

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
December 12, 2017**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:08 p.m.

Attendees were: Lindsay Wood, Chair; BJ Clark, Vice-Chair; Casey Elkins, Secretary/Treasurer; Bob Maul, Supervisor; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; and Tim Kellogg, District Conservationist.

OATH OF OFFICE:

Jaime Tarver read aloud and signed the Oath of Office. Jaime was sworn in as a member of the Campbell County Conservation District Board of Supervisors by Crystal Kellebrew, Notary Public.

BUDGET AMENDMENT:

BJ Clark moved to accept the Resolution FY 16/17 budget line item changes. Casey Elkins seconded the motion. Motion approved.

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 October 31, 2017, was \$16,509.90. The November 2017 deposit was \$171,435.89. Interest earned on FIB funds was \$5.80. 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 \$171,441.69. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant Checking \$(0.00). Expenditures for the month of November 2017 were (\$28,905.18). As of November 30, 2017, the FIB checking account balance was \$159,046.41.

The Wyoming Government Investment Fund (WGIF) account balance as of October 31, 2017, was \$109,721.85. The November 2017 deposit was \$0.00. Interest earned on WGIF funds was \$78.91. Total income was \$78.91. Funds transferred to FIB checking account from the WGIF account were \$(0.00). as of November 30, 2017, the WGIF account balance was \$109,800.76.

The Grant Checking account balance as of October 31, 2017, was \$50,000.00. The November 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 November 2017 were (\$0.00). As of November 30, 2017, the Grant Checking account balance was \$50,000.00.

The BHYC Checking account balance as of October 31, 2017, was \$5,078.92. The November 2017 deposit was \$250.00. Interest earned on BHYC funds was \$0.39. Total income was \$250.39. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of November 2017 were (\$0.00). As of November 30, 2017, the BHYC account balance was \$5,329.71.

The Authorized Voucher Report including checks from FIB Checking #9260 through #9272 and online payments were presented for review and approval by the Board.

BJ Clark moved to approve and file the revised authorized voucher report from the November Board Meeting. Casey Elkins seconded the motion. Motion approved.

Casey Elkins moved to file the financial report and to approve the 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 November 14, 2017 meeting. Casey Elkins seconded. Motion approved.

NRCS REPORT:

EQIP: The sign-up deadline for 2018 applications was November 17, 2017. There is already interest in the soil health subaccount for planting cover crops. The ranking questions have been written for the division and NRCS is waiting for the State Office staff to review and approve them. NRCS will begin screening applications next week. With the open fall and winter, construction on several projects is still progressing.

CSP: NRCS is progressing with completing all the annual payments.

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 are currently being accepted.

CTA: NRCS has had several soils requests from energy companies. Bird Conservancy of the Rockies selected Lauren Connell as the shared wildlife biologist. She will have multiple county responsibility. There is a possibility of a government shutdown starting December 23rd as the current continuing resolution expires December 22nd.

OTHER: Tim has volunteered to be an instructor for the new employees' boot camp training. Tim will have a training session in Ft. Worth February 5th – 9th. and will possibly be an instructor for 3 weeks in April. Brandon will be the 'acting DC' during both times.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. November 15-17, annual leave.
2. November 22-24, sick/annual leave.
3. November 27-30, attended WACD Convention in Casper.
4. December 8, Holiday Open House.
5. December 11, homeschool education session called "who lives in a tree?", 20 attendees.
6. December 22-January 2, sick leave for child surgery and annual leave.

B. Debbie Hepp:

1. November 16, met with CCNRD to discuss Donkey Creek water monitoring.
2. November 27-30, attended WACD Convention in Casper.
3. December 4, attended WPLI public meeting in Buffalo.
4. December 6, attended WPLI public meeting in Gillette.
5. December 7-11, annual leave.
6. 1665 seedling trees have been ordered as of 12-12.
7. Debbie gave an update on WPLI.

C. Jay Quintanilla:

1. November 16, met with CCNRD to discuss Donkey Creek water monitoring.
2. November 20 & 21, trained with State Forestry for TSI flagging and mapping procedures.
3. November 27-30, attended WACD Convention in Casper.
4. Continuing to work on updating the website.

D. Jennifer Hinkhouse:

1. November 15, NFAB meeting.
2. November 16, met with CCNRD to discuss Donkey Creek water monitoring.
3. November 17, grants meeting with BLM.
4. November 20-21, worked with WSFD for TSI flagging.

5. November 26-30, attended WACD Convention in Casper.
6. December 4, staff meeting.
7. December 5, SAIT conference call.
8. December 7, TBNG-GC meeting.
9. December 8, Holiday Open House.
10. October 11, attended the TBNG Coordination Group Meeting in Newcastle.
11. October 12, stopped by the soil workshop.
12. Special District Association will be meeting January 17th in Casper, to discuss the next steps to forming an association.
13. The District was contacted by TBGPEA to co-sponsor a meeting with Weston County NRD and Converse County CD to organize aerial surveys for prairie dogs on the thunder basin. After further discussion from the Board, they decided they would like cosponsor the meeting.
14. There is a first-time attendee scholarship available for NACD Convention.

OLD BUSINESS:

- A. Grants update:
 - a. Bark Beetle Grant: WSFD and the District have started to layout the project units and are on schedule to have roughly 200 acres of thinning to perform. The District has received the grant agreement with WSFD for the second portion of the project, it has been signed and sent in for final signatures. WSFD Forest Health Coordinator and Assistant State Forester will be coming up next Monday to look at past and current projects.
 - b. RCPP: RCPP partners will be having a meeting in January to discuss project implementation, ranking questions and batching dates. The first batching date will likely occur after the start of the federal fiscal year.
 - c. 319 Grant: The District will be submitting an annual report in the next week. The first batching date is closed and we currently have one project to consider. The District will be directly contacting landowners in the watershed with possible improvements that can be made. CCCD has contacted the City and County about pet waste receptacles and anticipate and application from them.
 - d. BLM Agreement: The District has moved forward with the BLM agreement and entered into a contract with a landowner that has fenced off his riparian area on Little Powder. The agreement will be to do a water development project.
- B. WACD Convention-Recap: Lindsay, Bob, Jen, Debbie, Jay and Crystal attended, discussion followed on what went on at convention.

NEW BUSINESS:

- A. Legislative Breakfast: Legislative Breakfast is scheduled for December 20th at Towers West. All legislators have RSVP'd for the breakfast, still waiting on confirmation from the County Commissioners on who will be attending.
- B. Procurement Rule: WACD came out with a template procurement rule for all the Districts to review with their Boards and to adopt. WACD is gathering more information on the process the District must take to make this a rule.
- C. Legislative Issues: The Districts current legislative issues consist of audit requirements for Conservation Districts. Jen will be in contact with WACD this week.
- D. Joint Water Quality Meeting with CCNRD: CCCD staff met with CCNRD staff to discuss monitoring results on the Upper Belle Fourche Watershed, there will be a meeting planned with both Boards in January.
- E. WCDEA Update: The employee association met during WACD Convention, changes in Employee Executive Committee were made; Debbie and Crystal are Area I Representatives and Jen is the Legislative contact for Area I. Changes were also made to the WCDEA Scholarships; there is now a ranking system for applications and cap amounts have been made. If a dues paying employee applies for a scholarship for a regular meeting is capped at \$500 and a \$1,000.00 for NACD

Convention. They also added a separate scholarship for one employee each year to attend the NACD Spring Fly-In.

- F. Website Update: The staff has been working on updating the CCCD website to make it user friendly, develop intuitive ways to get to the information and add content. Jay walked the Board through the website.
- G. Urban Agriculture Conservation Grant: NACD established the Urban Agriculture Conservation Grants Initiative in 2016 to help Conservation Districts and their partners provide much needed technical assistance for agricultural conservation in urban areas with limited access to fresh and healthy foods. Since then, NACD has awarded a total of \$3 million in grants to 61 Conservation Districts in 30 states through this initiative. Jay will be considering ways the District may be able to utilize these funds.
- H. Upcoming Events:
 - a. CCCD Board Meeting – December 12, 2017
 - b. Legislative Breakfast – December 20, 2017
 - c. Christmas Day Office Closed – December 25, 2017
 - d. New Years Day Office Closed – January 1, 2018
 - e. Wyoming Equality Day Office Closed – January 15, 2018
 - f. Eggs & Issues – January 30, 2018
 - g. NACD Convention – January 26-31, 2018
 - h. Estate Planning Workshop – February 8, 2018
 - i. Conservation District Training – February 27-March 1st, 2018 Cheyenne, WY

EXECUTIVE SESSION:

Bob Maul made a motion at 6:15 p.m. to enter into Executive Session to discuss personnel. BJ Clark seconded the motion. Motion approved.

Bob Maul moved to end the executive session at 6:35 p.m. Casey Elkins seconded. Motion approved.

Casey Elkins moved to give the CCCD employees 8 hours of leave to be used by June 30th, 2018 for Christmas. BJ Clark seconded the motion. Motion approved.

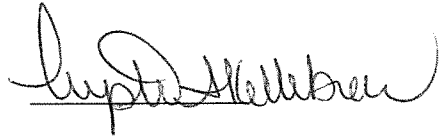
GOOD OF THE ORDER:

There being no further business the Chair stated the next regular Board meeting will be held January 9, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

Lindsay Wood adjourned the meeting at 6:36 p.m.

APPROVAL:

These December 12, 2017 minutes of the Board are submitted for approval by: 

These minutes are hereby approved on January 9, 2018:

