

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
January 14, 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; Richard Hauber, Vice-Chair; Jeff Boardman, Supervisor; John Daly, Supervisor; Karla Schwartz, District Manager; Crystal Kellebrew, Education Coordinator; and Tim Kellogg, NRCS. Guests were newly elected supervisors Jennifer Sams and Bj Clark.

**APPROVAL OF AGENDA:**

The agenda for the January 14, 2025, Board Meeting was reviewed by the Board.

Richard Hauber moved to approve the agenda for the January 14, 2025, Board Meeting. Jeff Boardman seconded the motion. Motion approved.

**OATH OF OFFICE:**

Jennifer Sams, and BJ Clark read aloud and signed the Oath of Office. Jennifer and BJ were sworn in as a member of the Campbell County Conservation District Board of Supervisors by Crystal Kellebrew, Notary Public.

**ELECTION OF OFFICERS:**

Jennifer Sams nominated a slate of officers – Brandon Price, Chair; BJ Clark, Vice-Chair; Kim Kretschman; Secretary Treasurer and Jennifer Sams, Employee Liaison.

BJ Clark moved for Brandon Price, Chair; BJ Clark, Vice Chair; Kim Kretschman; Secretary/Treasurer and Jennifer Sams, Employee Liaison. Jennifer Sams seconded the motion. Motion approved.

**BANK STATEMENTS AND ACCOUNT RECONCILIATION:**

The Board reviewed the bank statements and account reconciliation from October 2024 - December 2024.

John Daly made a motion to approve the account reconciliation from October 2024 – December 2024. Jennifer Sams seconded the motion. Motion approved.

John Daly made a motion to approve the bank statements from October 2024 – December 2024. Jennifer Sams seconded the motion. Motion approved.

**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 November 30, 2024, was \$74,901.86. The December 2024 Deposit was \$4,341.82. Interest earned on FIB funds was \$2.70. Funds transferred from WGIF/Grant Checking/BHYC Checking/Asset Checking account to FIB checking account equaled \$0.00. Total income was \$4,344.52. Funds transferred to WGIF/Grant Checking/BHYC Checking/Asset Checking account were (\$0.00). Expenditures for the month of December 2024 were (\$24,603.54). As of December 31, 2024, the FIB checking account balance was \$54,642.84.

The Wyoming Government Investment Fund (WGIF) account balance as of November 30, 2024, was \$566,404.53. The December 2024 deposit was \$0.00. Interest earned on WGIF funds was \$2,151.92.

Funds transferred from Grant Checking/BHYC Checking/Asset Checking account to WGIF account equaled \$0.00. Total income was \$2,151.92. Funds transferred to FIB checking account from the WGIF account were (\$0.00). As of December 31, 2024, the WGIF account balance was \$568,556.45.

The Grant Checking account balance as of November 30, 2024, was \$5.00. The December 2024 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 December 2024 were (\$0.00). As of December 31, 2024, the Grant Checking account balance was \$5.00.

The forwarded Asset checking account balance as of November 30, 2024, was \$17,662.54. The December 2024 deposit was \$0.00. Interest earned on FIB funds was \$0.77. Funds transferred from WGIF/Grant Checking/BHYC Checking/FIB Checking account to Asset checking account equaled \$0.00. Total income was \$0.77. Funds transferred to WGIF/Grant Checking/BHYC Checking/FIB Checking account were (\$0.00). Expenditures for the month of December 2024 were (\$0.00). As of December 31, 2024, the FIB checking account balance was \$17,663.31.

The BHYC Checking account balance as of November 30, 2024, was \$5,950.39. The December 2024 deposit was \$0.00. Interest earned on BHYC funds was \$0.26. Funds transferred from FIB account to BHYC Checking were \$0.00. Total income was \$0.26. Funds transferred to WGIF/Grant Checking/FIB Checking account were (\$0.00). Expenditures for the month of December 2024 were (\$0.00). As of December 31, 2024, the BHYC account balance was \$5,950.65.

The Authorized Voucher Report which included checks from FIB Checking #10262 through #10264, and online payments were presented for review and approval by the Board.

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

MINUTES:

**Jennifer Sams moved to approve the minutes from the CCCD Board of Supervisor Meeting on December 10, 2024. John Daly seconded the motion. Motion approved.**

NRCS REPORT:

No written report submitted.

CCCD STAFF REPORTS:

**Karla Schwartz, District Manager**

- December 11 – Prep for Legislative Breakfast
- December 12 – Read SAIT Proposals
- December 16 – FEMA Flood Study Mtg.
- December 17 - SAIT Meeting to select proposals.
- December 18 – Legislative Breakfast
- December 20 – Field Day with Tim/ NRCS (thinning project)
- December 23 – 25 Off for Christmas Holiday
- December 26 – 27 Read historical literature (Wise Use of Resources, Elementary Ag.)
- December 30 – Submitted LPR Annual Report and Started Preparing Final
- December 31 – Field Day with Brandon/ NRCS (high tunnels)
- January 1 – Office Closed for New Year’s Holiday
- January 2, 3 - Work on LPR Final Grant
- January 6 - Attended the Master Gardner’s Banquet
- January 7 - NRCS Shared position mtg.
- January 8 - Employee Evals
- January 9 - Office closed, CK and I attended the Eggs & Issues Chamber Event
- January 10 – Cattle Women’s Ranchers Round Dinner

- January 14 - Buffalo – Rangeland Recovery Workshop

Working on:

- Little Powder River – Final
- Belle Fouché – Collaborative with Crook Co.
- Forestry Project – Jacob McCarthy
- Coal Seam Fires with Commissioner McCreery

**Crystal Kellebrew, Education Coordinator**

- December 12 – NACDEA Webinar
- December 16 – FEMA Flood Study Meeting
- December 16 – Commissioner Fire Update Meeting
- December 18 – Legislative Breakfast
- December 18 – WY PLT Conference Call
- December 19 – WACDEA Training Call
- December 20 – Vacation
- December 23-31 – Vacation, Holiday December 24 & 25
- January 1 – Holiday
- January 2-3 – Vacation
- January 6 – CCNRD WQ Update Call
- January 7 – NRCS Shared Position Call
- December 9 – Office closed, attended Eggs and Issues Chamber Event
- December 10 – FEMA Flood Study Meeting
- January 14 – Pollinator Webinar
- January 14 – TBNG Meeting

Working on:

- BHNRYC
- Ag Expo
- WCDEA Employee Training Planning
- Seedling Tree Orders
- Organization of Office

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 hosting a public meeting in on February 6, Crystal will be presenting the enviroscape at the meeting to discuss non-point and point source pollution.

C. Area I Shared Position

- NRCS and WACD hosted a conference call.

D. Coal Seam Fires

- Karla is continuing to research coal seam fires.

E. LPR Final Grant Report

- Karla is compiling the LRP Final Grant Report.

NEW BUSINESS:

A. Reorganization

- The CCCD Reorganization form will be sent to WACD and WDA.

B. Signature Authority for New Board Members

John Daly moved to give signature authority to Jennifer Sams and BJ Clark on all CCCD FIB Account and to remove Jeff Boardman and Richard Hauber. Brandon Price seconded the motion. Motion approved.

C. Employee Evaluations

- Employee evaluations were completed by Karla, Brandon and Jeff.

D. Outreach and Networking

- Board and staff discussed contacting WY Sportsman's Group and asking how can get involved and support them, we have received funds from them in the past for the BHNRYC. Staff will reach out and report back to the Board.

E. Letter To Lessor for Greenhouse and Pollinator Garden

- The Board reviewed and approved a letter Karla drafted seeking approval for the lessor on putting a greenhouse and pollinator garden at the office to use for educational purpose and possible renting out garden spots for community members. Staff will report back on what they find out.

F. Upcoming Events

- Holiday, office closed – January 20, 2025
- FEMA Flood Study Meeting – February 6, 2025
- CCCD Board Meeting – February 11, 2025
- Holiday, office closed – February 17, 2025

ANY OTHER NEW BUSINESS:

No other 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 February 11, 2025, at 4:00 p.m. at the USDA Service Center.

ADJOURN:

Brandon Price adjourned the meeting at 4:36 p.m.

APPROVAL:

These January 14, 2025 minutes of the Board are submitted for approval by:



These minutes are hereby approved on February 11, 2025:

