

Laramie County Conservation District

11221 U.S. Hwy. 30
Cheyenne, WY 82009

Regular Board Meeting

Thursday, Nov. 21st, 2019

4:00 p.m.

Attendance

Supervisors Present: Tom Farrell, Chairman; Kevin Wells, Vice Chairman; Ann Sanchez, Secretary.

District Employees Present: Shaun Kirkwood, Kathy Cooney, Paul Sandler, Rex Lockman.

NRCS Employees Present: Mason Peebles

FSA Employee Present: Robin Hudson

1. CALL TO ORDER

At 4:00 p.m. Tom called the board meeting to order.

2. Audit Report- Rob Dickerson with RLR presented the final report and answer questions.

Rob stated this year's audit was pretty routine. Deficiencies, again, are separation of duties. Another was not having additional pledged securities on the First Interstate Bank account. Kathy stated the District had received the necessary paperwork to submit, and after getting Board signatures today, it will be submitted tomorrow, Nov. 22. Kathy also asked about having the Living Snow Fence receivables posted by the end of each fiscal year if the monies have not been received. This will be done in the future.

3. MINUTES OF THE PREVIOUS MEETING- Oct. 17, 2019

Kevin moved to approve the minutes from the previous meeting;

Ann seconded the motion. MOTION CARRIED.

4. TREASURER'S REPORT- Profit and Loss Statement – (Oct. 2019) Shaun

Shaun presented the Treasurer's Report and the Board recommended to submit it for audit.

5. PROGRAM REPORTS –

–Education (Ann, Paul)

Paul stated he had gotten new tires put on the '10 F150 pickup, had gone on field trips with Carey Jr. High, and has put together a Power Point presentation to be given next Monday at the Laramie County Library on the Conservation District. Paul stated he will also be doing presentations at the library about every other month covering each program in the District. Paul also helped judge a science fair today at Pioneer Park.

Paul stated he is also working on the Report on Progress to go out in January. Justin Ross, with NRCS, will be writing an article as well covering the National Weather Service.

Tom stated Paul had done a great job at Carey Jr. High on the field trips.

Ann stated she had also helped judge the science fair today at Pioneer Park. Ann also attended the Soils Health Workshop in Albin, and found the presentation very interesting how water percolates through tilled and untilled ground.

Ann stated she attended WACD state convention in Buffalo last week, learned how to construct a rain garden, and enjoyed meeting district employees from throughout the state.

Tom asked if the District had submitted a program to NACD on the deer project. Rex stated tracking was still taking place.

-Wildlife & Range (Kevin, Rex)

Kevin also discussed the deer project. Rex stated the collars, and tracking cover a two year period, and believes it will end in January of 2020.

Kevin stated Rex, Jeff, and himself had attended the Muley Fanatics Banquet last Saturday. Kevin asked about implementing something to get funding in Laramie County through Muley Fanatics. Rex stated there could be a project on Curt Gowdy to deal with cheat grass control that is to be a 10 year project.

- Water (Tom)

Tom noted that Jeff was not in attendance and he didn't have anything to report.

- Trees (Clark)

Clark was not in attendance, but had submitted his report. Shaun then read the report stating Clark is doing windbreak designs, and is about 1/3 done. There are approximately 90 requests this year. Clark assisted installing erosion blankets on Dry Creek with other staff members, trimmed trees at the WACD office, and had put out an RFP for weed barrier. The low bid for weed barrier is Barlow Ag Sales.

- Administration (Shaun, & Kathy)

Kathy stated she had purchased a new version of Quickbooks for the office, installed it, and a new feature for 2020 is an email template to send out to customers enabling the District to remind them of upcoming invoices that are nearing the due date or that are due.

Shaun stated he is working on the Annual Plan, will email the draft out to the Board, and asked for their input to be made in the next few weeks so it can be finalized.

Shaun also stated he had attended WACD convention last week in Buffalo, and felt it was good to have Laramie County represented. Shaun stated the two horseshoe items Dale had made for the convention sold well, with the boot rack going for \$150.00 and the tree for \$75.00.

-NRCS (Mason Peebles)

Mason stated he had also attended WACD convention in Buffalo last week representing NRCS. Mason stated Chief Matt Lohr, USDA Natural Resource Conservation Service, was in attendance. Mason noted there will changes with implementing programs for NRCS. Planning will be taking first now, followed by submitting an application.

Mason also noted there are changes coming for the CRP program in the next month. 25,000 acres are expiring in Laramie County this year.

Mason also noted Logan, from the Torrington office, is moving on. He had been assisting Laramie County with engineering. Mason stated Justin Ross has been working with Paul in the education program for the District and thought it was going well.

Mason stated the Soils Health Workshop in Albin went well, and that about 15 were in attendance. The regional and state soil specialists were in attendance.

Mason stated he is currently working on a written safety plan for the office.

-FSA (Robin Hudson)

Robin introduces herself as the new CED for FSA for Laramie County. She is from North Carolina.

Robin stated FSA will be busy with CRP signup beginning December 1st. Robin stated CRP rates have declined, and there is concern producers may decide to go organic.

Discussion Items:

6. Long Range Plan-comment on Long Range Plan from Supervisors and public?

There being no comment.

Ann moved to approve the Long Range Plan for 2020-2024.

Kevin seconded the motion. MOTION CARRIED.

7. NACD Convention-convention is in Las Vegas NV, February 8-12, 2020.

Shaun stated registration and the agenda for the convention are available on NACD's website, and asked the Board if any of them are interested in attending. Ann stated she didn't know yet. Kevin stated as of today, he was a no. Tom stated him and Sandy would be attending.

Shaun stated attending should benefit Laramie County, and a prior Board meeting discussion had included those attending should also be involved at the local and state level.

8. Building update-conversation about new building design, shared space...

Shaun stated he had met with Astrid Martinez, NRCS WY State Conservationist, Rusty Schwartz, NRCS Area Conservationist, Rex Lockman, and Ann Sanchez last week in Buffalo to discuss the current status of office space in Laramie County. Shaun discussed with them what the future plans are for the District. Astrid stated NRCS would like to come up with an MOU or an Agreement to ensure NRCS/FSA would occupy space with the District.

Shaun stated he had received an email from Astrid today stating there would be a conference call next Tuesday, Nov. 26, with NRCS and the District.

Shaun asked for input from the Board. Tom stated the District should build for the future. Robin Hudson stated she would support a "one stop shop" for the producer.

Kevin moved to approve to build a building to accommodate NRCS & FSA.
Ann seconded the motion. MOTION CARRIED.

9. Other Business-

Shaun stated Jeff had been asked if the District would assist in buying archery equipment for Bain Elementary. Shaun stated not all of the Community Enhancement funds had been obligated for 2020. After some discussion, Kevin suggested tabling this until more information could be gathered.

Shaun stated he had received a Memorandum of Understanding (MOU) for a GIS Cooperative Internship position. This intern would work 20 hours per week between four agencies. Laramie County, the City of Cheyenne, Board of Public Utilities, and Laramie County Conservation District. The District would pay \$3,120.00 annually for this intern.

Ann moved to approve the MOU for a GIS intern.
Kevin seconded the motion. MOTION CARRIED.

Shaun also stated an interim Board member to fill the vacancy should be selected at the January Board meeting. Shaun will email the Board a listing of possible Board members, so a decision could be made at the January meeting.

10. Adjournment-Tom

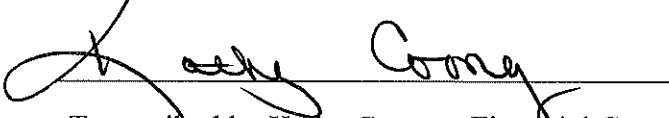
Tom adjourned the meeting at 5:30 p.m.



Thomas E. Farrell, Chairman



Ann Sanchez, Secretary



Transcribed by Kathy Cooney, Financial Coordinator