WASHAKIE COUNTY CONSERVATION DISTRICT
208 Shiloh Road
WORLAND, WYOMING 82401

MINUTES OF SPECIAL BOARD MEETING

The Washakie County Conservation District (WCCD) held a special board meeting on Friday, March 2, 2018 at 2:00 p.m. in Worland at the USDA Service Center. WCCD Board members in attendance, in person, included; Vance Lungren, Dave Slover, and Charley Orchard. Also, in attendance was WCCD Director Victoria Dietz, NRCS District Conservationist Laura Galloway, NRCS Engineer Allen Croft, and WCCD Board member, Dan Rice (via teleconference).

Dave called the WCCD board meeting to order at 2:01 p.m.

Vance made a motion to approve the March 2, 2018 WCCD meeting agenda. Charley seconded the motion. Motion carried.

NEW BUSINESS

NACD Technical Assistance Grant Proposal Review – Tori provided the meeting attendees with a copy of five proposals she had received for engineering design work in response to the Request for Proposals (RFP) for the WCCD Engineering Services for NRCS Conservation Practices. It was agreed upon by the meeting participants, that all of the proposals over the grant budget amount of $68,160.00 would not be ranked, which included Y2 Consultants at $341,000.00, and Wood Group at $283,000.00.

Allen explained the method he had worked with Tori on, in determining the points breakdown within each category under section 6.3 of the RFP. Three proposals were reviewed, then by utilizing a ranking sheet template provided by Charley, were ranked based upon the Evaluation & Selection Process (section 6) of the RFP; References & Experience, Resources, then Cost. The proposals were ranked as follows: Fluckinger Consulting (88.25 points); WWC Engineering (69.90 points); Western Heritage Consulting & Engineering (48.70 points). Charley made a motion to award the bid for engineering design work for WCCD Engineering Services for NRCS Conservation Practices, to Fluckinger Consulting at $14,400.00. Vance seconded the motion. Motion carried.

NACD Technical Assistance Grant Draft Contract Review – Tori provided the WCCD Board with a draft contract, to be provided to the proposer who was awarded the bid, and asked the WCCD board to review over the next few days. Tori stated that she planned to have the contract finalized and sent to the selected proposer by March 6th.

The WCCD Board meeting was adjourned at 4:00 p.m.

Date: March 8, 2018

Respectfully submitted by: Victoria Dietz, Director

CHAIRMAN DATE 3/19/18

SECRETARY/TREASURER DATE 3-19-18