

SWEETWATER COUNTY CONSERVATION DISTRICT (SWCCD)  
MONTHLY BOARD MEETING  
Thursday October 7, 2021- 4:00 p.m.  
550 Uinta Drive, Suite E, Green River, WY 82935

**REGULAR MONTHLY BOARD MEETING**

**Call to Order**

**Stephanie Anderson, Secretary, called** to order the meeting of the Sweetwater County Conservation District (SWCCD) at 4:00 PM on **October 7, 2021**, at the Sweetwater County Conservation District, 550 Uinta Drive, Suite E, Green River, WY 82935

**Roll Call and Pledge of Allegiance**

**Stephanie Anderson, Secretary,** conducted a roll call and introductions. The following persons were present.

Tom Burris, Chairman, and Rural Supervisor (SWCCD)  
Stephanie Anderson, Secretary and Rural Supervisor (SWCCD)  
Jean Dickinson, Treasurer and Urban Supervisor, (SWCCD)  
Larry Folks, Rural Supervisor (SWCCD)  
Karen Pecheny, District Clerk (SWCCD)

**Minutes**

A **motion** was made by Jean Dickinson, seconded by Larry Folks, to approve the August 5, 12, September 9, 2021 regular minutes as written. Motion carried.

**Agenda**

A **motion** was made by Jean Dickinson, seconded by Stephanie Anderson, to add legal discussion under New Business and approve the agenda. Motion carried.

**Treasurer's Report**

A **motion** was made by Jean Dickinson, seconded by Tom Burris, to approve the Treasurer's Report, and pay the bills in the amount of \$22,313.12. Motion carried.

**Department of Audit: Internal Self Audit – For Special Districts**

Worksheets include: Proof of Cash, Internal Control and an Annual Report Summary. Reports are all due October 31, 2021. Henry Bliss will be helping with the audit. Staff will send the Proof of Cash Worksheet to Jonny Lamb, accountant, to complete.

## Unfinished Business

### Sampling & Analysis (SAP) Update

SWCCD Consultant sent out an SAP update timeline. SWCCD provided WDEQ a letter requesting approval of addendum to the 2014/2016 sampling and analysis plan (SAP) for the Bitter and Killpecker Creek Watershed Study project. The SWCCD intends to extend the same design to conduct fall sampling rounds for the project during 2021 (this is an interim measure during the approvals process of an updated 2021 SAP). All portions of the approved 2014/2016 SWCCD SAP will be adhered to for the 2021 sampling including project objectives, sites, methods, personnel, QA/QC, laboratories, data handling, and reporting.

Consultant conducted the September water quality sampling on Bitter/Killpecker Creek under the 2016 Sampling Plan.

### Draft Participation Request Letter Use Pattern Analysis (UPA)

SWCCD Consultant sent the draft participation request letter and Use Pattern Analysis (UPA) proposed in the Watershed-Based Plan. The document will help solicit input and involvement from local landowners and entities to participate. The District will then move ahead on possible management measures and Best Management Practice's (BMP) locations. The District has until next year to conduct the stakeholder/landowner identification and initial BMP option planning.

A **motion** was made by Jean Dickinson, seconded by Stephanie Anderson, to approve the letter and include other entities i.e., Point of Rocks, Superior. Motion carried.

### Bitter Creek September Monitoring Report

EDE Consultants conducted the September water quality sampling monitoring on Bitter Creek and site visits. EDE submitted the report to the Board on the monitoring activities within the Bitter Creek watershed. WDA water quality grant funds were used to do the sampling.

Discussion including sending the report to the Bitter Creek Watershed Advisory Group (BKWAG) Group, the City of Rock Springs, just as an update. Staff will work with consultant on a letter to send along with the report.

### Drop Structure Maintenance

Folks continues to reach out to D&D Oilfield Services/Contractor regarding the drop structure maintenance. D&D has been extremely busy on other projects.

### Little Snake River Conservation District (LSRCD) and Sweetwater County Conservation District Boundary Discussion

The Little Snake River Conservation District discussion has been postponed to the November 4, meeting.

### Preliminary Plat – Lagoon Subdivision

Staff submitting soil information and comments to the Sweetwater County Land Use Office on the Preliminary Plat for the Lagoon Subdivision.

### Preliminary Plat – Volcic Subdivision

Staff submitting soil information and comments to the Sweetwater County Land Use Office on the Preliminary Plat for the Volcic Subdivision.

## **New Business**

### Pre-Decisional - CLG comments

- Clear Creek Expansion Project 8.6.21
- ANF Plan Revision Federal Natural Resources Policy Account Request (FNRPA) 8.20.21
- Proposed Coal Power Plant Decommissioning/Closure of Coal Mines under FNRPA 8.20.21
- Bridger Teton National Forest Grant Re: under FNRPA 8.20.21
- BLM/USFS Sage-Grouse Plan Amendment FNRPA request 8.20.21
- Rock Springs RMP Amendment Revision FNRPA Grant Request 8.20.21
- Scoping Notice for 2021 Wyoming Oil & Gas Lease Sale – 459 parcels 9.30.21

A **motion** was made by Jean Dickinson, seconded by Larry Folks, to ratify the comments letters that were submitted. Motion carried.

### Updates from WACD

Information was included in Supervisor packets for upcoming meetings and dates.

### Wyoming Water Development Office (WWDO) Small Water Project Program Guidance

WWDO sent the new Small Water Projects Program Guidance Document for reference in the preparation and development of Small Water Project Applications.

Applications for the 2022 funding cycle will be due this year on November 15<sup>th</sup>.

Discussion included charging an application fee to the landowner/applicant.

### FY 2021 Annual Report & Plan

Staff will send out an updated draft for review and comment.

### SWCCD website [www.swccd.us](http://www.swccd.us)

Staff received notification and information on upgrading the District's website. As of August 31, the website became obsolete. This means that the district will not be able to post any modifications/additions/changes to the site.

Design: The cost of the upgrade is \$2,954.81/one time charge. (pro-website)

Support: \$56.99 / 4 weeks

Hosting: \$75.75 / year

Current costs: \$1,379.40

Future hosting costs: \$759.63 which is a decrease of (\$619.77 yr.)  
2013-2014 – original set up fee was: \$1,600.00  
Staff will add website to the November agenda for discussion.

#### CSFS Seedling Tree Program 2021-22

Staff received the terms and conditions for the Spring 2022 tree program. No price increases for the 2022 program. Staff will start making contact with the City and County Nursery and other Conservation District's on parking lot usage for a delivery option.

#### WACD Annual Convention – November 30 - December 1

The Board received the information and agenda for the Convention. Contact staff if you would like to attend Convention.

#### Legal

The Board discussed the transition from C. E. Brooks to Fairfield and Woods, P.C. Denver, CO, Danielle Bettencourt. The Board will retain Ms. Bettencourt as legal counsel for the District, and request C.E. Brooks to transfer SWCCD files to the new law firm.

A **motion** was made by Jean Dickinson, seconded by Larry Folks, to sign the letter and keep Danielle Bettencourt as legal counsel, and transfer active files to the new law firm. Motion carried.

#### **Supervisors Reports**

##### Tom Burris

- Burris is interested in attending the CLG Meeting in Lyman on October 20.

##### Jean Dickinson

- Attended the Coalition of Local Governments (CLG). The next CLG Meeting will be October 20, in Lyman. Rick Schuler, District Ranger, will attend and give an update on the Ashley National Forest.

##### Stephanie Anderson

- Started working on the Flaming Gorge Management Plan and the group is starting to set up cooperator agency meetings.
- Anderson is interested in attending the CLG Meeting in Lyman on October 20.

##### Larry Folks

- Reported on a recent storm event that recently occurred, but did not see any water run across the Bitter Creek Drop Structure. Folks was able to benefit from the storm water on his property.
- Folks is interested in attending the CLG Meeting in Lyman on October 20.

**Staff Reports**

Karen Pecheny

- Attended the Wyoming Association of Conservation District (WACD) Area V Meeting in Lyman on September 2. (virtual)
- Working on and sent out a draft Annual Report and Plan. Send comments back to staff by November 15.
- Worked on and submitted comments for the Lagoon and Volcic Subdivisions to the Sweetwater County Land Use Department.
- Submitted a voucher request from Wyoming Department of Agriculture (WDA) for the Bitter Creek water quality data collection grant. Working on the final grant report which is due on 12-30-21 when the grant expires.
- Switched out to a new computer due to technical problems powering up laptop. Moore Technology along with Henry Bliss moved Outlook, QuickBooks and software applications to the new computer.
- Staff will send the Proof of Cash Worksheet to Jonny Lamb, accountant, to complete.
- Staff along with Henry Bliss will start working on the internal audit to the State.

**Public Comments**

No public comments.

A **motion** was made by Tom Burris, to adjourn the meeting at 5:40 p.m.  
The next regular Board meeting will be held on November 4, 2021, at 4:00 p.m. at the Sweetwater County Conservation District Office 550 Uinta Drive, Suite E, Green River, WY.

/s/ \_\_\_\_\_Chairman

/s/ \_\_\_\_\_Secretary

//Submitted by Karen Pecheny/