

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
December 11, 2018**

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:04 p.m.

Attendees were: BJ Clark, Chair; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator and Clay Wood, Water/Range Technician. Guests in attendance were Rich Hauber.

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, 2018, was **\$54,493.02**. The November 2018 deposit was **\$23,443.88**. Interest earned on FIB funds was **\$5.55**. 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 **\$23,449.43**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of November 2018 were **\$(41,663.40)**. As of November 30, 2018, the FIB checking account balance was **\$36,279.05**.

The Wyoming Government Investment Fund (WGIF) account balance as of October 31, 2018, was **\$111,374.02**. The November 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$186.16**. Total income was **\$186.16**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of November 30, 2018, the WGIF account balance was **\$111,560.18**.

The Grant Checking account balance as of October 31, 2018, was **\$15,000.00**. The November 2018 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 2018 were **\$(0.00)**. As of November 30, 2018, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of October 31, 2018, was **\$4,864.00**. The November 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.56**. Total income was **\$0.56**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of November 2018 were **\$(0.00)**. As of November 30, 2018, the BHYC account balance was **\$4,865.16**.

The Authorized Voucher Report including checks from FIB Checking #9441 through #9455, and online payments were presented for review and approval by the Board.

**Lindsay Wood moved to file the financial report and to approve the authorized voucher report. Jaime Tarver seconded the motion. Motion approved.**

LINE ITEM CHANGE:

Jennifer reviewed the line item changes for Fiscal Year 2019 Budget.

**Lindsay Wood moved to approve the line item changes for FY19. Jaime Tarver seconded the motion. Motion approved.**

AMENDED AUTHORIZED VOUCHER:

**Lindsay Wood moved to approve the amended authorized voucher from the November meeting. Jaime Tarver seconded the motion. Motion approved.**

**MINUTES:**

**Lindsay Wood moved to approve the minutes of the Board as written from the November 13, 2018 meeting. Jaime Tarver seconded. Motion approved.**

**NRCS REPORT:**

**EQIP:** Early sign-ups are progressing. Eligibility deadline for these applications was Friday and are currently undergoing peer eligibility reviews. All but one of Gillette's applications were determined eligible. One high tunnel was unable to be made eligible do to control of land issues and will be rolled over to the next sign-up. The SGI application is still waiting for BLM clearance and will also have to be rolled over to the next sign-up. Upcoming deadlines for sign-up 1 are pre-approval on December 14th and peer technical review on December 21st with the hope of having them obligated by January 18th. The batching date for sign-up 2 is December 21st. Modifications, payments, designs and job sheets for existing contracts continue to be worked on as well.

**RCPP:** Three of the existing contracts have lined up a contractor and are waiting on contractor scheduling to get started. One of the contracts is doing the work themselves and has begun the work.

**CSP:** Annual payments for FY2018 are completed for those who wanted to receive payment in calendar year 2018. The remaining FY2018 payments will be made after the 1st of the year prior to March 15th. We are accepting new applications for FY2019 but can't announce a batching date yet due to the pending Farm Bill.

**CTA:** Chris Campton continues to assist several producers with CTA engineering designs. Brandon went out with Mike Leno and Joe Dyer (soil scientists in Buffalo) to one of the PSI cover crop participants to pull soil cores and evaluate with the producer in the field.

**OTHER:** Tim is still on leave until December 17th. Lauren has announced her last day as being December 31st. Her successor has been chosen, but no starting date has been set yet. Congress passed a continuing resolution on December 6th to fund the government through December 21st.

**ENDOW REPORT:**

The rural council continues to work on their ENDOW initiative. The council will provide information on their recommendations to the new Governor.

**CCCD STAFF REPORTS:**

**Jennifer Hinkhouse, District Manager**

- Nov. 8- RCPP layout with Crystal
- Nov. 12- Holiday
- Nov. 13-16 WACD Convention, Evanston
- Nov. 19- Project Site visit with BLM
- Nov. 19- Tri County TBNG Call
- Nov. 19- NACD Forestry Resource Policy Group conference call
- Nov. 20- USFS trial plot layout
- Nov. 22-23 Holiday
- Nov. 26- Toured potential event space for convention 2019
- Nov. 27- TBNG Prairie dog meeting, Douglas
- Nov. 28- Timber Stand Improvement project layout
- Nov. 29- Little Powder River Watershed Steering Committee Meeting
- Nov. 30- Submitted RCPP annual report
- Dec. 3- Staff Meeting
- Dec. 4- RCPP Meeting, Sundance

- Dec. 5- Conference call with Assistant State Forester about RCPP
- Dec. 6- USFS Sage Grouse call
- Dec. 7- Christmas open house
- Dec. 10- Completed soil samples on cover crop participants
- Currently working on:
  - DEQ 319 Grant Annual Report
  - BLM Annual Report

**Debbie Hepp, Program Assistant**

- November 13-16-Attended WACD convention in Evanston
- November 26-Met with Complex to go through 2019 convention bid
- November 27-Assisted Clay with taking soil samples in Rozet
- November 29-Attended Little Powder River watershed meeting
- December 3-Attended staff meeting
- December 7-Attended Service Center Open House – 43 attended
- December 11-Attended board meeting

Working on:

- Seedling Tree Program – 1700 trees/4 rolls of weed barrier
- PSI deep pots
- Soil Workshop #3
- WCDEA Winter Training
- Legislative Breakfast 2018
- 2019 WACD convention proposal
- newsletter

**Crystal Kellebrew, Education Coordinator**

- November 8-RCPP layout
- November 12-Holiday-Office Closed
- November 14-RCPP layout
- November 15-Vacation
- November 22 & 23-Holiday-Office Closed
- November 27-Homeschool-Cloud in a Cup
- December 3-Staff Meeting
- December 5-PLT Conference Call
- December 6-Homeschool-Renewable/Non-renewable lesson
- December 7-Holiday Open house

Working on:

- Update to PLT Wyoming Guide
- Education Programs
- Facebook

**Clay Wood, Water/Range Technician**

- November 14 – RCPP Timber Thinning Unit Flagging
- November 20 – Flagging potential plots for USFS Dickenson Pasture
- November 27 – Soil sample collection for cover crop producers
- November 28 – Horse Creek TSI flagging additional units
- November 29 – Little Powder River Steering Committee Meeting
- December 10 – Soil sample collection for cover crop producers

Working on:

- Little Powder River Watershed Based Plan
- Planning Cover Crop/Soil Health Workshop in January
- Legislative Breakfast Water Quality Update
- Website updates

OLD BUSINESS:

A. Grants Update:

- DEQ-319:
  - CCCD is continuously working with the LPWSC to complete the 9 Element Plan draft by February. The committee will not be meeting on December.
  - Water quality results were analyzed, a full report was supplied to the Board for review.
  - CCCD continues to seek BMP's on Donkey Creek. A proposed well conversion is being sent to NRCS for technical assistance to see if we can help the landowner with a project. The annual report is due at the end of the week.
  - CCCD completed the WBE/MBE reports and quarterly report. The District will be receiving a reimbursement of \$20,880.49.
- WSFD:
  - CCCD staff has completed laying out the additional 17 acres of thinning. Maps have been completed and will put contract amendments together for the contractor and landowner to sign and be completed in January.
- RCPP:
  - Deadline for the second sign up for RCPP was November 2<sup>nd</sup>, 2018.
  - CCCD and NRCS are discussing forest management plans and how to utilize the \$80,000.00 in the budget.
- USFS:
  - Clay and Jen laid out several plots for vegetative project. CCCD and USFS will meet at the end of February to discuss final locations and other project details.
- BLM:
  - Field inspection of completed projects with BLM was conducted. Annual report is due December 30. An agreement has been signed with the landowner for the next phase of the project. The board reviewed and signed the agreement.

B. Prairie Dog Update:

- Jen attended a meeting on November 27<sup>th</sup>, there was a discussion on what the next steps of the process will be. The next meeting is December 17<sup>th</sup> and the group will review the final draft of the amendment before submitting to USFS.

NEW BUSINESS:

- A. Elect Vice-Chair: Due to the resignation from Bob Maul who was the Vice-Chair for the CCCD Board of Supervisors a new one needs elected, discussion followed.

**Lindsay Wood made a motion to elect Jaime Tarver as Vice-Chair for the CCCD Board of Supervisors. BJ Clark seconded the motion. Motion approved.**

B. Water Quality Update:

- The Board reviewed the Little Powder watershed updates.

C. Deep-pot Cottonwood Project Update:

- The Board reviewed the progress on the project.

D. Legislative Update:

- The Board reviewed a proposed amendment to the public records act. WACD is opposing this amendment and have sent a legal opinion out on the subject.

**Casey Elkins joined the meeting via-conference call.**

- E. BLM MOU:
- The District has a MOU with BLM to participate as a cooperating agency on the preparation of a supplemental EIS to the 2015 Buffalo RMP. This is specific to coal leasing and air quality. The first meeting will be held on December 19, 10:30-12:30.
- F. Colorecycle Program
- The district has implemented a marker recycle program since 2017. The District is sponsoring a Colorecycle Contest, to see which participating school can recycle the highest number of markers from November 26-February 26. There is a prize box of school supplies that will be awarded to the winner.

**Casey Elkins left the meeting via-conference call.**

- G. Board Member Appointment:
- The board reviewed the board member applications, discussion followed.

**Lindsay Wood moved to recommend Rich Hauber to fulfill the Rural position through 2020 to Department of Ag. Jaime Tarver seconded the motion. Motion approved.**

- H. WACD State Convention:
- The District staff has researched two different venues for hosting 2019 State Convention. Information will be compiled and submitted to WACD by the end of the month. Buffalo is also interested in hosting 2019 State Convention.
- I. LPR Watershed Update:
- LPRWSC has discussed monitoring efforts in the future. The committee reviewed 6 possible sampling projects and the logistics and finances behind them. After discussion the LPRWSC would like to continue our current monitoring without further MST. The committee would like to see sediment sampling conducted to look into the links between E.coli and sediment. Jen will keep the Board updated.
- J. Upcoming Events:
- Legislative Breakfast-December 20, 2018
  - Holiday-Office Closed-December 24/25, 2018
  - Holiday-Office Closed-December 31 & January 1, 2019
  - Eggs and Issues-January 3, 2019
  - CCCD Board Meeting-January 8, 2018
  - Soil Health Workshop-January 15, 2018
  - LPWSC-January 24, 2018

**ANY OTHER NEW BUSINESS:**

**EXECUTIVE SESSION:**

**No executive session was needed.**

**GOOD OF THE ORDER:**

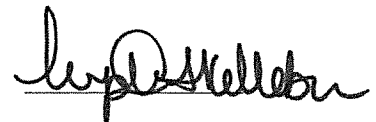
There being no further business the Chair stated the next regular Board meeting will be held January 8, 2019 at 4:00 p.m. in the Campbell County Public Library.

**ADJOURN:**

**BJ Clark adjourned the meeting at 6:01 p.m.**

**APPROVAL:**

These December 11, 2018 minutes of the Board are submitted for approval by:



These minutes are hereby approved on January 8, 2019:

*[Handwritten signature]*

*James L. Harvey*

*[Handwritten signature]*

*[Handwritten signature]*