**REGULAR MEETING OF SUPERVISORS**

**LARAMIE RIVERS CONSERVATION DISTRICT**

**5015 STONE RD, LARAMIE, WY**

**December 20th, 2023**

**MINUTES**

**PRESENT**: Ruth Shepherd, Board Chair; Mandy Marney, Vice President; Carol Price, Treasurer; Zach Iddings, Supervisor; Martin Curry, District Manager; Holly Dyer, Resource Specialist; Natasha Dangler, Office Administrator; Chris Bovè, NRCS District Conservationist; Holly Kennedy, WACD Executive Director; Sarah Brown Mathews, Pilot Hill Executive Director.

1. **Call to Order:** Regular Meeting of Laramie Rivers Conservation District was called to order by Ruth Shepherd, LRCD Board Chair, at 12:02 PM.
	1. Hot Topics folder was passed around for review.
2. **Public Comments:** None
3. **NRCS Report:** Chris Bovè, NRCS District Conservationist,provided the most recent project updates for NRCS. **Report attached.**
	1. Each district employee and supervisor was requested to review, sign, and return the Section 1619 USDA Compliance form back to Chris at their earliest convenience.
4. **Approval of Minutes:**
	1. **MOTION by Carol Price to APPROVE the November 22nd, 2023, Regular Meeting Minutes, seconded by Zach Iddings. MOTION CARRIED.**
5. **New Business:**
	1. Extended Leave Policy: The District does not currently have an extended leave policy in the Employee Policy Manual.
		1. Martin compiled policy examples from other districts for the Board to review.
		2. Mandy offered to work with Staff to come up with a policy to present to the Board for review.
		3. Holly Kennedy advised that the District strives to maintain compliance with state laws and regulations when it comes to the final policy.
6. **Old Business:**
	1. Pilot Hill Update: Sarah Brown Mathews presented a slideshow that included the 2023 completed projects and trail updates, as well as an outlook for 2024.
		1. Pilot Hill currently has four active agreements with LRCD, US Forest Service, Wyoming Game & Fish, and Wyoming State Parks.
7. **District Manager Report:**

The Board ACKNOWLEDGES RECEIPT of the December 20th, 2023, report from Martin Curry, LRCD District Manager. **Report attached.**

* 1. Rural Cost Share Applications:
		1. **MOTION by Carol Price to APPROVE the following rural cost share request, seconded by Zach Iddings. MOTION CARRIED.**
			1. **Talbott - $6,625.00**
	2. New Building Update:
		1. Martin provided an update regarding his research with other potential site locations. Most of those locations are still within city limits.
		2. It was recommended that LRCD investigate grant opportunities to assist with funding prior to selling a southern portion of the current lot.
		3. There is a historical designation on a portion of the land that was purchased by LRCD.
		4. Zach believes a project manager would have the knowledge and expertise to get a building completed in an efficient and professional manner.
		5. **MOTION by Zach Iddings to CREATE an RFP for a new building and HIRE a project manager to design a building for the current Clark Street location, seconded by Carol Price. MOTION CARRIED.**
	3. Audit Update: Martin gave the Board a copy of the 2023 Financial Statement from Grooms and Harkins to review.
		1. Comments are due back to Martin by December 29th, 2023.
1. **Watershed & Resource Specialist Report:**

The Board ACKNOWLEDGES RECEIPT of the December 20th, 2023, report from Holly Dyer, LRCD Resource Specialist. **Report attached.**

* 1. County Notice Review: Holly presented an overview for the following sites requesting permits:
		1. Star Struck Zoning (ZDA-06-23)
		2. New Life Church Zoning (ZDA-02-23)
		3. Johnson 99 Ranch Zoning (ZDA-07-23)
		4. Double Bar L Investments, LLC Zoning (ZDA-08-23)
	2. Tree Program Update: The 2024 Tree and Shrub sale will begin on Monday, February 12th, 2024. Orders will be accepted online and distribution will take place at the USDA Field Office garage on Friday and Saturday, April 26th and 27th, 2024.
	3. Compost Bin Orders: A discussion occurred regarding whether the District should participate in ordering compost bins to sell as a conservation tool for Albany County residents. It was agreed that LRCD would poll the public on social media to see if there was enough interest to place an order for a pallet of 18 bins.
1. **District Administrator & Bookkeeper’s Report:** The Board ACKNOWLEDGES RECEIPT of the December 20th, 2023, report from Natasha Dangler, LRCD Office Administrator & Bookkeeper. **Report attached.**
	1. WDA Water Quality Grant Update: Reimbursement funding has been received from WDA for all three water quality workshops. This grant has been executed in full and is now complete.
	2. As of December 1st, 2024, LRCD has reached over 1,000 followers on Facebook.
2. WACD Updated: Holly Kennedy, WACD Executive Director, was present to provide an outlook for the 2024 Legislative Session and other updates.
	1. WACD is currently migrating to a new website platform. In leu of Google, they will move forward with Microsoft and SharePoint.
	2. Spring Supervisor Training has been scheduled for February 20th – 22nd in Cheyenne.
	3. The Grassland Coordinator position is still open. Natasha will continue to share and promote on social media.
3. **Voucher & Treasurer’s Report:** **MOTION by Mandy Marney to APPROVE vouchers 1116 to 1139 from the November 2023 Treasurer’s Report, seconded by Zach Iddings. MOTION CARRIED.**
4. **Financial Record:** **MOTION by Zach Iddings to APPROVE the Statement of Financial Record for November 2023, seconded by Mandy Marney. MOTION CARRIED.**
5. **Board Meeting Dates were set for 2024:**
	1. **January 24, 2024**
	2. **February 14, 2024**
	3. **March 20, 2024**
	4. **April 24, 2024**
	5. **May 22, 2024**
6. **Items for Review:**
	1. 2024 Legislative Function recap page
	2. List of LGLP Training opportunities
7. **Ruth Shepherd, Board Chair, ADJOURNED the meeting at 4:03 PM**