

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

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

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

The WCCD Board reviewed the draft October 15, 2018 board meeting minutes. Dan made a motion to approve the October 15, 2018 minutes as read. Vance seconded the motion. Motion carried.

**FINANCIAL REPORT:**

Tori reported the following financial account balances: WCCD main checking account; -\$11,064.66 Main Money Market account; \$94,935.94, Emergency Reserve Money Market account; \$76,591.04, Depreciation Reserve Savings account; \$2,008.57, and CD balance; \$16,738.85. The October 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 \$37,690.25, compared to \$41,652.88 the same time last year.

Tori provided the WCCD Board with the monthly expenditure spreadsheet report from October 16, 2018 through November 19, 2018. Dan 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
10/24/2018	U.S. Post Office	8664	8089	\$ 225.00
10/24/2018	Verizon Wireless	8665	8090	\$ 10.00
10/24/2018	Daily News	8666	8091	\$ 104.00
10/26/2018	Ron's Sanitation	8667	8092	\$ 70.00
10/26/2018	Maggie's	8668	8093	\$ 157.50
10/29/2018	R.T. Communications	8669	8094	\$ 100.37
10/30/2018	Dusty Vail	8670	Electronic	\$ 240.11

10/30/2018	Melanie Dedic	8671	Electronic	\$ 196.12
10/30/2018	Karen Fenton	8672	Electronic	\$ 1,862.94
10/30/2018	Victoria Dietz	8673	Electronic	\$ 1,990.77
10/30/2018	BlueCross BlueShield	8674	8095	\$ 1,408.86
10/30/2018	Wyoming Retirement System	8675	8096	\$ 1,025.88
10/30/2018	WACD	8676	8097	\$ 65.90
10/20/2018	IRS	8677	Electronic	\$ 959.92
11/5/2018	Empower Retirement Services	8678	Electronic	\$ 1,000.00
11/7/2018	Western Heritage Consulting	8679	8098	\$ 16,097.50
11/7/2018	Nowood Construction	8680	8099	\$ 10,560.00
11/7/2018	Laird Sanitation	8681	8100	\$ 50.00
11/7/2018	Kennedy Ace Hardware	8682	8101	\$ 65.46
11/7/2018	Daily News	8683	8102	\$ 639.00
11/14/2018	Doug Bleak	8684	8103	\$ 26.85
11/14/2018	Cardmember Services	8685	8104	\$ 364.39
11/14/2018	Melanie Dedic	8686	8105	\$ 48.63
11/15/2018	CNA Surety Direct	8687	8106	\$ 429.75
11/16/2018	Victoria Dietz	8688	8107	\$ 46.87
11/16/2018	Secretary of State	8689	8108	\$ 30.00

## DC REPORT:

Laura Galloway provided the following written DC Report prior to the WCCD Board meeting, as follows:

**Assistance given to the District:** Engineering, CTA

**CTA Assistance:** Phone calls with assistance on Soils, Irrigation Water Management, and Grazing Plans, streambank erosion problems, fencing, pollinator planting and cover crop seeding, solar well systems, spring development plans.

**EWP:** Worland Sewer Project – I have sent 2 additional e-mails to James, who has been tasked with writing the official letter with a written statement of the policy and justification for why the review team felt the area that has sluffed off is part of the operation and maintenance for this project. This written justification will include why NRCS does not pay on fixing operation and maintenance issues. I have gotten one response that said he was working on it. I have not received a response from my last e-mail.

**ECP:** FSA – I have been completing the technical evaluations, designs, and other TA for several fence replacement projects. The fences were damaged or buried under flood debris and result in new fences to be constructed under this program.

## EQIP

- Western Heritage engineering has completed all the designs and they were very professional and completed in a timely manner. They worked closely with the landowners and NRCS.

- A December 21, 2018 batching date has been set for our 2019 contracts. We are supposed to be getting a new ranking tool, CART, and we will be learning more about it at our all employees meeting.
- We continue to do as-builts, modifications, and project checks for active contracts.

#### **NWQI**

- NWQI was one of the national initiatives selected for an early sign up period for FY19.
- The batching date for the early sign up was November 2, 2018.
- We received 3 application in the Nowater Watershed. The estimated funds needed for these 3 is \$120,000.
- The obligation date for these contracts will January 18. 2019 so it is a very short turnaround time.

**CSP:** Payments have been made to those participants who have turned in their required documents and want their payments in 2018. We have several who opted to receive their payments in 2019. All but one contract has been certified. We had to cancel the one contract due to the landowner having financial difficulties and losing control of all the acres under the contract.

#### **NCPP**

- The NCPP (National Conservation Planning Partnership) listening session in Casper October 16<sup>th</sup> seemed to be a success.
- There was a lot of good comments from the presenters which included NRCS employees, partners, clients and others. A lot of good feedback and questions were asked about the way NRCS does business, success stories, and things that need changed.

#### **Changes**

- Rusty Schwartz is our acting State Conservationist while Astrid is on detail for the next 3 months
- Tim Becket is our acting Area resource conservationist until someone is hired for that position
- Ray's position has been advertised and they will be selecting a person soon to fill his position. It will be based in Worland instead of Greybull like they first said.

They are hiring a new Ultima for the Big Horn Basin. They will be based in Greybull. The plan is to have them in Washakie County 1-2 days a week, Greybull/Lovell 2 days a week and Powell one to 2 days a week. We will adjust their schedule as to where the workload is on a weekly basis.

Laura asked Tori if she had heard anything back from James Bauchert regarding the Worland Sewer EWP documentation request. Tori said she had not.

#### **EMPLOYEE REPORTS:**

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

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

Tori provided the WCCD Board with her October 2018 Timesheet and reported on and/or provided documents for the following: Update on NACD TA Grant; WDA Water Quality Monitoring/Range Workshop Grant 2018 Report; Bighorn River-Slick Creek Watershed Implementation 319 Grant Final Report-Web Story; WDA Water Quality Monitoring/Range Workshop Grant Final Report; Paxton Berm Update (Request for Extension Letter); Nowood Watershed Improvement District Election Canvass Certification; Cottonwood Grass Creek Watershed Improvement District Election Canvass Certification; WCCD FY 2018 Annual Report.

### **BOARD MEMBER REPORTS:**

Big Horn Forest Steering Committee Field Trip Report – Susan gave a summary report of some of the project site field trip stops she participated in during the Bighorn Forest Steering Committee Field Trip held on August 28<sup>th</sup>.

WACD Convention Report/Resolution Approvals – Dan gave an overview of the outcome of the WACD Resolutions, stating that all of them had been approved; some with amendments. In addition, Dan gave an overview of discussions held by the WACD Wildlife Committee, reported that WACD Convention will be held either in Buffalo or Gillette next year, and stated that the new WACD President was Todd Heward, and that he is the new WACD Vice President.

### **OLD BUSINESS**

Update on Ten Sleep Library Meeting Room – Tori reported that she had inquired about utilizing the Ten Sleep Library meeting room for the Ten Sleep board meetings. She stated that there was no charge currently, but a key had to be picked up the day of a board meeting before 5 p.m., each time. After some discussion, the WCCD Board agreed to continue meeting at the Ten Sleep Senior Center.

NACD Convention Attendance – Both Dan and Susan indicated that they would like to attend the upcoming NACD Convention in San Antonio in February. Tori stated that WCCD, because of the level of dues that are paid to NACD, can obtain a 50% discount for registration for one person. Tori asked the WCCD Board for their consideration of also sending Karen Fenton, if the budget allows, which the WCCD Board agreed to. Dan stated that WACD will pick up a portion of the costs for his attendance and would find out what that contribution will be.

