

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
March 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; BJ Clark, Vice-Chair; Kim Kretschman, Secretary/Treasurer; Jennifer Sams, Supervisor; John Daly, Supervisor; Karla Schwartz, District Manager; and Tim Kellogg, NRCS. Guests were Jerry Means, Commissioner Liaison.

APPROVAL OF AGENDA:

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

**Jennifer Sams moved to approve the agenda for the March 11, 2025, Board Meeting. Kim Kretschman 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 January 31, 2025, was **\$33,231.77**. The February 2025 deposit was **\$0.00**. Interest earned on FIB funds was **\$1.66**. Funds transferred from WGIF/Grant Checking/BHYC Checking/Asset Checking account to FIB checking account equaled **\$30,000.00**. Total income was **\$30,001.66**. Funds transferred to WGIF/Grant Checking/BHYC Checking/Asset Checking account were **(\$0.00)**. Expenditures for the month of February 2025 were **(\$26,418.47)**. As of February 28, 2025, the FIB checking account balance was **\$36,814.96**.

The Wyoming Government Investment Fund (WGIF) account balance as of January 31, 2025, was **\$570,619.28**. The February 2025 deposit was **\$0.00**. Interest earned on WGIF funds was **\$1,784.72**. Funds transferred from Grant Checking/BHYC Checking/Asset Checking account to WGIF account equaled **\$0.00**. Total income was **\$1,784.72**. Funds transferred to FIB checking account from the WGIF account were **(\$30,000.00)**. As of February 28, 2025, the WGIF account balance was **\$542,404.00**.

The Grant Checking account balance as of January 31, 2025, was **\$5.00**. The February 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 February 2025 were **(\$0.00)**. As of February 28, 2025, the Grant Checking account balance was **\$5.00**.

The forwarded Asset checking account balance as of January 31, 2025, was **\$17,664.06**. The February 2025 deposit was **\$0.00**. Interest earned on FIB funds was **\$0.68**. Funds transferred from WGIF/Grant Checking/BHYC Checking/FIB Checking account to Asset checking account equaled **\$0.00**. Total income was **\$0.68**. Funds transferred to WGIF/Grant Checking/BHYC Checking/FIB Checking account were **(\$0.00)**. Expenditures for the month of February 2025 were **(\$0.00)**. As of February 28, 2025, the FIB checking account balance was **\$17,664.74**.

The BHYC Checking account balance as of January 31, 2025, was **\$5,950.90**. The February 2025 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.23**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Total income was **\$0.23**. Funds transferred to WGIF/Grant Checking/FIB Checking account were **(\$0.00)**. Expenditures for the month of February 2025 were **(\$0.00)**. As of February 28, 2025, the BHYC account balance was **\$5,951.13**.

The Authorized Voucher Report which included checks from FIB Checking #10271 through #10278, and online payments were presented for review and approval by the Board.

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

MINUTES:

**John Daly moved to approve the minutes from the CCCD Board of Supervisor Meeting on February 11, 2025. BJ Clark seconded the motion. Motion approved.**

NRCS REPORT:

No written report submitted.

CCCD STAFF REPORTS:

**Karla Schwartz, District Manager**

- February 14 – Vacation
- February 17 – Holiday, Office Closed
- February 18 – NEWIGWG (Northeast Wyoming Invasive Grass Working Group Mtg.)
- February 20 – STAC (State Technical Advisory Meeting) w/ NRCS
- February 21 – Vacation
- February 24 – Prep for LPR Watershed Steering Committee
- February 26 – NCDEA Professional Development on grant writing.
- February 27 - Little Powder River Steering Committee Meeting
- February 28 – Prepare for Children’s Festival & WACD Training
- March 3 – Drive to Cheyenne for Training
- March 4 – Legislative 101 Training
- March 5 & 6 - Employee Supervisor Training (In-Cheyenne)
- March 8 – Aqua Charades at 47<sup>th</sup> Children’s Festival (Cam-plex)

Working on:

- WACD Test – Due Friday
- Budget – Proposed FY26 (Next Meeting)
- Awareness workshop
- Local Working Group with NRCS
- Long Range Plan
- Recycling Initiatives
- AG Expo
- Grant Pollinator Garden (Waiting on Lease Agreement)

**Crystal Kellebrew, Education Coordinator**

- February 13 – Principal Meeting
- February 17 – Holiday, Office Closed
- February 20 – STAC Meeting
- February 21 - Vacation
- February 26 – EPA Webinar, Understanding Urban Trees & Soil
- February 27 – Little Powder River Steering Committee Meeting
- February 28 – Forestry Webinar
- March 5 & 6 – Employee Supervisor Training - Virtual
- March 7 - Vacation
- March 9 – 13 – PLT National Convention, South Carolina

Working on:

- Awareness workshop
- Defensible Space Workshop

- Recycling Initiatives
- BHNRYC
- Ag Expo
- WCDEA Employee Training
- 4<sup>th</sup> Grade Seedling Trees and Seedling Tree Sales
- Long Range Plan

**OLD BUSINESS:**

- A. Audit
  - Karla has left numerous messages and still waiting for a call back from the Courthouse regarding our FY24 Audit.
- B. Dalby Fishing Lake
  - No new updates, continuing to work with the city on the project.
- C. Grant Updates (319-LPR, BMP, Collaborative, WDA-Phase VI)
  - 319-LPR
    - Karla submitted the final report waiting on feedback from WDEQ.
  - 319-BMP
    - The CCCD has entered into a new agreement. WDEQ and CCCD will have a kickoff meeting soon to discuss new agreement.
  - BF Collaborative Grant
    - CCCD staff is working with Crook County on gathering information for the final report, sampling dates have been set to utilize the remaining monitoring funds.
  - WDA-Phase IV
    - CCCD has a current contract with WDA, work will begin on the project asap with Trail Creek Grazing.
- D. Awareness Workshop
  - The Awareness Workshop is scheduled for March 20, from 10 a.m. – 2 p.m.
- E. Long Range Plan
  - The Long-Range Plan is up in December 2025. The current long-range plan is on the google drive for the board to review and bring ideas to the next board meeting. Staff will have a survey for the board to review.
- F. Local Working Group Meeting
  - The Local Working Group Meeting is April 16, 2025 at the C.C. Public Library.

**NEW BUSINESS:**

- A. Budget
  - FY26 budget was discussed.
- B. Signature on Bank Accounts
  - The board signed the new signature cards for all the CCCD FIB Accounts.
- C. 2025 Legislative Session Bills
  - Karla sent the Board legislative updates from WACD. Next board meeting we will start reviewing WACD Policy Book next month.
- D. Upcoming Events
  - Awareness Workshop – March 20, 2025
  - CCCD Board Meeting – April 8, 2025

**ANY OTHER NEW BUSINESS:**

**No other business.**

**EXECUTIVE SESSION:**

**No executive session needed.**

**GOOD OF THE ORDER:**

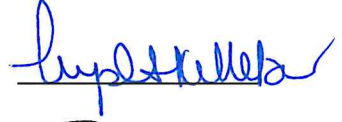
There being no further business, the Chair stated the next regular Board meeting will be held May 13, 2025, at 4:00 p.m. at the USDA Service Center.

ADJOURN:

**Brandon Price adjourned the meeting at 4:49 p.m.**

APPROVAL:

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



These minutes are hereby approved on April 8, 2025:

