

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
May 14, 2019**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:01 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Secretary/Treasurer; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant, Clay Wood, Water/Range Technician and Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, Campbell County 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 March 31, 2019, was \$81,666.08. The April 2019 deposit was \$7,486.10. Interest earned on FIB funds was \$8.79. Funds transferred from WGIF account to FIB checking account equaled \$0.00. Funds transferred from Grant Checking to FIB checking account equaled \$0.00. Total income was \$7,494.89. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant Checking \$(0.00). Expenditures for the month of April 2019 were (\$28,406.91). As of April 30, 2019, the FIB checking account balance was \$60,754.06.

The Wyoming Government Investment Fund (WGIF) account balance as of March 31, 2019, was \$112,359.84. The April 2019 deposit was \$0.00. Interest earned on WGIF funds was \$217.96. Total income was \$217.96. 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 April 30, 2019, the WGIF account balance was \$112,577.80.

The Grant Checking account balance as of March 31, 2019, was \$15,000.00. The April 2019 deposit was \$0.00. Total income was \$0.00. Funds transferred from FIB account to Grant Checking were \$0.00. Expenditures for the month of April 2019 were \$(0.00). As of April 30, 2019, the Grant Checking account balance was \$15,000.00.

The BHYC Checking account balance as of March 31, 2019, was \$6,612.78. The April 2019 deposit was \$0.00. Interest earned on BHYC funds was \$0.81. Total income was \$0.81. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of April 2019 were \$(0.00). As of April 30, 2019, the BHYC account balance was \$6,613.59.

The Authorized Voucher Report including checks from FIB Checking #9502 through #9529, and online payments were presented for review and approval by the Board.

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

MINUTES:

Casey Elkins moved to approve the minutes from the April 9, 2019 Board meeting. BJ Clark seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS is working on 2019 applications. The two high tunnel applications have been obligated. All five of the soil health applications are preapproved and Brandon is working on them. They were

reviewed yesterday and after corrections are made this week they will be obligated. NRCS has one grazing lands application preapproved. Tim is working on getting it ready for approval.

RCPP: Contractors have started work on one of the contracts and a landowner has started on his own contract. One contract is completed.

CSP: The sign-up for 2019 ended May 10th. NRCS has received a few applications that rolled over from last year but no new ones. A new grazing lands CSP is going to be announced for producers that have reported grass, idle or fallow on base acres for the last 10 years. This will pay \$18/acre. FSA will be sending out letters to eligible producers. There are 17 eligible tracts in Campbell County.

CRP: There will not be a general CRP signup this year.

CTA: Tim is part of a national team re-writing the practice standard for Livestock Shelter Structure (Fabricated Metal Windbreaks). Tim manned the NRCS booth at GLEE on April 6th. Jessica has been assisting WYG&FD and USF&WS with the Spring Creek Grazing Association Fencing project.

OTHER: Tim, Brandon and Jessica will be attending Conservation Desktop training the last two weeks of May. Tim will be an instructor at NRCS Boot Camp June 3-21. Brandon will be attending Economics of Conservation Planning in Casper June 18-20. Jessica is helping organize the Northern Great Plains Joint Venture Board meeting here June 4 & 5.

CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- April 9- Presented district budget request with Jaime and Rich to the City Council
- April 11- Interview with NACD writer on article about collaboration with BLM
- April 16- Forestry RPG conference call
- April 17- National Forest Advisory Board Meeting
- April 18-19- Vacation
- April 23- Ag Expo
- April 25- Meeting with Campbell County Forestry Collaborative
- April 29- Staff meeting and staff goal setting
- April 30th- Submitted quarterly reports to WDEQ, WSFD, WDA, NRCS
- May 1- Attended Local Work Group Meeting in Sundance
- May 2- Sampled Donkey Creek
- May 6- Meeting on TBNG Plan Amendment, Douglas
- Currently working on:
 - Fiscal year 2020 Budget
 - Horse Creek TSI
 - BMP project inspections/ implementation

Debbie Hepp, Program Assistant

- April 8-12-sick leave
- April 18 -walk thru with Complex for Expo
- April 19 -attended BLM Coal SEIS Cooperators Meeting
- April 23 -attended AG EXPO all day
- April 24-25-attended water quality re-certification training in Lander
- April 29 -attended staff meeting
- May 1-unload seedling trees
- May 2-handout seedling trees
- May 6-sample Little Powder
- May 7-attended Governor's luncheon

- May 9-attended cattlemen meeting – report on Ag Expo
- May 13 -sample Donkey Creek
- May 14-attended board meeting
- Currently working on:
 - Closing out Tree sales
 - Next newsletter

Crystal Kellebrew, Education Coordinator

- April 10 – Wright Library Story Time – Hiding in Plain Sight
- April 15-16 – PLT Steering Committee Meeting in Green River
- April 22 - Vacation
- April 23 – Ag Expo
- April 29-Staff Meeting
- May 2 – Homeschool Presentation Trees
- May 2 – handout seedling trees
- May 2 – Rawhide Science Night-Enviroscape
- May 3 – Lakeview Kindergartners – Wiggly Worms
- May 6- 10 – 15 seedling tree presentations to 4th graders
- May 13 – 3 Seedling tree presentations to 4th graders
- May 14 – Tree presentation to 4th graders
- May 14 – Attended Board Meeting
- Currently working on:
 - BHNRYC
 - Facebook Page Updates
 - PLT Training/Meetings
 - Youth Education

Clay Wood, Water/Range Technician

- April 16 – Society for Range Management Advisory Council Call
- April 18 – NACD Urban and Community Conservation Webinar
- April 19 – City Pet Waste Station installation check
- April 22 – Ag Expo
- April 26 – City Pet Waste Station installation check
- May 2 – Donkey Creek Sampling
- May 6 – Little Powder Sampling
- May 10 – City Pet Waste Station installation check
- May 13 – Donkey Creek Sampling
- Working on:
 - Upcoming presentation to Master Gardener's at Gillette College Rain Garden project
 - Little Powder River Watershed Based Plan
 - Planning future watershed monitoring program
 - Planning cover crop field tour in July
 - Website updates
 - IT solutions for file storage

OLD BUSINESS:

A. Grants Update:

- WDEQ-319
 - Water monitoring has started on LP and DCSP. The flow meter is currently not working, it is only 5 years old. We have sent our meter in to get looked at. WACD is letting us borrow a flow meter until we get our meter repaired.

- WDA-BMP's
 - Clay will be presenting on DCSP water quality at the rain garden planting at the at Gillette College.
 - CCCD will be placing a buffer strip at the waste water treatment plant between the yard waste piles and Donkey Creek.
 - The City is currently working on placing all the pet waste stations at the city parks. CCCD staff is checking and GPS them as they are installed.
- WSFD
 - The project has wrapped up and just needs a final inspection and report. Then the project will be complete.

NEW BUSINESS:

- A. Board Procedures:
- Jen stated that if the Board Members use their personal emails for CCCD business and the District gets a record request all emails, and accounts may need to be turned over. All of the Board Members would like a CCCD email.
- B. Prairie Dog Update:
- Jen attended a meeting two weeks ago where she received the Thunder Basin Plan Amendment. Jen distributed comments to the Board that she compiled. The Board reviewed the comments and discussion followed.

Casey Elkins moved for CCCD to submit comments to the Thunder Basin Plan Amendment. BJ Clark seconded the motion. Motion approved.

- C. Little Powder River Watershed:
- WDEQ has finally gotten back to us and said that the EPA needs more time to review our plan.
- D. Local Workgroup Meeting:
- Jen attended the meeting on May 1st and gave an update on our projects. The meeting had good discussion. Program priorities in this ranking order will be; grazing management, soil health and forestry.
- E. CWPP:
- The forest collaborative group reviewed the Campbell County forestry strategy plan and made goals for the future. The group has discussed developing a Community Wildfire Prevention Plan. The potential plan could bring in funding to pay for time in putting the plan together. The Board would like Jen to find an example of a plan and to make sure the District staff has the time to help in assisting with developing the plan. They would also like to see this discussion occur after the new chief is selected.
- F. TSheets
- The Board reviewed Tsheets software, utilizing this program will make grant tracking more efficient.
- G. Ag Expo Update:
- The Ag and Natural Resource Expo was on April 23rd with 724 3rd graders attending. The District had 21 FFA members from three different chapters assist.
- H. End of Fiscal Year Meeting:
- The Board discussed and decided to have the end of year fiscal meeting on June 27th at noon. The Board also changed July's Board Meeting date to July 8th at 4 p.m.
- I. FY 2020 Draft Budget: The Board reviewed the Draft Budget for FY 2020. The Draft Budget is due to the Department of Audit by June 1. Discussion followed.

Richard Hauber moved for the CCCD staff to receive a cost of living increase and benefits in the amount of \$8,826.66 between all four staff combined. BJ Clark seconded the motion. Motion approved.

BJ Clark moved to approve and sign the Draft Budget for FY 2020. Richard Hauber seconded the motion. Motion approved.

J. Upcoming Events:

- NFAB – May 15, 2019
- Holiday-CCCD office closed – May 27, 2019
- CCCD Board Meeting – June 11, 2019
- BHNRYC – June 12-14, 2019
- State Tech Meeting – June 25, 2019
- Forestry RPG – June 17-21, 2019

EXECUTIVE SESSION:

No executive session was needed.

GOOD OF THE ORDER:

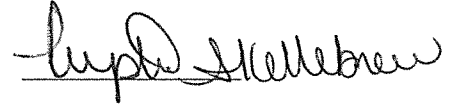
There being no further business the Chair stated the next regular Board meeting will be held June 11, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Lindsay Wood adjourned the meeting at 6:08 p.m.

APPROVAL:

These May 14, 2019 minutes of the Board are submitted for approval by:



These minutes are hereby approved on June 11, 2019:

