

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
Teleconference
April 14, 2020**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:00 p.m.

Attendees by conference call were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Secretary/Treasurer; Richard Hauber, Supervisor; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator, Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, C.C. Commissioner Liaison and Carlos Roda Pacheco, Acting Area Conservationist.

LINE ITEM CHANGE:

Jennifer reviewed the line item adjustment for the Fiscal Year 2019-2020 Budget.

Casey Elkins made a motion to approve the line item change for FY 2019-2020. Jaime Tarver seconded the motion. Motion approved. Changes attached.

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 29, 2020, was **\$67,240.76**. The March 2020 deposit was **\$4,696.35**. Interest earned on FIB funds was **\$0.77**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$0.00**. Total income was **\$4,697.12**. 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 March 2020 were **\$(30,378.57)**. As of March 31, 2020, the FIB checking account balance was **\$41,559.31**.

The Wyoming Government Investment Fund (WGIF) account balance as of February 29, 2020 was **\$84,151.13**. The March 2020 deposit was **\$0.00**. Interest earned on WGIF funds was **\$86.86**. Total income was **\$86.86**. 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 March 31, 2020, the WGIF account balance was **\$84,237.99**.

The Grant Checking account balance as of February 29, 2020 was **\$5.00**. The March 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 March 2020 were **\$(0.00)**. As of March 31, 2020, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of February 29, 2020 was **\$8,722.66**. The March 2020 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.11**. Total income was **\$0.11**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of March 2020 were **\$(900.00)**. As of March 31, 2020, the BHYC account balance was **\$7,822.77**.

The Authorized Voucher Report including checks from FIB Checking #9655 through #9677 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.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from January 2020 – March 2020.

Casey Elkins made a motion to approve the account reconciliation from January 2020 – March 2020. Jaime Tarver seconded the motion. Motion approved.

Casey Elkins made a motion to approve the bank statements from January 2020 – March 2020. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the March 10, 2020 Board meeting. Jaime Tarver seconded the motion. Motion approved.

NRCS REPORT:

EQIP: The batching date for 2020 applications is March 27. NRCS currently has 63 EQIP applications for rangeland improvements, forestry, soil health and high tunnels. About 15 of those are high tunnels. Brandon has been working on getting these applications ready to rank.

RCPP: Work has started back up on the forestry contracts. Two of the five contracts are fully completed. The RCPP contract that the Gillette field office administered for Weston County was completed last week.

CSP: There are two producers interested in applying for 2020 CSP contracts. The sign-up deadline is June 5th.

CTA: Tim and Brandon helped some producers with maps. Tim and Jennifer participated on the STAC conference call on February 18th. The shared private lands biologist position with NRCS and Bird Conservancy will start work on May 4th. He will be working from home until we resume normal operations. Tim has been working with other agencies and NGOs of seeding about 800 acres of cropland back to grass of which approximately half will be native. Todd Caltrider, WY G&F Habitat Biologist, was able to secure over \$15,000 for this project through the Northern Plains Joint Venture grant process.

Other: NRCS is currently operating at a Level 2 risk posture. This means that the doors are locked, and only employees can access the building. Ideally only one employee per agency is to be working in the office at a time. The others will be teleworking if possible. All correspondence is to be over the phone or via email. NRCS will remain at this level until further notice from our national office. All NRCS face to face training has been cancelled until further notice. This included the session of Conservation Boot Camp in May that Tim was to be an instructor for.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- March 10- Board Meeting
- March 11- Met with WDEQ to evaluate new sampling site
- March 12- Water Meeting
- March 13- Worked on job announcement and put out advertisements
- March 16-20- Vacation
- March 18- Had meeting with staff about COVID
- March 23- Analyzed results from Long Range Plan Survey
- March 24- Signed contract with WSFD for Bark Beetle funding
- March 26- BMP contracting
- March 27- Employee evaluation and goal setting
- March 30- TBNG Cooperator Meeting
- March 31- Joint Forestry Team: State Engagement Call

Campbell County Conservation District Board of Supervisors Meeting

April 14, 2020

Page 2 of 5

- March 31- Employee evaluation and goal setting
- April 6- Staff Meeting
- April 6- Developed and submitted Annual Plan of Work to WDA for Water Quality grant
- April 9- NACD Forestry RPG conference call

Working on:

- BMP project inspections/ implementation/ contracting
- Budget
- IT solutions

Debbie Hepp, Program Assistant

- March 11 - Visit proposed monitoring site on Donkey Creek with DEQ
- March 12 - Attended staff meeting pertaining to water topic duties
- April 6 - Attended staff meeting via conference call

Working on:

- Final Tree sales - sold 3135 trees/ 10 rolls of barrier
Total sold in 2019 was 3793/15 rolls of barrier
Historical – been losing sale of 500 trees a year since 2017
- Ag Expo – cancelled notified Complex, schools and exhibitors, letter to sponsors
- Develop May newsletter
- Work on Long Range Plan draft document, work on draft Watershed newsletter
- Preparing for water monitoring season to begin

Crystal Kellebrew, Education Coordinator

- March 11 & 12 – Sick
- March 18 – Staff meeting regarding COVID-19
- March 27 – Evaluation
- March 30 – PLT Conference call
- April 6 – Staff Meeting

Working on:

- Sharing posts on Facebook page multiple times a week
- Updating Website
- BHNRYC
- 4th Grade Seedling Trees
- Earth Day Activity to post of Facebook for people to do
- PLT

Additional Information:

- The Spring board training through the City/County has been canceled. CCCD will let the Board of Supervisors know when the City/County determine the rescheduled date.

OLD BUSINESS:

A. Grants Update

- WDEQ: Staff has been working throughout the teleworking time on BMP's within the Little Powder River Watershed. We have recently completed our contracting on the riparian fencing project. Tim and Chris have been providing technical assistance as the landowner implements the practices. CCCD was contacted last week about our Phase III grant. EPA is expected to release funds in the short term and Jennifer Zygmunt is trying to have contracts ready to go. CCCD's contract will be sent directly to Lindsay for electronic signatures. We hope that this process is completed by the end of the month so that staff can start sampling in May.
- RCPP: The group was supposed to have RCPP stewardship sign ups open again on April 1st but decided to delay them until May 1st, due to concerns with COVID-19. Jen has reached out to the partners to see where the project is with matching funds, so far, we have received emails from partners reporting \$296,914.17 in matching fund expended,

with \$21,262.96 remaining to meet the match goal. NWTF is still working on their numbers, they should be turned in by the end of the week.

- WSFD-Bark Beetle- CCCD has received our contract from WSFD on the next Bark Beetle grant. As soon as we received the final contract from them, we will start to flag out the units and get the project started. Start time of the project will depend on the fire, Ips, and other restrictions.

NEW BUSINESS:

A. Penny Power

- CCCD has reached out to WACD for advice on the level of interaction that the district can have with Penny Power. Penny Power is a PAC and CCCD cannot participate as a District. Supervisors can participate as individuals, just not on behalf of the CCCD Board. The District cannot spend public funds on any PAC. Debbie will let the Penny Power PAC know that CCCD cannot participate as a District.

B. NRCS MOA

- The Board reviewed the proposed NRCS MOA, discussion followed.

Jaime Tarver moved to approve the MOA between NRCS and CCCD. Richard Hauber seconded the motion. Motion approved.

C. Dental Plans – May Open Enrollments

- May is open enrollment for the dental plan, Board Members and staff can both participate. New rates for the dental plan are \$35.20 for individual, \$83.80 for two and \$127.65 for a family.

D. Health Insurance

- WACD has sent out the information on policy and renewals for health care. Employees would like to stay with the traditional plan.

Casey Elkins moved to approve and offer the \$1,500.00 deductible, tradition plan to CCCD Employees. Jaime Tarver seconded the motion. Motion approved.

E. COVID-19 Policy & Procedures

- CCCD has received draft language from LGLP to consider that would add language to our existing policy to include FMLA extension and emergency paid sick leave. Discussion followed, the Board asked Jen to gather additional information and would discuss again at a special meeting later this week.

F. Draft Budget

- The Board was given a copy of the draft budget, adjustments will be made by the accountant and Jen on rate for employees based on health care options etc. The Board was asked to review the budget and get any changes to Jen. It will be discussed at the next Board meeting.

G. Watershed Coordinator Position

- There were two qualified applications submitted for the position. Discussion followed. The Board asked Jen to contact the two applicants and let them know the hiring process is on hold due to complications with COVID-19 and their applications will be saved for when it opens back up.

H. Soil Health Champions

- NACD send out an additional push for soil health champions. This network is made up of farmers and ranchers across the country with the goal of increasing the adoption of soil health systems by farmers and landowners nationwide. Jen asked the Board if this is something, they would like CCCD to promote. The Board decided to advertise the program in a future CCCD newsletter.

I. 2020 Seedling Tree Sales

- The 2020 seedling tee sales have closed with 3135 trees sold and 10 rolls of weed barrier sold. Tree arrival date could possibly change due to COVID-19 complications.

J. Ag Expo

- The Ag Expo was scheduled for April 21, due to COVID-19 restrictions on the amount of people that can gather, the District made the decision to cancel the event. Staff has reached out to sponsors and let them know their sponsorships will be used for the 2021 Ag Expo.

K. BHNRYC

- BHNRYC is currently scheduled for June 10-12. One of the partner districts has recommended that the camp be canceled for this year. Discussion followed.

Jaime Tarver made a motion for 2020 BHNRYC to be canceled due to complications with COVID-19. Casey Elkins seconded the motion. Motion approved.

L. Upcoming Events

- Local Workgroup Meeting – TBA
- CCCD Board Meeting – May 12, 2020

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

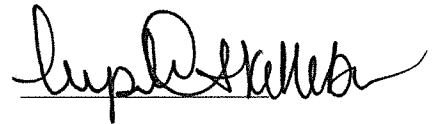
There being no further business the Chair stated the next regular Board meeting will be held May 12, 2020 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY or by teleconference 1-877-820-7831, participant code 6821824.

ADJOURN:

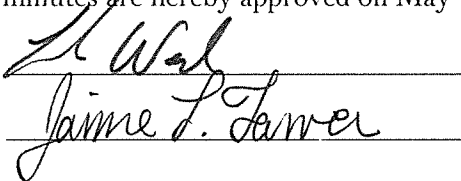
Lindsay Wood adjourned the meeting at 6:06 p.m.

APPROVAL:

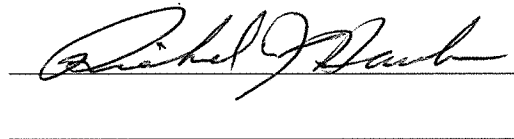
These April 14, 2020 minutes of the Board are submitted for approval by:



These minutes are hereby approved on May 12, 2020:



Jaime L. Tarver



CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES

*Teleconference
Gillette, WY 82716
April 24, 2020

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 10:00 a.m.

Attendees were: Lindsay Wood, Chair; Richard Hauber, Supervisor; Jaime Tarver, Secretary/Treasurer; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator.

NEW BUSINESS:

A. COVID-19 Policy

- The Board reviewed the FMLA Leave Expansion and Emergency Paid Sick Leave Policy.

Richard Hauber moved to approve the FMLA Leave Expansion and Emergency Pad Sick Leave Policy as presented. Jaime Tarver seconded the motion. Motion approved.

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 12, 2020 at 4:00 p.m. in the District/NRCS Conference Room or by teleconference 1-877-820-7831, participant code 6821824.

ADJOURN:

Lindsay Wood adjourned the meeting at 10:06 a.m.

APPROVAL:

These April 24, 2020 special minutes of the Board are submitted for approval by: _____
These minutes are hereby approved on May 12, 2020:

