

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
February 11, 2025**

CALL TO ORDER:

Brandon Price, Chair called the meeting to order at 4:00 p.m.

ROLL CALL/INTRODUCTIONS:

Attendees were Brandon Price, Chair; Kim Kretschman, Secretary/Treasurer; Jennifer Sams, Supervisor; John Daly, Supervisor; Karla Schwartz, District Manager; Crystal Kellebrew, Education Coordinator; and Tim Kellogg, NRCS. Guests were Jerry Means, Commissioner Liaison.

APPROVAL OF AGENDA:

The agenda for the February 11, 2025, Board Meeting was reviewed by the Board.

**John Daly moved to approve the agenda for the February 11, 2025, Board Meeting. Jennifer Sams seconded the motion. Motion approved.**

AMENDED FINANCIAL REPORT:

The Board reviewed the amended voucher for the January 2025 Board Meeting.

**John Daly made a motion to approve the amended voucher for January 2025. Jennifer Sams seconded the motion. Motion approved. Changes attached.**

FINANCIAL REPORT:

The financial report covering the previous month's activities and the current expenditure was reviewed by the Board.

The forwarded First Interstate Bank (FIB) checking account balance as of December 31, 2024, was **\$54,642.84**. The January 2025 deposit was **\$2,335.36**. Interest earned on FIB funds was **\$7.84**. Funds transferred from WGIF/Grant Checking/BHYC Checking/Asset Checking account to FIB checking account equaled **\$0.00**. Total income was **\$2,337.20**. Funds transferred to WGIF/Grant Checking/BHYC Checking/Asset Checking account were **(\$0.00)**. Expenditures for the month of January 2025 were **(\$23,748.27)**. As of January 31, 2025, the FIB checking account balance was **\$33,231.77**.

The Wyoming Government Investment Fund (WGIF) account balance as of December 31, 2024, was **\$568,556.45**. The January 2025 deposit was **\$0.00**. Interest earned on WGIF funds was **\$2,062.83**. Funds transferred from Grant Checking/BHYC Checking/Asset Checking account to WGIF account equaled **\$0.00**. Total income was **\$2,062.83**. Funds transferred to FIB checking account from the WGIF account were **(\$0.00)**. As of January 31, 2025, the WGIF account balance was **\$570,619.28**.

The Grant Checking account balance as of December 31, 2024, was **\$5.00**. The January 2025 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 **(\$0.00)**. Expenditures for the month of January 2025 were **(\$0.00)**. As of January 31, 2025, the Grant Checking account balance was **\$5.00**.

The forwarded Asset checking account balance as of December 31, 2025, was **\$17,663.31**. The January 2025 deposit was **\$0.00**. Interest earned on FIB funds was **\$0.75**. Funds transferred from WGIF/Grant Checking/BHYC Checking/FIB Checking account to Asset checking account

equaled **\$0.00**. Total income was **\$0.75**. Funds transferred to WGIF/Grant Checking/BHYC Checking/FIB Checking account were **(\$0.00)**. Expenditures for the month of January 2025 were **(\$0.00)**. As of January 31, 2025, the FIB checking account balance was **\$17,664.06**.

The BHYC Checking account balance as of December 31, 2024, was **\$5,950.90**. The January 2025 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.25**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Total income was **\$0.25**. Funds transferred to WGIF/Grant Checking/FIB Checking account were **(\$0.00)**. Expenditures for the month of January 2025 were **(\$0.00)**. As of January 31, 2025, the BHYC account balance was **\$5,950.90**.

The Authorized Voucher Report which included checks from FIB Checking **#10266** through **#10270**, and online payments were presented for review and approval by the Board.

**Jennifer Sams moved to file the financial report and to approve the authorized voucher report. John Daly seconded the motion. Motion approved.**

MINUTES:

**John Daly moved to approve the minutes from the CCCD Board of Supervisor Meeting on January 14, 2025. Jennifer Sams seconded the motion. Motion approved.**

NRCS REPORT:

No written report submitted.

CCCD STAFF REPORTS:

**Karla Schwartz, District Manager**

- January 15 - 30 319 Phase IV Final Report and Reimbursements
- January 20 - Holiday, Office Closed
- January 22 - NACD Professional Development
- January 24 - Toured Bowman Hill Project with NRCS & Jacob w/ State Forestry
- January 27 - Governor Gordon Fire Meeting at the College
- January 28 - BFRW Collab meeting
- January 30 - Submitted Final Report Phase IV LPR
- January 31 - KS OFF
- February 3 - 5 Wrote a couple articles and helped fold the February Newsletter
- February 6 - Public Workshop for the Donkey Creek Master Drainage Plan
- February 7 & 10 - City and County Budget Applications

Working on:

- LPR Steering Committee Meeting
- Awareness workshop and WSG Table w/ CK
- Budget – Proposed FY26
- Recycling Initiatives
- Grant Pollinator Garden (Waiting on Lease Agreement)

**Crystal Kellebrew, Education Coordinator**

- January 16 - WCDEA Training Conference Call
- January 16 - Donkey Creek City Meeting
- January 20 - Holiday, Office Closed
- January 22 - WYPLT Steering Committee Meeting
- January 27 - Governor Gordon Fire Meeting at the College
- January 28 - BFRW Collab meeting
- January 30 -WCDEA Training Conference Call

- January 30 - Donkey/Dalby City Collaborative Meeting
- January 31 - WACD Convention Meeting
- January 31- Feb 5 - Newsletter
- February 6 - Presented at Public Workshop for the Donkey Creek Master Drainage Plan

Working on:

- LPR Steering Committee Meeting w/ KS
- Awareness workshop and WSG
- Recycling Initiatives
- BHNRYC
- Ag Expo
- WCDEA Employee Training

OLD BUSINESS:

A. Audit

- FY24 audit is still not complete, Karla has contacted the county numerous times, she will continue to check with them on updates.

B. Dalby Fishing Lake

- The city will be hosted a public meeting in on February 6, Crystal presented the enviroscape at the meeting to discuss non-point and point source pollution. CCCD will continue to assist the city in any way they can.

C. Grant Updates (319-LPR, BMP, Collaborative, WDA-Phase VI)

- 319-LPR
  - Karla submitted the final report.
- 319-BMP
  - The CCCD has entered into a new agreement. The little powder steering committee will be meeting soon to discuss a recommendation to the CCCD Board of Superiors on how to utilize these funds.
- BF Collaborative Grant
  - CCCD staff is working with Crook County on gathering information for the final report, along with sampling dates to utilize the remaining monitoring funds.
- WDA-Phase IV
  - CCCD has a current contract with WDA, work will be begin on the project asap with Trail Creek Grazing.

D. Pollinator Garden and Greenhouse

- The landlord received the letter but will not discuss the option of this until a lease agreement in signed on the building with NRCS.

NEW BUSINESS:

A. Upcoming Trainings

- Employee/Supervisor Training – March 4-6, Cheyenne, Wy.
- PLT National Convention – March 9-13. South Carolina.
- Department of Audit Training – Online, we will set up a day for the supervisors and Karla to complete the training at the office.

B. Recycling

- CCCD staff has contacted Wester Wast Solutions, Rapid/Sheridan facilities, and Pacific Steele to discuss ways to partner to increase recycling in Campbell County.

C. Outreach and Networking

- District staff has contacted Wyoming Sportsman Group about having a booth at one of their events. It was decided that it would be best to have an educational booth at their family fun day, date to be determined.
- CCCD has been contacted by a couple of Districts inquiring about borrowing the soil trailer. After further discussion it was decided to contact insurance to discuss the liability.

D. Long Range Plan

- The long range plan is up in December of 2025. Staff will start working on a new long range plan and will have additional information on a survey to review in April.

E. WACD Convention Update

- Crystal helped conduct a virtual tour between the Cam-plex and WACD.

F. Watershed Steering Committee Meetings

- The Little Powder River Steering Committee meeting is scheduled for February 27<sup>th</sup> at the USDA Service Center conference room.

G. Local Working Group

- Local Workgroup Meeting is scheduled for April 16<sup>th</sup> at the Campbell County Public Library.

H. Workshops

- The District will be hosting an Awareness Workshop, date to be determined in March the exact date will be scheduled next week. The district is also looking into holding a defensible space workshop with State Forestry in April.

I. Campbell County and City 1% Proposed Budget Applications

- The Board reviewed the proposed budget applications, discussion followed.

**John Daly moved to approve a funding application in the amount of \$50,000.00 for the City of Gillette 1% and an application for Campbell County 1% in the amount of \$266,750.00. Jennifer Sams seconded the motion. Motion approved.**

J. Upcoming Events

- Holiday, office closed – February 17, 2025
- CCCD Board Meeting – March 11, 2025

ANY OTHER NEW BUSINESS:

**No other business.**

EXECUTIVE SESSION:

**Jeff Boardman moved to enter executive session to discuss personnel at 5 p.m. Richard Hauber seconded the motion. Motion approved.**

**John Daly made a motion to adjourn executive session at 5:16 p.m. to re-convene the regular session. Jennifer Sams seconded the motion. Motion approved.**

**Jennifer Sams made a motion for the District Manager and Education Coordinator to receive a 5% COLA to begin FY26 and a one-time \$1,500.00 merit bonus also to be paid at beginning of FY26. John Daly seconded the motion. Motion approved.**

GOOD OF THE ORDER:

There being no further business, the Chair stated the next regular Board meeting will be held March 11, 2025, at 4:00 p.m. at the USDA Service Center.

ADJOURN:

**Brandon Price adjourned the meeting at 5:18 p.m.**

APPROVAL:

These February 11, 2025 minutes of the Board are submitted for approval by:



These minutes are hereby approved on March 11, 2025:





  