### **NEW BUSINESS**

Oaths of Office – Dan and Vance, newly elected board members, signed their Oaths of Office, which were notarized by Tori. Tori reported that Charly Orchard, also newly elected, had signed his Oath previous to the WCCD Board meeting.

### Rural Cost Share Program - Rankings

-The WCCD Board held a discussion on the spring development application presented by John Dent during a previous board meeting. Laura stated that she had visited the site to certify that it was installed according to NRCS specifications. Tori asked Laura for a copy of the AS-BUILT documentation. After reviewing the ranking scores from each board member, Dan made a motion to approve John Dent's spring development project for 50% cost share of the estimated \$8944.00 plus 10%, as per WCCD policy. Vance seconded the motion. Motion carried. The total amount of cost share approved was \$4919.00.

-The WCCD Board held a discussion on the sediment pond and buried pipeline application presented by Steve Snyder and Mike Ondo during a previous board meeting. Tori provided project site photos, which had been supplied by Steve Snyder following the last board meeting. After reviewing the ranking scores from each board member, Vance made a motion to approve up to 50% cost share, up to \$10,000. Susan seconded the motion. Motion carried.

Rural Cost Share Program - Wyman Project Cancellation – Tori reported that she received an email on November 9<sup>th</sup> from Lejay Mascaro, stating that Marvin Wyman had decided to cancel his buried pipeline project application.

Ten Sleep FFA Request for Continuation of Mileage Support for Recycling - Michelle Arnett, Ten Sleep FFA Advisor, was present to request that WCCD consider continuation of mileage support to the Ten Sleep FFA to haul the WCCD's recycling trailer to Buffalo, when full. Tori stated that last year's motion was approved to pay Ten Sleep FFA the government mileage rate (currently .545mile) plus a discretionary hauling fee of .15/mile to haul recyclables from Ten Sleep to Powell or Buffalo, for one year. Dan made a motion to approve the continuation of mileage support to the Ten Sleep FFA for another year, at the same rate previously approved. Susan seconded the motion. Motion carried.

Renew U Recycling - Amy Truman, Renew U Recycling representative, was present to thank the WCCD Board for their continued support of Ten Sleep's recycling efforts. Amy gave the WCCD Board a report on the number of recyclables that were processed since last year, estimating that they had recycled 10,000 pounds, and had recorded over 227 volunteer hours. Amy also updated the WCCD Board on ideas being discussed with others, related to glass recycling possibilities. Susan suggested that Amy contact Karen Fenton, WCCD's Program Assistant, for information already gathered on glass recycling.

Legislative Lunch – Tori reported that the annual Legislative Lunch is scheduled for December 18 at the Brass Plum from Noon to 2 p.m. Tori reported that Hot Springs Conservation District has decided not to co-host, but Meeteetse Conservation District will be present. Tori provided the WCCD Board with a draft agenda based upon WACD's recent legislative update. The draft agenda was reviewed, and discussion was held regarding recreation on public lands, trespass laws, and ENDOW. Tori stated that she will update the draft agenda and Dan asked that Tori also seek input from Meeteetse Conservation District on any agenda items they may want to add. Tori stated that she still needed to contact the new House Representative, John Winter.

Potential Future Audit Review Cost Estimates – Tori reported that she inquired about costs for an audit review to a CPA in Thermopolis who quoted her an estimate between \$10,000 to \$15,000, and to a CPA in Buffalo who quoted her an estimate of around \$5,000. Tori stated that she is pretty sure WCCD would not go over the \$500,000 in the current fiscal year, but will next fiscal year because of the EWP funds that will be provided by NRCS for the Paxton Berm. Tori said that WCCD can be reimbursed under the Technical Assistance portion of the EWP, up to 10% of the total project cost, but WCCD shares that 10% with the engineering firm hired to do the design and she doesn't think there will be any funds available for WCCD.

Discussion on Joint Quarterly Watershed Improvement District (WID)/Conservation District (CD) Quorum - Hot Springs Conservation District – Tori reported that Darcy Axtell, Hot Springs Conservation District Manager, spoke to her over the phone stating that Hot Springs CD Board would like a quorum of conservation district board members at any of the Cottonwood Grass Creek WID joint quarterly meetings. Tori stated that she had suggested to Darcy that both of the conservation district boards should jointly discuss the matter. Tori stated that she has not heard anything further from Hot Springs CD in moving forward with a joint discussion. The WCCD Board agreed to wait until the Hot Springs CD reaches out.

Middle Big Horn Level I Study Website – Tori provided the WCCD Board with the link to the Middle Big Horn Level I Study website. Both Vance and Susan asked Tori to ask Brenda Ashworth, Y2Consultants, about contacting them about their proposed projects. Susan suggested that Y2 Consultants post their schedule of when they are in Worland, on their website.

NACD TA Grant - South Big Horn CD Match Request – Tori reported that she has not received a decision about the match request from South Big Horn CD, as they don't have their board meeting until December 3<sup>rd</sup>.

2019 NACD Technical Assistance (TA) Grant Announcement – Tori reported that there has been no announcement yet regarding a new proposal request for the 2019 NACD TA grant.

NACD Urban Conservation Initiative Grant Possibility – Tori reported that she has visited with Melanie Dedic about project possibilities for the new NACD Urban Conservation Initiative grant proposal, and also put her in touch with Susan Pennington and Caitlin Youngquist, Washakie County Extension, to discuss their ideas and have Melanie put in for the grant. Tori stated that the grant deadline is December 31<sup>st</sup>.

WACD Attorney Letter on Watershed Improvement District (WID) Statutes/Conservation District Liability – Discussion was held regarding the letter from Lungren Law Offices on WID Statutes and a Conservation District's liability for actions of a WID. Dan reported that he had shared the letter with George Kelso, South Big Horn CD, who he phoned to join the meeting for that discussion. The WCCD Board agreed to have Tori contact Local Government Liability Pool (LGLP) to verify WCCD's existing insurance coverage and to also inquire about costs of reverse condemnation insurance elsewhere.

Bridger Plant Materials Center Board Vacancy Consideration – After some discussion, Dan stated that WACD would be sending information out about the Bridger Plant Materials Center board vacancy.

#### **CORRESPONDENCE OF HIGHER IMPORTANCE:**

Special District Assoc. Minutes; Special District Assoc. Proposed Budget; Special District Assoc. Board Member and Bylaw Information; WACD Email about Sharing Special District Assoc. Information; Nowood WID August 2018 Minutes; Nowood WID September 2018 Minutes; Nowood WID Landowner Survey Letter;

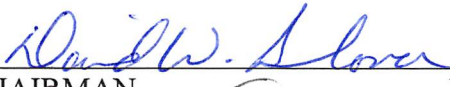

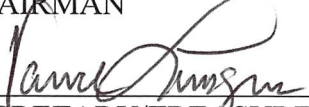
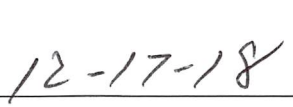
## GENERAL CORRESPONDENCE

National Conservation Foundation Leadership Campaign; NACD Clips 10192018; NACD News 10232018; NACD News 10162018; NACD Clips 10262018; Big Game Habitat Funding Available; Firesmart Newsletter; NACD News 10302018; BHB Dispatch 11022018; Business Council Future of Beef Industry; Farm Bill Compromise; Federal Register Horse & Burro; NACD Clips 11022018; NACD News 11062018; Federal Register Haze Regulations; NACD Clips 11092018; ENDOW; BLM Gas Leasing; NACD Clips 11162018; NACD Clips Town of Ten Sleep  
Thank You;

The WCCD Board meeting was adjourned at 9:57 p.m.

Date: December 4, 2018

Respectfully submitted by: Victoria Dietz, Director

	
CHAIRMAN	DATE
	
SECRETARY/TREASURER	DATE