 19th and the attached documents to the email, which included; Delta Dental Plan; BlueCross BlueShield Plan; Special District Association Request for Proposals; Vision Plan. Tori stated that the BlueCross BlueShield and Vision information had been updated since the April 15th board meeting.

BLM Standards & Guidelines Data Gathering – Tori provided the WCCD Board with a letter Karen Fenton had developed and mailed to the Lower and Upper Black Mountain allotments permittee in Washakie County regarding BLM's plan to gather data. Discussion was held.

Outdoor Classroom Range Plot/Tree Replacement Discussion – Tori reported that there were two Bur Oak trees at the Fairgrounds and one Bur Oak tree at the Outdoor Classroom that have died, and both are in windbreaks that are over 5 years old. Tori stated that she would like to replace them with around 5-foot trees and estimated the cost to be \$120 each. After some discussion, Dan made a motion to approve the purchase of three Bur Oak trees for the Fairgrounds and the Outdoor Classroom. Vance seconded the motion. Motion carried.

WACD What's Up Email 05202019 – Tori provided the WCCD Board with WACD's What's Up email of May 20th and the attached documents to the email, which included; WACD Wolf Delisting Comments and WNRF Golf Ad. Discussion was held.

Executive Session – Dan made a motion to convene into Executive Session at 10:40 p.m. to conduct a performance review for the Director. Susan seconded the motion. Motion carried.

The WCCD Board reconvened into the regular board meeting at 11:20 p.m.

Dan made a motion to approve the performance review for Victoria Dietz. Vance seconded the motion. Motion carried. The WCCD Board members signed the Director's performance review.

GENERAL CORRESPONDENCE

NACD News 04162019; Firesmart Newsletter; NACD News 04192019; NACD News 04232019; BLM Oil & Gas Lease Sale Announcement; WDA Comments Western Weed Plan; Drought Outlook 04262019; NACD News 04262019; Governor Displeased with Rocky Mountain Power; Robotic Sage Grouse; NACD News 04292019; NACD News 05032019; Big Horn Basin Dispatch 05032019; NACD News 05072019; Energy Corridors Meetings; Department of Interior Newsletter; NACD News 05102019; NACD Annual Newsletter Announcement; NACD News 05142019; Moneta Discharge Public Meeting Change; NWQI Survey Announcement; WNRTF Golf Tournament; Governors Transparency Meeting; NACD News 05172019; G & F Comm License;




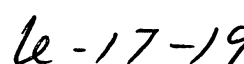
CORRESPONDENCE OF HIGHER IMPORTANCE

NACD Waters of the US Comments; BLM Sage Grouse Data Gathering; Wyoming Special District Association Newsletter for April; DEQ Moneta Permit Public Meetings; Alkali Creek Reservoir Final EIS; Cathy Rosenthal Email Regarding Microbial Source Tracking; Water Research Program Request for Proposals;

The WCCD Board meeting was adjourned at 11:30 p.m.

Date: June 4, 2019

Respectfully submitted by Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE