

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
January 10, 2017**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:04 p.m.

Attendees were: Lindsay Wood, Chair; BJ Clark, Vice-Chair; Casey Elkins, Secretary/Treasurer; Travis Hakert, Supervisor; Bob Maul, Supervisor; Brenda Schladweiler, Associate Board Member, Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Jay Quintanilla, Water/Range Technician; and Tim Kellogg, District Conservationist. Guest in attendance was Clark Kissack, Campbell County Commissioner Liaison.

ELECTION OF OFFICERS:

Travis Hakert nominated a slate of officers – Lindsay Wood, Chair; BJ Clark, Vice-Chair; Casey Elkins, Secretary/Treasurer and Bob Maul, Employee Liaison. Hearing no further nominations, the Chair closed nominations. A vote was taken and the slate of officers was approved.

BUDGET AMENDMENT:

BJ Clark moved to accept the Resolution FY2016-2017 budget line item changes. Casey Elkins seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from October 2016 – December 2016. Travis Hakert made a motion to approve the account reconciliation from October 2016 – December 2016. Casey Elkins seconded the motion. Motion approved. Bob Maul made a motion to approve the bank statements from October 2016 – December 2016. Travis Hakert 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 November 30, 2016 was **\$93,774.67**. The December 2016 deposit was **\$3,802.17**. Interest earned on FIB funds was **\$6.85**. 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 **\$3,809.02**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of December 2016 were **(\$29,366.96)**. As of December 31, 2016 the FIB checking account balance was **\$68,216.73**.

The Wyoming Government Investment Fund (WGIF) account balance as of November 30, 2016 was **\$109,047.59**. The December 2016 deposit was **\$0.00**. Interest earned on WGIF funds was **\$37.51**. Total income was **\$37.51**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of December 31, 2016 the WGIF account balance was **\$109,085.10**.

The Grant Checking account balance as of November 30, 2016 was **\$50,311.87**. The December 2016 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 December 2016 were **(\$39,363.84)**. As of December 31, 2016 the Grant Checking account balance was **\$10,948.03**.

The BHYC Checking account balance as of November 30, 2016 was **\$4,105.52**. The December 2016 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.34**. Total income was **\$0.34**. Funds

transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of December 2016 were (\$0.00). As of December 31, 2016 the BHYC account balance was \$4,105.86.

The Authorized Voucher Report including checks from FIB Checking #9095 through #9103, and no checks issued from Grant Checking, BHYC Checking and online payments were presented for review and approval by the Board.

Bob Maul moved to approve the financial report and the authorized voucher report. Casey Elkins seconded. Motion approved.

MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the December 12, 2016 meeting. BJ Clark seconded. Motion approved.

CCCD PRESENTATION:

A PowerPoint on the CCCD history was presented.

NRCS REPORT:

EQIP: Construction has slowed down with the weather but is proceeding on a few contracts. NRCS has started planning on 2017 EQIP applications and are in the process of determining eligibility and ranking. NRCS currently has 42 applications in Protracts for 2017 funding. They have screened 11 of these medium and eligible for ranking. Four of these are Seasonal High Tunnels, four Fabricated Metal Windbreaks and three Livestock Water Development applications. NRCS will be meeting with the Buffalo and Sheridan offices on January 26 to review the rankings within the Division. The four High Tunnel applications are also being ranked under AMA.

CSP: NRCS has 6 new applications for 2017 funding. They have not received the acreage allocation for CSP yet but it is expected that most of the allocation will be designated for Sage-grouse related projects. There are 5 2013 CSP that are eligible for renewal this year.

CRP: NRCS will continue to work on the second phase of the CCRP on the Little Powder River. FSA announced that 5 offers in Campbell County were accepted under the second CRP-Grasslands sign-up but only one decided to continue with their application. NRCS will assist this landowner with grazing plans and seeding recommendations.

CTA: NRCS has had four requests for Technical Assistance. Two of these are for livestock pipeline design and two for fencing and grazing recommendations.

Other: Tim will be on leave from January 12th to January 17nd. Brandon will on leave from February 9th to February 20th. Tim will be presenting at the land exchange workshop about NRCS programs on January 25th.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. Crystal is continuing to work on her presentation for National Convention.
2. Vacation from December 26th – January 3rd.
3. It is time again to distribute the SWCS bracelets. The Board will continue to support the District doing the work of putting them together and distribution.
4. December 12, homeschool presentation for 11 students on the enviroscape.
5. December 20, attended Legislative Breakfast.

B. Debbie Hepp:

1. December 12, Participated in NACD Webinar on small acre issues.
2. December 20, attended Legislative Breakfast.
3. January 9, attended the first WPLI Fortification Meeting.

Travis Hakert moved for Jay to attend the WPLI meetings with Debbie as a back-up. BJ Clark seconded the motion. Motion approved.

4. Continuing to work on seedling trees sales (2,000 trees sold), working on Ag Expo Donations (currently received \$1,500.00), planning of the Land Exchange Workshop.
- C. Jay Quintanilla:
1. December 14, Final inspection and photo point collection on TSI projects.
 2. December 20, attended Legislative Breakfast Breakfast.
 3. Vacation from December 26 – January 2.
 4. January 10, attended Ventenata and Medusa Head conference call.
- D. Jennifer Hinkhouse:
1. December 19, participated in NACD Forestry RPG call preparing for Denver meeting and summer meeting which will be taking place in Deadwood June 20-22.
 2. December 20, held our Legislative.
 3. Finished up the last forestry project, completed compliance checks and final payment to contractors.
 4. Jay and Jen have been working on compiling the Campbell County Forestry Strategy working groups edits for the meeting in February.
 5. January 4, attended the NFAB meeting in Rapid City. Jen provided an update on Forestry issues in Wyoming.
 6. January 6, attended Eggs & Issues – Legislators discussed several issues and bills.
 7. Jen contacted our insurance company to discuss what would happen if an employee is in a vehicle accident in their own vehicle while doing district business, they would go with their insurance and they file a workers comp claim. The company encouraged the district to always purchase insurance from a rental car company as our insurance will not cover it.

OLD BUSINESS:

- A. Grants Update:
- a. WSFD - Bark Beetle Grant: Completed on December 21 and a final report was submitted to WSFD for their review.
 - b. WDEQ – Phase II Grant: Jay and Jen reviewed the PIP (project implementation plan) and budget and submitted all changes to WDEQ. The PIP was approved by WDEQ and submitted to EPA for final approval. WDEQ is hopeful that funds will be released in the spring.
 - c. Jen has reviewed the funding associated with grants so that the district can see where they are at funding wise, a spreadsheet was distributed to the Board Members. We have roughly \$25,000.00 in staff funding secured through 2020.
- B. Grant Applications Update
- a. RCPP – The District has been approved for RCPP in the amount of 1.28 million for the Northeast Forest Resiliency Project. Jen was interviewed by Wyoming Public Radio on the RCPP Grant, we were also in Society of American Foresters National Newsletter. The District will be working on the agreement for the project with NRCS, however we are still working on the issues with the conservation practices and changes.

NEW BUSINESS:

- A. CCCD Policies: The Board tabled until next meeting.

Travis Hakert moved to table the discussion on CCCD Policies until the February Board Meeting. Casey Elkins seconded the motion. Motion approved.

- B. Legislative Update: The Board reviewed the latest update from WACD.
- C. Supervisor and Employee Certification: Training is scheduled for February 22-24, in Cheyenne. Jay will be attending so that everyone in the office is certified.
- D. NRCS Forestry Practices: An updated practice guidance came out from NRCS, with this there have been some updates including land designations and forest management plans. These changes can

pose serious delays to RCPP as well as limit future application of forestry funding in the county. There are other Boards in the northeast corner that will be sending a letter to Astrid Martinez, NRCS State Conservationist in regards to these changes and finding solutions moving forward. Jen asked the Board if they would like to sign on to the letter.

Travis Hakert moved for the District to send a letter to NRCS to voice our concerns on the practice guidance for forestry practices that came out. Bob Maul seconded the motion. Motion approved.

- E. CCCD Audits: The Districts audit has been completed and has been submitted to Department of Audit. Jen will be working with Deanna to set up a deferred revenue account, this is where our carry over dollars will be noted for our legally restricted funds.
- F. Upcoming Events:
 - a. Land Exchange and Other Collaborative Natural Resource Problem Solving Tools Workshop – January 25, 2017
 - i. The Board discussed if they would like to pay for advertisement.

Travis Hakert moved for the District to advertise the Land Exchange Workshop in the Wyoming Livestock Round-up. BJ Clark seconded the motion. Motion approved.

- b. NACD Convention – January 28 – February 1, 2017
- c. CCCD Board Meeting – February 14, 2017

EXECUTIVE SESSION:

No executive session was needed.

GOOD OF THE ORDER:

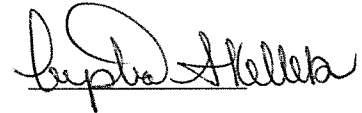
There being no further business the Chair stated the next regular Board meeting will be held February 14, 2017 2016 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

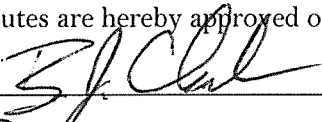
Lindsay Wood adjourned the meeting at 5:58 p.m.

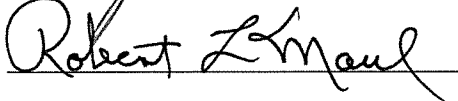
APPROVAL:

These January 10, 2017 minutes of the Board are submitted for approval by:



These minutes are hereby approved on February 14, 2017:




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