

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
April 10, 2018**

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:02 p.m.

Attendees were: BJ Clark, Chair; Bob Maul, Vice-Chair; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Casey Elkins, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; Crystal Kellebrew, Education Coordinator; and Tim Kellogg, District Conservationist.

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 February 28, 2018, was **\$79,353.68**. The March 2018 deposit was **\$1,694.70**. Interest earned on FIB funds was **\$5.01**. 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 **\$1,699.71**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of March 2018 were **(\$27,300.37)**. As of March 31, 2018, the FIB checking account balance was **\$53,753.02**.

The Wyoming Government Investment Fund (WGIF) account balance as of February 28, 2018, was **\$110,097.48**. The March 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$122.99**. Total income was **\$122.99**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of March 31, 2018, the WGIF account balance was **\$110,220.47**.

The Grant Checking account balance as of February 28, 2018, was **\$90,000.0**. The March 2018 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 March 2018 were **\$(0.00)**. As of March 31, 2018, the Grant Checking account balance was **\$90,000.00**.

The BHYC Checking account balance as of February 28, 2018, was **\$5,330.89**. The March 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.39**. Total income was **\$0.39**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of February 2018 were **(\$2,366.70)**. As of March 28, 2018, the BHYC account balance was **\$2,964.58**.

The Authorized Voucher Report including checks from FIB Checking **#908** through **#9324**, checks from BHYC Funds Checking **#137** and online payments were presented for review and approval by the Board.

Lindsay Wood moved to file the financial report and to approve the authorized voucher report. Bob Maul seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from January 2018-March 2018.

Bob Maul made a motion to approve the account reconciliation from January 2018 – March 2018. Lindsay Wood seconded the motion. Motion approved.

Bob Maul made a motion to approve the bank statements from January 2018 – March 2018. Lindsay Wood seconded the motion. Motion approved.

MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the March 13, 2018 meeting. Lindsay Wood seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS continues working on the preapproved EQIP applications, as they work their way through the review process. All the high tunnel applications have been obligated. The State Office announced a second batching date for SGI funds.

RCPP: NRCS has received 8 applications in Campbell County for the RCPP allocation. Brandon and Lauren will be working on completing the inventories as soon as the weather allows.

CSP: NRCS has 4 applications that rolled over from last year that we are working on making sure they are eligible. Wyoming received less than 50,000 acres this year so there will not be many applications funded. NRCS has 5 renewal applications from 2014 contracts that we are working with to see if they will want to continue in the program.

CRP: FSA is not taking any applications for CRP at this time due to the national acreage cap. Mid contract management is required for all the SAFE CRP and general CRP contracts this year. NRCS will be working with those producers later this summer to ensure compliance.

CTA: Tim, Brandon and Lauren attended the local workgroup meeting on April 5. Brandon and Lauren will be assisting with the Ag Expo in April. Tim is working with Marlon Winger and Keela Deaton on securing funding from NGO's for soil health projects in Campbell and Crook Counties. Tim has been working with Cheryl Mandich from the American Bird Conservancy on a fencing project near Weston. Lauren will be assisting Todd Caltrider and the Spring Creek Grazing Association with completing fencing inventory on the fence replacement program that was funded with National Fish & Wildlife Foundation Grant.

OTHER: Tim will be an instructor for the Conservation Boot Camp for 3 weeks from April 16th to May 4th in Lincoln, NE. Brandon will be the 'acting DC' during both of these times. 20 soil health applications were not funded. Plank Stewardship has \$60,000.00 for projects. The project will be for seed for \$30 an acre up to 100 acres per producer. They have asked if the CCCD will administer the funds. Discussion followed.

Bob Maul made a motion for the CCCD to administer funds for a seeding program through Plank Stewardship and charge a 10% fee of the projects. If site inspections are required they District will be charging mileage. Lindsay Wood seconded the motion. Motion approved.

WACD REPORT:

No new information to report.

CCCD STAFF REPORTS

Jennifer Hinkhouse, District Manager

- March 14, Prairie dog mapping meeting, Bill, WY.
- March 16, Completed WACD watershed report and submitted.
- March 20-22, Winter Training, Lander.
- March 23-, Staff meeting on Little Powder Watershed Steering Committee.
- March 27, Staff meeting on winter training highlights.
- March 28, Presented local work group information to County Commissioners.
- March 28, Little Powder Watershed Steering Committee Meeting.
- March 29, BLM, Buffalo Resource Management Plan meeting.

- April 2, Local work group information with Radio Station; Forestry show-me tour.
- April 3, Presented on local work group to county commissioners.
- April 3-4, Greater Sage Grouse BLM cooperating agency meeting, Casper.
- April 5, Community Advisory Meeting (local work group); RCPP meeting.
- April 6-9, Worked on comments for WDEQ 2016/2018 Integrated Report.
- April 10, Worked on Comments for Draft EIS- BLM Greater Sage Grouse.
- At WCDEA training a discussion was had on how to utilize new technology in the office to help it run more efficient. Jen gave a demonstration to the Board on GSuite and Office365. After discussion from the Board it was decided to have Jen take a look into the cost of using GSuite and give the Board at next meeting to review.
- Public Records Request: The District received a records request from the American Transparency Organization. After further discussion the Board agreed to release requested information in a readily available format: vendor name, amount paid to vendor, check #, and memo.

Lindsay Wood moved for CCCD to release the following readily available information: vendor name, amount paid to vendor, check #, and memo. Bob Maul seconded the motion. Motion approved.

Debbie Hepp, Program Assistant

- March 20-22, Attended WCDEA winter training in Lander.
- March 28, Attended the Little Powder River Watershed Committee Meeting.
- March 29, Attended the BLM RMP implementation meeting in Buffalo.
- April 4, Attended CC Cattlewomen to discuss LWG, Ag Expo and grazing workshops.
- Continue to organize the Ag Expo for 841 3rd graders/100 volunteers.
- Continue tree sales.
- Seedling tree sales – 3036 Colorado State Forest Service
700 Lincoln Oakes
20 Big Sioux Nursery
3756 total
- 29 rolls weed barrier sold.

Crystal Kellebrew, Education Coordinator

- March 21-26, on vacation.
- March 27, staff meeting.
- April 5, Community Advisory Meeting (local work group), took minutes.
- Working on:
 - Educational activity prep; homeschool, Sage Valley, Wright Library.
 - BHNRYC
 - Ag Expo
 - PLT Workshop

Jay Quintanilla, Water/Range Technician

- March 19, attended extension's drought workshop.
- March 20-23, sick leave.
- March 28, attended the Little Powder River Steering Committee.
- April 2, TSI site tour.
- April 10, Gillette College Rain Garden site visit w/NRCS.

OLD BUSINESS:

- A. Grants Update:
- BLM Agreement

- First part of BLM Agreement has been paid in the amount of \$10,000.00, NRCS and FSA have cleared the project for payment. The landowner will start the second well project soon.
- TSI
 - The District hosted a show me tour on April 12, 2018 with the contractors in attendance, they all submitted a bid.
- B. Budget: The District submitted the Campbell County Optional 1% Funding Application FY19. Lindsay, Bob and Jaime represented the District at a meeting with the County Commissioners to go over the application. The District also submitted the City of Gillette 1% Funding Application. The City contacted the District stating that after staff review they were not recommending funding any new applications that were not funded last year. Jen, Jaime and Casey will represent the District at a meeting with the City Administrator on April 11 at 2 p.m.

NEW BUSINESS:

- A. 1% Letter of Support: The Board reviewed a letter that was developed by Lindsay Wood in support of the 1% funding for the District. The Board approved and signed the letter.
- B. WPLI: No updates available.
- C. LP Watershed Steering Committee: A meeting was held on March 28, the committee elected Richard Hauber as Chair and Doug Camblin as Vice Chair. There was discussion on the possibility of an appeal by the committee to change Little Powder River primary recreation to secondary recreation. Jen is researching the appeal process, she will report back to the committee and the Board when she gets the information.
- D. Small Water Projects: Update was given on WY Water Development Commission and the changes to the program, including removal of caps on the project cost., new categories and shovel ready projects. The Board also discussed having an application fee for these, they will discuss again at the next meeting.
- E. Creation of Rules: Creation of rules could apply to information and procurement policies. This means there would be a 45-day comment period and possible hearing. With the creation of rules, it makes it harder to change and the Board could violate their own rules. Jen will put together draft information rules for the next meeting.
- F. WACD Legal Fund: WACD approached CCCD in regard to contributing to WACD's Legal Fund Account. WACD advocates for the Conservation District's throughout the year on various topics. After further discussion from the Board it was decided to revisit this in June to see if there are any funds available.
- G. WY State Retirement: A bill passed this Legislation Session that will increase the employee contribution amount by 0.25% every year for four years.
- H. Health Insurance: The Board reviewed the health insurance options, premiums will be going up 4%, discussion followed. The Board will continue to offer the \$1,500.00 deductible option through WEBT, but would like WACD to look into other insurance.
- I. NRCS Community Advisory Meeting (LWG): The meeting was held on April 5th with 12 private landowners attending. Advertisements went out on the radio, newsletter and flyers. The meeting went great and minutes will be out in the next couple of weeks.
- J. USFS Prairie Dog: CCCD has been offered an agreement with USFS for \$9,000.00 to conduct a project or mapping of prairie dogs. Jen will get more clarification on what is needed for the project.
- K. Subdivision Reviews: The Board discussed the Ft. Union final plat, comment letter was reviewed and signed by the Chair.
- L. WDEQ 2016-2018 Integrated Report: These reports are completed every two years. The District has 5 pages of comments to submit. UAA was to recategorize Middle Prong, WACD in progress of scheduling meeting with DEQ for information on Middle Prong coverage in the UAA. Board Reviewed the report and comment letter.

Lindsay Wood moved to approve the comment letter for the WDEQ 2016-2018 Integrated Report and BJ Signed the letter.. Bob Maul seconded the motion. Motion approved.

M. Horse Creek Contract Award: The Board opened and reviewed the sealed bids. Discussion followed.

Lindsay Wood moved to award Juan Flores as the best valued contractor for the Horse Creek Project. Bob Maul seconded the motion. Motion approved.

N. UPCOMING EVENTS:

- a. GLEE – April 21, 2018
- b. PLT Training – April 21, 2018
- c. Ag Expo – April 24, 2018
- d. Governors Lunch – April 24, 2018
- e. State Tech Meeting – April 24, 2018
- f. Handout Trees – May 3, 2018

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 May 8, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

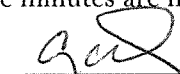
ADJOURN:


BJ Clark adjourned the meeting at 6:47 p.m.

APPROVAL:

These April 10, 2018 minutes of the Board are submitted for approval by: _____

These minutes are hereby approved on May 8, 2018:





**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
EMERGENCY MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
April 20, 2018**

CALL TO ORDER:

Bob Maul, Vice-Chair called the meeting to order at 5:08 p.m.

Attendees were: Bob Maul, Vice-Chair; Casey Elkins, Secretary/Treasurer; Lindsay Wood, Supervisor; Jennifer Hinkhouse, District Manager.

WATER/ RANGE TECHNICIAN POSITION:

Jen informed the board that the current Water/ Range Technician had submitted his resignation earlier that morning. There was a discussion about the importance of that position, as it relates to grant funding. The board discussed how to improve employee retention in that position. **Lindsay made a motion to increase the salary range for the position to \$50,000 to \$60,320 per year; Casey seconded the motion; motion carried and was approved.** Jen will update the Water/ Range Technician position vacancy announcement and advertise the position with a closing date of May 4, 2018.


ADJOURN:


Bob Maul adjourned the meeting at 5:27 p.m.

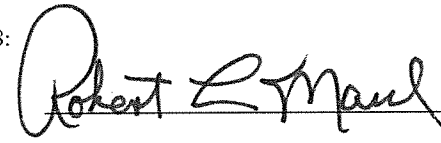
APPROVAL:

These, April 20, 2018 emergency minutes of the Board are submitted for approval by:

These minutes are hereby approved on May 8, 2018:







Staff Report 5/8/18

Jennifer Hinkhouse, District Manager

- April 11- toured landowners property for BMP's
- April 11- Meeting with City
- April 12- USFS P. dog meeting in Douglas
- April 16-17 SAIT meeting in Saratoga
- April 19- Conference call with WDEQ about Middle Prong of Wild Horse; P. dog meeting in Douglas with cooperators
- April 20- Toured TBNG with County Commissioners and Rep. Cheney's natural resource staffers
- April 24- Ag Expo
- April 26- All District conference call with NRCS
- April 27- NRCS forestry training; Little Powder Watershed Steering committee meeting
- April 30- Submitted quarterly reports for : WDA water quality, DEQ 319 Phase II Grant, WSFD Horse Creek Project; RCPP
- May 2- RCPP landowner meeting
- May 3- Donkey Creek Water sampling
- May 4- RCPP landowner visit
- May 7- LP Water Sampling

Debbie Hepp, Program Assistant

- April 21 - Set up and take down handout table at Garden and Landscape Educational Expo
- April 24 - Host AG EXPO – 850 3rd grade students all day
- May 2 - Unload semi of seedling trees
- May 3 - hand out seedling tree orders and sell products
- Seedling tree sales – 3041 Colorado State Forest Service
 - 700 Lincoln Oakes
 - 20 Big Sioux Nursery
 - 3761 total
 - 29 rolls weed barrier

Crystal Kellebrew, Education Coordinator

- April 11 – Wright Library, Butterflies
- April 19 – Twin Spruce – Invasive Species
- April 24 – Ag Expo
- April 26 – All District Conference call with NRCS
- April 27 – Little Powder River Watershed Meeting
- May 1 – Paintbrush School – Watercycle
- May 2 – Unload Trees
- May 3 – Handout Trees
- May 7 – Sampled Little Powder
- May 7 – Tree Presentations to Homeschool Group and Pronghorn School
- May 8 – Tree Presentations to Conestoga and Buffalo Ridge
 - Newsletter
 - Ag Expo boxes
 - Continue to work on BHNRYC.