

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
February 12, 2019

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:01 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Supervisor; BJ Clark, Supervisor; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; and Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, Campbell County Commissioner Liaison.

LINE ITEM CHANGE FY18:

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

**BJ Clark moved to approve the line item changes for FY19. 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 December 31, 2018, was **\$7,313.89**. The January 2019 deposit was **\$4,351.13**. Interest earned on FIB funds was **\$1.51**. Funds transferred from WGIF account to FIB checking account equaled **\$30,000.00**. Funds transferred from Grant Checking to FIB checking account equaled **\$0.00**. Total income was **\$34,352.64**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of January 2019 were **\$(30,815.16)**. As of January 31, 2019, the FIB checking account balance was **\$10,851.37**.

The Wyoming Government Investment Fund (WGIF) account balance as of December 31, 2018, was **\$111,763.13**. The January 2019 deposit was **\$0.00**. Interest earned on WGIF funds was **\$195.53**. Total income was **\$195.53**. Funds transferred to FIB checking account from the WGIF account were **\$(30,00.00)**. As of January 31, 2019, the WGIF account balance was **\$81,958.66**.

The Grant Checking account balance as of December 31, 2018, was **\$15,000.00**. The January 2019 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 January 2019 were **\$(0.00)**. As of January 31, 2019, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of December 31, 2018, was **\$4,865.74**. The January 2019 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.58**. Total income was **\$0.58**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of January 2019 were **\$(0.00)**. As of January 31, 2019, the BHYC account balance was **\$4,866.32**.

The Authorized Voucher Report including checks from FIB Checking #9463 through #9474, and online payments were presented for review and approval by the Board.

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

MINUTES:

Casey Elkins moved to approve the minutes of the Board as written from the January 8, 2019 meeting. BJ Clark seconded. Motion approved.

NRCS REPORT:

**EQIP:** NRCS is working on 2019 applications. NRCS has two high tunnel applications that are preapproved from sign-up 1 that cannot be obligated until some issues with the shutdown and new Farm Bill are resolved. NRCS is working on the eligibility and ranking of the 2019 applications.

**RCPP:** The RCPP applications from Crook and Weston are preapproved but are not able to be obligated yet. None of the applications from Campbell were preapproved. The unfunded applications were rolled over into the 2019 EQIP forestry subaccount.

**CSP:** All 2018 annual payments are completed, and NRCS is assisting participants in starting and implementing the 2019 enhancements.

**CTA:** Tim and Jessica met with EPA and USFWS representatives to look at a mitigation project at Burlington Lake. NRCS will assist with the vegetation monitoring this summer. Jessica is assisting WYG&FD with the Spring Creek Grazing Association project.

**OTHER:** Tim & Brandon will be attending a cultural resources refresher training March 7&8 in Gillette. Jessica will be attending cultural resources training in Casper in May.

CCCD STAFF REPORTS:

**Jennifer Hinkhouse, District Manager**

- January 9 – Interview for Plank Stewardship Initiative review.
- January 10 – Met with Hanna to discuss BMP project.
- January 15 – Assisted with set up for soils workshop.
- January 16 – Attended SAIT web-meeting and WCDEA conference call.
- January 17 – Sick Day
- January 18 – Southwest Forestry Network Call.
- January 21 – Holiday
- January 24 – Little Powder River Watershed Steering Committee Meeting.
- January 28 – Joint Water Quality meeting with CCNRD.
- January 29 – Attended staff meeting.
- January 30 – Met with landowner on BLM agreement; submitted WDEQ Quarterly Report; RCPP Report; WSFD Report.
- February 1-7 – NACD Convention San Antonio, TX.
- February 8 - Vacation
- Currently working on:
  - Budget
  - Personnel Policy Revision
  - Little Powder River Plan

**Debbie Hepp, Program Assistant**

- January 15 – Set up and take registration at soil workshop.
- January 16 – Attended WCDEA conference call.
- January 24 – Attended Little Powder River Watershed meeting.
- January 29 – Attended staff meeting.
- February 7 – Deliver B&B's.
- February 12 – Attended Board Meeting.
- Currently working on:
  - Seedling Tree Program – sold 3361 trees/10 rolls of weed barrier
  - WCDEA Winter Training

- Ag Expo
- Little Powder River Watershed Plan

#### Crystal Kellebrew, Education Coordinator

- January 11 – Vacation
- January 15 - Attended soil health workshop.
- January 16 – Meadowlark School Presentation -Deforestation.
- January 18-25 – Newsletter
- January 21 – Holiday
- January 29 – Attended staff meeting.
- January 31 – Sick.
- Currently working on:
  - PLT workshop and guide updates.
  - Principals Meeting.
  - BHNRYC
  - Home School education session
  - Education Programs
  - Children’s Festival

#### Clay Wood, Water/Range Technician

- January 15 – Soil Health Workshop
- January 17 – Rotary Presentation – CCCD overview and water quality summary.
- January 18/22 – Bereavement Leave
- January 21 – Holiday
- January 24 – Little Powder River Watershed Steering Committee Meeting
- January 28 – Joint water quality meeting with CCNRD.
- January 29 – Staff Meeting.
- January 30 – Northeast SRM Annual Convention for Range Management, Minneapolis, MN.
- Currently working on:
  - Little Powder River Watershed Based Plan
  - Water date analysis
  - Planning for upcoming monitoring season
  - Website updates

#### Additional Information:

- County/City Board Training on March 20 or 21 you must attend once per term.
- Budget Update: CCCD received the budget form from the County on 2/6. It is due no later than February 28. It has previously been due in March. We will need to schedule a special board meeting. **Budget Board meeting has been scheduled for February 25 at 4 p.m.**

#### OLD BUSINESS:

##### A. Grants Update:

- WDEQ-319
  - Completed the quarterly report with \$6,706.74 in reimbursements. There will be a line item change within grant to account for additional time in creating the Little Powder River Watershed Restoration Plan. The main focus of that grant currently finalizing a draft of the document for public comment.
- WSFD Bark Beetle Grant
  - Fourth quarter report was submitted last month. There has been limited activity with the grant since the amendment was complete. There were \$718.13 in reimbursements and \$941.36 in matching funds.
- BLM

- We have completed another phase of the BLM – Little Powder Watershed Restoration Grant. Jen and Tim made a field visit to the project, a well development, to certify that it had been properly installed to NRCS's specifications. Final paperwork was submitted to NRCS and certified. Final payment was \$16,063.30 which is a 75% cost-charge. Jen will submit the paperwork to be reimbursed for that this week. There are a few thousand remaining in that agreement and we will meet with BLM to see what opportunities exist.

B. Soil Workshop

- The workshop was January 15, with over 30 in attendance. The workshop received great response and will possibly have a panel of producers who have participated in a cover crop program in the future.

C. NACD Update

- Jen attended NACD Convention in San Antonio, TX. She participated in the Forestry RPG meeting and discussed our work with the southwest region forestry network. Reviewed forestry related resolutions. Attended NCDEA meeting and worked on building relationships nationally as our State President could not attend. Also attended the natural resources committee meeting and provided comments on invasive species resolutions. Participated in the southwest region meeting. Attended breakout sessions on staff management, watershed reporting, and National Conservation Partnership Program. Next annual meeting will be in Las Vegas.

NEW BUSINESS:

A. National Rivers & Stream Assessment

- Jen gave some background information on the national rivers and stream assessment. There was resolution pertaining to this at National Convention and it passed.

B. Little Powder River Watershed Meeting

- Jen will present the plan to the County Commissioners on February 28. The document is set to be released March 6 for its 45-day comment period. The document was sent to WDEQ in draft form for additional time frame for their comments.

C. Belle Fourche Joint Watershed Meeting

- CCCD met with CCNRD to discuss water quality in the Belle Fourche Watershed on January 28. At the meeting they reviewed the water sampling results from the last sampling season. They also discussed trends that might be present and looked for relationships between E.coli and turbidity; E.coli and precipitation; E.coli and presence or absence of wildlife/livestock. CCCD presented the microbial source tracking results; as well as future monitoring and partnering.

D. Legislative Update

- SF57 – Public Records Act – The bill did not pass conference and will be assigned to a committee. It will then go through 3 readings in the House, it has passed the Senate with amendments, those were sent out in an email.
- Waters of the US – Public hearing on the definition on February 14 3:30 p.m. EPA also plans to host a webinar on March 7, to discuss the trading memo and its ongoing work to reduce excessive nutrients in waterways.

E. DEQ Permit Amendment

- WDA wants to know if we wish to comment. After further discussion it was decided to not submit comments.

F. Records Request

- The District has received additional records request, after Jen sent them the email on how much it cost them per our rule, they withdrew their request.

G. Personnel Policy

- The Board requested the we review the drug and alcohol policy and consider updating it. Jen researched a few options for the Board to review. Discussion followed.

BJ Clark moved to adopt the draft policy based on LGLP's drug and alcohol policy recommendations, to replace existing drug and alcohol policy in the CCCD Policy Handbook. Casey Elkins seconded the motion. Motion approved.

H. Upcoming Events:

- SRM Meeting – February 10-14, 2019
- Chamber Luncheon – February 12, 2019
- CCCD Board Meeting – February 12, 2019
- Presidents Day – Office Closed – February 18, 2019
- WY Watershed Conference – February 20-21, 2019
- PLT Workshop – February 23, 2019
- Prairie Dog Meeting – February 26, 2019
- LPWSC Meeting – February 27, 2049
- Little Powder Commissioner Meeting – February 28, 2019
- Children's Festival – March 2, 2019
- CCCD Board Meeting – March 12, 2019

**EXECUTIVE SESSION:**

Casey Elkins made a motion at 6:06 p.m. to enter into Executive Session to discuss personnel. BJ Clark seconded the motion. Motion approved.

Casey Elkins moved to end the executive session at 6:34 p.m. BJ Clark seconded. Motion approved.

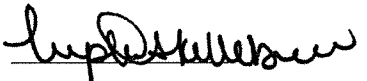
**GOOD OF THE ORDER:**

There being no further business the Chair stated the next regular Board meeting will be held March 12, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

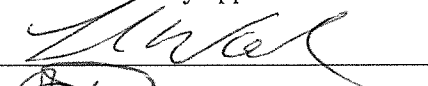

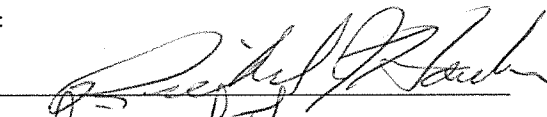
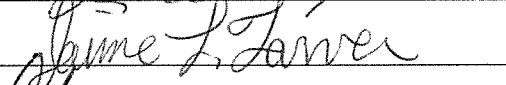
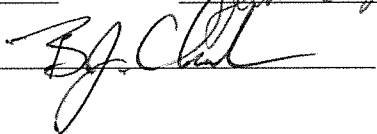
**ADJOURN:**

Lindsay Wood adjourned the meeting at 6:35 p.m.

**APPROVAL:**

These February 12, 2019 minutes of the Board are submitted for approval by: 

These minutes are hereby approved on March 12, 2019:

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
February 25, 2019

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:02 p.m.

Attendees were: Casey Elkins, Vice-Chair; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; and Crystal Kellebrew, Education Coordinator.

Via-Conference Call: Lindsay Wood, Vice Chair and Jaime Tarver, Secretary/Treasurer.

NEW BUSINESS:

A. CCCD Budget FY20:

- i. The Board reviewed the Campbell County Optional 1% Funding Application FY 20, it is due to the County Commissioners on February 28, 2019.
- ii. The Board reviewed the City of Gillette 1% Funding Application.

Richard Hauber moved to approve the FY20 Campbell County Optional 1% Funding Application with corrections. Jaime Tarver seconded the motion. Motion approved.

Richard Hauber moved to approve the City of Gillette 1% Funding Application in the amount of \$45,840.00. Jaime Tarver seconded the motion. Motion approved.

EXECUTIVE SESSION:

No executive session was needed.

GOOD OF THE ORDER:

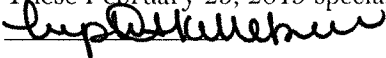
There being no further business the Chair stated the next regular Board meeting will be held March 12, 2019 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:


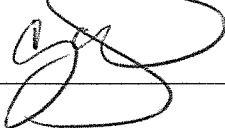
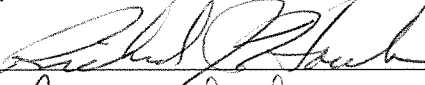
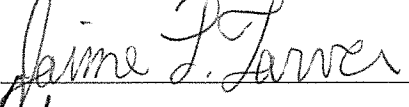
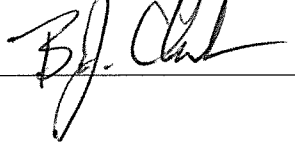
Lindsay Wood adjourned the meeting at 4:47 p.m.

APPROVAL:

These February 25, 2019 special minutes of the Board are submitted for approval by:



These minutes are hereby approved on March 12, 2019:

  
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