

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
April 9, 2019**

CALL TO ORDER:

Casey Elkins, Vice-Chair called the meeting to order at 4:01 p.m.

Attendees were: Casey Elkins, Vice-Chair; Jaime Tarver, Supervisor; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Clay Wood, Water/Range Technician and Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, Campbell County Commissioner Liaison and Bryce Zitterkopf, GALL.

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, 2019, was **\$38,319.60**. The March 2019 deposit was **\$75,660.15**. Interest earned on FIB funds was **\$8.04**. 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 **\$75,668.19**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of March 2019 were **\$(32,321.71)**. As of March 28, 2019, the FIB checking account balance was **\$81,666.08**.

The Wyoming Government Investment Fund (WGIF) account balance as of February 28, 2019, was **\$112,130.80**. The March 2019 deposit was **\$0.00**. Interest earned on WGIF funds was **\$229.04**. Total income was **\$299.04**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. Funds transferred to WFIG from FBI checking account were **\$0.00**. As of March 31, 2019, the WGIF account balance was **\$112,359.84**.

The Grant Checking account balance as of February 28, 2019, was **\$15,000.00**. The March 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 March 2019 were **\$(0.00)**. As of March 31, 2019, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of February 28, 2019, was **\$6,612.00**. The March 2019 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.78**. Total income was **\$0.78**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of March 2019 were **\$(0.00)**. As of March 31, 2019, the BHYC account balance was **\$6,612.78**.

The Authorized Voucher Report including checks from FIB Checking #9489 through #9501, 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. Jaime Tarver seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from January 2019-March 2019.

Richard Hauber made a motion to approve the account reconciliation from January 2019-March 2019. Jaime Tarver seconded the motion. Motion approved.

Richard Hauber made a motion to approve the bank statements from January 2019-March 2019. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the March 12, 2019 Board meeting. Jaime Tarver seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS is working on the 2019 applications. There are two high tunnel applications that have been preapproved from sign-ups and one that is waiting to be obligate. All five of the soil health applications are preapproved and Brandon is working on them. There is one grazing lands application that has been preapproved, Tim is working on getting it ready for approval. An unfunded RCPP application was rolled over into the 2019 EQIP forestry subaccount but the producer cancelled.

RCPP: The contractor has started work on one of the contracts and a landowner has started on his own contract.

CRP: Tim assisted FSA with completing two CRP-SAFE spot checks for managed haying and grazing.

CTA: Brandon has completed most of the pending HEL determinations. 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: Jessica will be attending cultural resources training in Casper May 6-9. Tim, Brandon and Jessica will be attending the High Plains Area meeting April 23 & 24. Tim and Brandon will be attending the Extending Outreach training in Casper May 6-10. 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.

CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- March 15- Had staff meeting specific to water quality program
- March 18- Attended the State Technical Advisory Committee Meeting
- March 18-21- WCDEA Winter Training Saratoga, WY
- March 25- Attended a mapping meeting for prairie dogs on the TBNG
- March 26- Staff meeting
- March 27- Conference call with BLM and NRCS on Little Powder Restoration Projects
- March 29- Submitted the USFS Grant report
- April 1- Submitted the quarterly report for Horse Creek Forest Health Project II
- April 3- Attended USFS Sage Grouse cooperators teleconference
- April 4- Little Powder Watershed Steering Committee meeting
- Currently working on:
 - Little Powder River Watershed Restoration Plan
 - Budget (Draft due to state by June 1)
 - WDA Annual Report
 - WDEQ 319 Quarterly Report
 - RCPP Quarterly Report

Debbie Hepp, Program Assistant

- March 19 -Attended Legislative Wrap Up
- March 21 - Attended BLM Coal SEIS Cooperators Meeting
- March 26 - Attended staff meeting

- March 28 - Meeting with Complex – Expo layout
- April 4 - Attended LP meeting
- April 6 - Attended Garden and Landscape Educational Expo – manned booth
- Currently working on:
 - Seedling Tree Program – sold 3638 total trees (csfs 2463/LO 1175) and 15 rolls of weed barrier/33 customers
 - Ag Expo
 - Little Powder watershed plan
 - Newsletter
 - Prepare for water monitoring season

Crystal Kellebrew, Education Coordinator

- March 18 – Homeschool presentation on deforestation
- March 18 – 21 – Attended WCDEA Winter Training in Saratoga, WY
- March 26 – Staff Meeting
- March 27-April 2 – Vacation
- March 5 - #TRASHTAG, picked up trash on Donkey/Gillette Fishing Lake
- Currently working on:
 - BHNRYC
 - Ag Expo
 - Facebook Page Updates
 - PLT Training/Meetings
 - 4th Grade Seedling Trees
 - Youth Education

Clay Wood, Water/Range Technician

- March 15 – Water Sampling Meeting
- March 18-19 – Sick Leave
- March 21 – Conference call with USFS
- March 21 – NACD Webinar
- March 21 – Met with K2 Technologies to go over IT needs
- March 26 – Staff Meeting
- April 4 – Little Powder River Watershed Steering Committee Meeting
- April 6 – Presented cheatgrass information at Clear Creek Conservation District Garden and Rural Living Expo
- Currently working on:
 - Little Powder River Watershed Based Plan
 - Completed the updates to SAP
 - Website updates
 - Cloud based server options

Additional Information:

- NRCS Standards were discussed in March's Board Meeting and that they are all out for review. Jen discussed them with Tim and contacted landowners that have expressed concerns in the past. It appears that people have more challenges with the state generated specs and guidelines than the national standards. CCCD did not prepare any comments.
- Fish and Wildlife along with G&F are proposing two grazing management plans needs to be written and asked if CCCD can write them. The plans will be used to apply for NRCS programs. The Board asked Jen to follow up with NRCS and see if they can accept plans written by CCCD.

OLD BUSINESS:

- A. Grants Update:

- WDEQ-319
 - Last week staff met with our LPRWSC to discuss the progress with the LPRWRP. Clay has completed the sampling schedule for 2019 and is working on securing the inventory that we need for sampling.
- USFS
 - Jen met with the USFS to discuss mapping and how we might move forward with out project funds. The group discussed mapping the privately-owned lands around the spring creek unit for prairie dogs. This activity would likely be done by the contractor. CCCD is looking into the level of interest from adjacent private landowners soon.

NEW BUSINESS:

- A. Public Records:
 - WACD is working with the governor's staff to put together guidance on promulgating rules to be consistent with the new provisions. WACD hopes to provide districts with information by May. They are also continuing to research options for an online repository. Finally, open meetings and public records act has been assigned to the judiciary committee for a 2-year interim study. In the past public records was studied by the joint corporations committee.
- B. Seedling Trees:
 - Over 3,000 trees and 15 rolls of weed barrier have been sold. A report with total numbers and finances of that program will be presented at the next meeting.
- C. Board Procedures:
 - Email protocol was discussed in regard to emails, do not reply all as that would create a quorum and thus violate the open meetings act. In the future emails that go out to the board will be blind copied so that it will make it harder for that to become an issue.
- D. Dry Fork Mine EA:
 - A noticed was received from the DOI that a proposed EA on a modification of the Dry Fork Mines federal coal lease. After further discussion the board decided to not comment.
- E. Chamber of Commerce:
 - CCCD received the membership renewal for \$350 annually from the Chamber of Commerce. In the past the District was a more active member, and now participate in a few luncheons with interesting speakers. Discussion followed.

Jaime Tarver moved to not continue with the Chamber of Commerce Membership this year and to reevaluate next year. Richard Hauber seconded the motion. Motion approved.

- F. Prairie Dog Update:
 - The prairie dog meeting has been rescheduled to May 6 from 12-4 p.m. in Douglas, WY. There will not be a meeting this month as the notice was not posted in the federal register due to conflicts with the Secretary of Agriculture budget coming out. That evening there will be public meeting held to discuss the proposed amendment.
- G. Little Powder River Watershed Restoration Plan
 - The LPWSC met on April 4, at the meeting they went through all of the comments that have been received and how they were addressed. A few more edits need to be done and then the document will be sent to DEQ (NPS,TMDL) they will be submitted to EPA for an initial review and then back to CCCD for any last minutes revisions. Once the initial approval from EPA is completed (estimated timeline of 15 days), staff will set everything up for public comment. Once the document is approved by NPS, CCCD will have met the grant requirements and have the possibility to move BMP dollars to LPR.
- H. Health Insurance:
 - WACD is reviewing out health care plans. Rates will again go up this year. WACD is discussing which deductible options to offer. WACD is also looking into options for vision, such as VSP. Jen will keep the Board updated.

I. Bookkeeper Updated Agreement:

- The Board reviewed the draft bookkeeper's agreement. Discussion followed.

Jaime Tarver moved to approve the new bookkeeper's agreement with possible amendments in the future regarding data backup. Richard Hauber seconded the motion. Motion approved.

J. Draft Employee Evaluation Form:

- The Board reviewed the draft employee evaluation form. Discussion followed.

Jaime Tarver moved to approve the new employee evaluation form. Richard Hauber seconded the motion. Motion approved.

K. Upcoming Events:

- NFAB – April 17, 2019
- Ag Expo – April 23, 2019
- Local Workgroup Meeting – May 1, 2019
- CCCD Board Meeting – May 14, 2019

EXECUTIVE SESSION:

No executive session was needed.

GOOD OF THE ORDER:

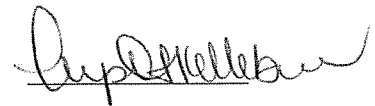
There being no further business the Chair stated the next regular Board meeting will be held May 14, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Casey Elkins adjourned the meeting at 5:52 p.m.

APPROVAL:

These April 9, 2019 minutes of the Board are submitted for approval by:



These minutes are hereby approved on May 14, 2019:

