

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
August 9, 2017**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:07 p.m.

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

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 June 30, 2017, was **\$116,771.96**. The July 2017 deposit was **\$8,823.50**. Interest earned on FIB funds was **\$9.33**. 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 **\$8,832.83**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of July 2017 were **(\$16,565.10)**. As of July 31, 2017, the FIB checking account balance was **\$109,039.69**.

The Wyoming Government Investment Fund (WGIF) account balance as of June 30, 2017, was **\$109,412.84**. The July 2017 deposit was **\$0.00**. Interest earned on WGIF funds was **\$74.59**. Total income was **\$74.59**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of July 31, 2017, the WGIF account balance was **\$109,487.43**.

The Grant Checking account balance as of June 30, 2017, was **\$57,632.70**. The July 2017 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 June 2017 were **(\$0.00)**. As of July 31, 2017, the Grant Checking account balance was **\$57,632.70**.

The BHYC Checking account balance as of June 30, 2017, was **\$4,341.41**. The July 2017 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.35**. Total income was **\$0.35**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of July 2017 were **(\$169.27)**. As of July 31, 2017, the BHYC account balance was **\$4,172.49**.

The Authorized Voucher Report including checks from FIB Checking #9199 through #9232 and Bitter Creek Funds Checking Account #1009 and online payments were presented for review and approval by the Board.

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

Casey Elkins moved to file the financial report and to approve the amended authorized voucher report. Bob Maul seconded the motion. Motion approved.

MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the July 11, 2017 meeting. Casey Elkins seconded. Motion approved.

NRCS REPORT:

EQIP: All the approved EQIP applications have been obligated to a contract. NRCS has received additional funding for one more livestock water development contract. Construction on the fabricated metal windbreaks will start in the next few weeks. NRCS is currently taking applications for 2018. The sign-up deadline for 2018 applications will likely be in October or November of 2017.

AMA-RMA: Risk Management Agency has given NRCS money nationwide to implement Seasonal High Tunnels. NRCS has four of these applications and it appears that one will be selected for funding. There is still a chance that NRCS may receive additional funding for the other applications in this program this year.

CSP: NRCS continues to work on the new CSP applications and the renewals.

CRP: NRCS continues to work on the second phase of the CCRP on the Little Powder River. Nationally CRP has reached its acreage cap for the year, no new CCRP contracts will be accepted until after October 1, 2017.

CTA: The FO has had several calls and people stopping in for well information.

Other: Brandon will be attending a civil rights training in Casper August 15th and 17th. Tim will be attending the Conservation Districts' area meeting in Newcastle September 12th.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. July 12, Wright Summer Library Program; energy-solar ovens.
2. July 15 & 16, Wyoming PLT Facilitator Training, Crystal completed the training and will be conducting two PLT workshops within the next year.
3. July 18, Children's Developmental Center, Spiders with 3 and 4-year-old.
4. July 19, Lakeview Library Program, rain sticks and their history.
5. July 20, Clover Bud Camp, Stream Trailer.
6. July 24-26, Newsletter.
7. July 31, painted lid on stream trailer.
8. August 1, Children's Developmental Center, worms.
9. August 3-6, Worked CCCD Fair Booth at C.C. Fair.
10. Crystal would like to start a marker recycle program in conjunction with Crayola. She will get a press release together for the principals, too see what schools will participate.

B. Debbie Hepp:

1. July 24, Energy Lab with Jay to go over lab routine for sampling
2. July 27, sampled Little Powder
3. July 31, sampled Donkey Creek
4. August 4 & 6, worked C.C. Fair booth
5. August 7, sampled Little Powder
6. Completed the August 2017 the newsletter and made 1100 copies.

C. Jay Quintanilla:

1. July 14, submitted the sampling and analysis plan to DEQ, approved by DEQ on July 19.
2. July 27, sampled Little Powder.
3. July 31, sampled on DCSP.
4. August 1, traveled to Mallo Camp to assist DEQ with reference survey monitoring.
5. August 2, launched the Donkey Creek Water Quality Cost Share Program webpage.
6. August 3 & 5, worked the CCCD Booth at the C.C. Fair.
7. August 7, sampled Little Powder.

D. Jennifer Hinkhouse:

1. July 12, submitted the final budget to department of audit and county clerk.
2. July 13, website meeting with staff.
3. July 19, submitted final report for FCAP grant.
4. July 20-24, conducted inventory of District property.

5. July 31, painted stream trailer.
6. August 4 & 5, worked the CCCD booth at the C.C. Fair.

OLD BUSINESS:

- A. Grants update:
 - a. Forestry Grant: Jacob with WSFD and Jen will conduct a site visit on proposed forestry project. The project will tentatively start in October and wrap up by early spring. This will be about a 100-acre project, depending on the bids that come in. There will also be another round of funding due in September, based on the recon tour WSFD and CCCD will determine how many acres need thinning.
 - b. DEQ 319: Jay discussed the recent results with the Board. A conference call is scheduled with CCCD and DEQ on August 21 to discuss the project. CCCD is considering what is needed for the watershed base plan and will get that process started. The District will be reconvening the Little Powder Watershed Steering Committee and will work on recruiting additional folks to participate. Donkey Creek Watershed Steering Committee will also be reconvening soon. They will need to review and rank the best management practice cost share applications as they come in. We will be accepting BMP applications from now until December 1st. The watershed steering committees will rank them and make recommendations to the Board on projects to fund.
 - c. FCAP: The final report for the forestry collaborative assistance program was submitted to WSFD on July 19th. Final project expenses have been reimbursed from the restricted funds to the District's general account. Forest Strategy documents were distributed during the county fair.
- B. Records Request: Jen stated that the District sent the letter the approved the last board meeting to American Transparency. WACD and WDA have requested info from the Attorney General on records request guidance.

NEW BUSINESS:

- A. BLM-Little Powder Watershed Enhancement & Restoration Grant: BLM's request for proposals is out on a cooperative agreement for Little Powder River restoration efforts. The application is due on August 15th. Tim and Jen have been working on putting together a proposal that would provide enhancement for a landowner who is actively working on the river. This funding could assist the landowner in doing a riparian area fencing, grazing management plans, well development for off stream watering, etc. The current proposal asks for \$121,276.00 in funding with \$40,092.00 in matching funds.
- B. Review Bids for Flatbed Trailer: The Board opened and reviewed bids for the flatbed trailer. Discussion followed.

Bob Maul moved to award Steve Bricker the flatbed trailer in the amount of \$1,002.0, as the best valued bid. BJ Clark seconded the motion. Motion approved.

- C. Board Resignation: As of July 25th, Travis Hakert has officially resigned from the Board. The WDA and WACD have been notified of his resignation. The board now must appoint a new Rural Board member. If someone is interested in applying for the Board they can fill out an application. After further discussion, the Board has decided to accept applications until the September 4th, they will be reviewed at the next Board meeting.
- D. Contract for Service with C.C. Commissioners: The Board reviewed the contract.

BJ Clark moved to approve and sign the contract for service with the C.C. Commissioners. Bob Maul seconded the motion. Motion approved.

- E. Inventory: District staff completed an inventory of District Property. This is important for auditing purposes and so that we have an accurate count on what we have and what will need to be replaced. This will also help justify the amount the District has in the depreciation reserve

account, should there be any questions. The Board discussed options of what to do with any outdated equipment.

BJ Clark moved to donate a tripod to Crook County NRD. Bob Maul seconded the motion. Motion approved.

BJ Clark moved for the District to utilize Protech Computing Services in the disposal of old computers. Bob Maul seconded the motion. Motion approved.

- F. Reserve Policy: The Board created a reserve account for FY18, with that they need to create policy for those reserves. Since there are multiple reserves now they have been compiled into on reserve policy document, this incorporates suggestions from WACD. Discussion followed.

Bob Maul moved to approve the District's Reserve Policy. BJ Clark seconded the motion. Motion approved.

- G. WY State Fair: Jen and Crystal will be representing the District during state fair and working the WACD educational booth on Friday August 18th. Crystal will be providing an educational session at the Ag in the Classroom tent.

H. Upcoming Events:

- a. CCCD Board Meeting – September 5, 2017
- b. Cheatgrass/Bulbous Bluegrass Workshop – August 30, 2017
- c. CCCD Board Meeting – September 5, 2017
- d. Area Meeting – September 12, Newcastle, WY
- e. Regional Meeting September 11-14, 2017

EXECUTIVE SESSION:

No executive session was needed.

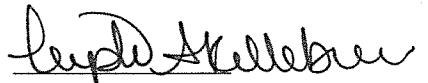
GOOD OF THE ORDER:

There being no further business the Chair stated the next regular Board meeting will be held September 5, 2017 2016 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

Lindsay Wood adjourned the meeting at 6:00 p.m.

APPROVAL:

These August 9, 2017 minutes of the Board are submitted for approval by: 

These minutes are hereby approved on September 5, 2017:

