

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
February 4, 2020**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:06 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Secretary/Treasurer; Richard Hauber, Supervisor; Keith Eiesenbraun, Supervisor; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator, Triston Rice, Watershed Coordinator. Guest in attendance were Del Shelstad, C.C. Commissioner Liaison.

FINANCIAL REPORT:

The financial report covering the previous month's activities and the current expenditures were reviewed by the Board.

The forwarded First Interstate Bank (FIB) checking account balance as of December 31, 2019, was **\$120,032.04**. The January 2020 deposit was **\$808.07**. Interest earned on FIB funds was **\$4.55**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$0.00**. Total income was **\$812.62**. Funds transferred from FIB checking to WGIF/Grant Checking/BHYC account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of January 2020 were **(\$27,758.88)**. As of January 31, 2020, the FIB checking account balance was **\$93,085.78**.

The Wyoming Government Investment Fund (WGIF) account balance as of December 31, 2019, was **\$83,939.26**. The January 2020 deposit was **\$0.00**. Interest earned on WGIF funds was **\$110.84**. Total income was **\$110.84**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. Funds transferred to WGIF from FIB checking account were **\$0.00**. As of January 31, 2020, the WGIF account balance was **\$84,050.10**.

The Grant Checking account balance as of December 31, 2019, was **\$5.00**. The January 2020 deposit was **\$0.00**. Total income was **\$0.00**. Funds transferred from FIB account to Grant Checking were **\$0.00**. Funds transferred from Grant Checking to FIB account were **(\$0)**. Expenditures for the month of January 2020 were **(\$0.00)**. As of January 31, 2020, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of December 31, 2019, was **\$7,002.03**. The January 2020 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.30**. Total income was **\$.31**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of January 2020 were **(\$0)**. As of January 31, 2020, the BHYC account balance was **\$7,002.33**.

The Authorized Voucher Report including checks from FIB Checking #9609 through #9622, and online payments were presented for review and approval by the Board.

Richard Hauber moved to file the financial report and to approve the authorized voucher report. Casey Elkins seconded the motion. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes from the January 14, 2020 Board meeting. Richard Hauber seconded the motion. Motion approved.

Richard Hauber moved to approve the minutes from the January 30, 2020 Belle Fourche Coordination Meeting. Casey Elkins seconded the motion. Motion approved.

NRCS REPORT:

EQIP/AMA: No batching date has been set for 2020 applications because the final rules from the 2018 Farm Bill have not been released. In the meantime, NRCS continues to take applications and do as much planning as they can. Currently NRCS has 58 EQIP & AMA applications for rangeland improvements, forestry, soil health, windbreaks and high tunnels. Chris Campton has been working on and delivering engineering designs for existing contracts.

RCPP: Work has started back up on the forestry contracts. Two of the five contracts are fully completed with additional treatment unit being completed on a third.

CSP: There are two producers interested in applying for 2020 CSP contracts.

CSP-GCI: All 6 applications for the first sign-up of 2020 have been obligated.

CTA: Chris Campton has completed engineering designs for one of the Little Powder Watershed projects. A couple producers have come in asking about forestry projects and Brandon has been working with them. The shared private lands biologist position with NRCS and Bird Conservancy of the Rockies remains open.

Other: Tim went to the Farm Bill Roll-out Training in Casper January 13-16. Brandon attended the two watershed steering committee meetings. Tim was selected for the Tri-State Leadership Development Program. The primary purpose of the program is to build and recognize potential leaders for the agency.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- January 15- Submitted reorganization form to WDA/ WACD
- January 20- Holiday
- January 21- Submitted WDEQ Phase II Quarterly Report
- January 22- Submitted NRCS RCPP quarterly report
- January 23- Donkey Creek Watershed Steering Committee Meeting
- January 23- Little Powder River Watershed Steering Committee Meeting
- January 24- Coordination meeting with CCNRD on Belle Fourche Watershed Meeting
- January 24- Emailed update to NACD Southwest Forestry Network
- January 24- Joint Forestry Team conference call
- January 28- Attended Eggs and Issues meeting
- January 28- Submitted project implementation plan for WDEQ 205(j) grant
- January 30- Joint Water Quality Meeting with CCNRD

Working on:

- BMP project inspections/ implementation/ contracting
- RCPP Partner meeting 2/20
- WDEQ 303(d) Comments
- 1% Funding Application

Debbie Hepp, Program Assistant

- January 14 - Attended board meeting
- January 21 - Site visit Donkey Creek sample sites
- January 23 - Attended LP and DC watershed update meetings
- January 28 - Attended Eggs and Issues/Staff meeting
- January 30 - Attended Belle Fourche Watershed meeting
- February 3 - Attended staff watershed meeting
- February 4 - Attended board meeting

Working on:

- Tree sale inventory kept current for website forms and take orders – have sold 1321 trees/3 rolls of barrier
- Long Range Plan/surveys
- Ag Expo – schedule schools and exhibitors, follow up on sponsorships, copy info for school handout boxes

Crystal Kellebrew, Education Coordinator

- January 16 – Presented to CCSD Principals on education programs
- January 20 – Holiday
- January 21 – Vacation
- January 23 – PLT/Earth Day Conference Call
- January 24 - Vacation
- January 28 – Staff Meeting

Working on:

- NACD Presentation
- WCDEA Workshop
- 4th grade seedling trees

Triston Rice, Watershed Coordinator

- January 20 - Holiday
- January 23 - Attended Steering Committee meetings for DCSP and LPR
- January 30 - BF meeting
- January 31 - Vacation

Working on:

- Putting together 2018 and 2019 WQ data for QAQC with WDEQ
- Putting together data and charts for Phase II Final Report
- Creating maps for Phase II Final Report
- Collecting site information for monitoring site spreadsheet for WDEQ

Additional Information:

- CCCD has signed on to be cooperating agency in the oil and gas amendment to the 2015 Buffalo RMP.
- Todd Heward, President for WACD sent a letter encouraging supervisors to attend board training and to consider participation in the special district association and attend as many meetings as possible.
- Tristin and Jen attended a meeting with the City of Gillette to discuss the improvements they are planning for the WWTP.

OLD BUSINESS:

A. Grants Update:

- Phase II WDEQ
 - Quarterly report was submitted, and CCCD will be receiving \$718.19 in reimbursements.
 - Staff met this week to discuss final deliverables on the grant funding that is available.
 - Triston and Debbie will work on ordering supplies and checking equipment to prepare for water quality sampling season.
- RCPP
 - There will be a partner meeting on February 20, to rank the stewardship applications and work on the next round of applications.

NEW BUSINESS:

A. QuickBooks Payroll Authorization of Manager

- The authorization of who can make changes to QuickBooks payroll needs updated, the Board reviewed the letter and discussion followed.

Casey Elkins moved to approve the authorization of Jennifer Hart and Deanna Edmondson on the QuickBooks payroll and the removal of employees that are no longer with the district. Richard Hauber seconded the motion. Motion approved.

- B. First Interstate Bank
 - Jen reviewed the FIB changes to accounts and the public funds resolution.
- C. Investment Policy
 - The board reviewed their investment policy, policy attached.

Casey Elkins moved to approve the CCCD investment policy for FY 2020. Richard Hauber seconded the motion. Motion approved.

- D. Legislative Update
 - The Board reviewed the Legislative update from WACD.
- E. WDEQ Integrated Report Comments
 - Jen is in the process of developing the comments which are due on February 20, she will also discuss the district comments with WACD. She reviewed the general concerns that CCCD has with the report.
- F. WPLI
 - In January 2020, Johnson County Commissioner, Bill Novotny submitted a letter to Senator, John Barrasso requesting legislative action on the three wilderness study areas the WPLI committee recommended in 2018. Debbie was appointed to the committee to represent conservation in 2017 and in 2018 recommendations were forwarded. Novotny respectfully requested the introduction of a public lands bill to codify the recommendations for Fortification Creek, Gardner Mountain and the North Fork WSA into law.
- G. Proposed Outreach and Education
 - The Board discussed the District having a presence at community events. The Board will discuss events as they come up.
- H. Belle Fourche Watershed Meeting
 - Attendees gave an update on what was discussed at the meeting.
- I. Upcoming Events:
 - NACD Convention – February 8-13, 2020
 - Holiday Office Closed – February 17, 2020
 - Supervisor Training – February 25-27, 2020
 - WCDEA Employee Training 0 March 3-5, 2020 – Casper, WY

ANY OTHER NEW BUSINESS:

- The Board has decided to have a Special Budget Meeting to discuss the City and County 1% Funding Applications on February 21, 2020 at 11am at the CCCD board room.

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

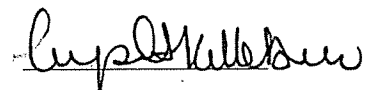
There being no further business the Chair stated the next regular Board meeting will be held March 10, 2020 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Lindsay Wood adjourned the meeting at 6:03 p.m.

APPROVAL:

These February 4, 2020 minutes of the Board are submitted for approval by:



These minutes are hereby approved on March 10, 2020:

M. W. [Signature]
Richard J. [Signature]

Ken [Signature]
James L. Lamer