

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
January 9, 2018

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:05 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; and Tim Kellogg, District Conservationist. Guests in attendance were Randy Williams.

ELECTION OF OFFICERS:

Casey Elkins nominated a slate of officers – BJ Clark, Chair; Bob Maul, Vice-Chair; and Casey Elkins; Secretary Treasurer.

Bob Maul moved for BJ Clark, Chair; Bob Maul, Vice Chair; and Casey Elkins; Secretary/Treasurer. BJ Clark seconded the motion. Motion approved.

Casey Elkins made a motion to nominate Lindsay Wood as Employee Liaison. Bob Maul seconded the motion. Motion approved.

ELECTION OF FINANCIAL INSTITUTE & OFFICIAL NEWSPAPER:

Casey Elkins moved to retain First Interstate Bank as the District's financial institute and to maintain excess operating funds in the Wyoming Government Investment Fund account. Bob Maul seconded the motion. Motion approved.

Casey Elkins moved to retain the Gillette News Record as the District's official newspaper. Lindsay Wood seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from October 2017-December 2017.

Bob Maul made a motion to approve the account reconciliation from October 2017-December 2017. Casey Elkins seconded the motion. Motion approved.

Bob Maul made a motion to approve the bank statements from October 2017-December 2017. Lindsay Wood seconded the motion. Motion approved.

BUDGET AMENDMENT:

BJ Clark moved to accept the Resolution FY17/18 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 November 30, 2017, was \$159,046.41. The December 2017 deposit was \$42,531.40. Interest earned on FIB funds was \$11.30. 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 \$42,542.70. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant

Checking \$(0.00). Expenditures for the month of December 2017 were (\$37,542.31). As of December 31, 2017, the FIB checking account balance was \$164,046.80.

The Wyoming Government Investment Fund (WGIF) account balance as of November 30, 2017, was \$109,800.76. The December 2017 deposit was \$0.00. Interest earned on WGIF funds was \$91.38. Total income was \$91.38. Funds transferred to FIB checking account from the WGIF account were \$(0.00). as of December 31, 2017, the WGIF account balance was \$109,892.14.

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

The BHYC Checking account balance as of November 30, 2017, was \$5,329.71. The December 2017 deposit was \$250.00. Interest earned on BHYC funds was \$0.38. Total income was \$250.38. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of December 2017 were (\$250.00). As of December 31, 2017, the BHYC account balance was \$5,330.09.

The Authorized Voucher Report including checks from FIB Checking #9273 through #9283 and online payments were presented for review and approval by the Board.

Casey Elkins moved to file the financial report and to approve the authorized voucher report. Lindsay Wood seconded the motion. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes of the Board as written from the December 12, 2017 meeting. Lindsay Wood seconded. Motion approved.

NRCS REPORT:

EQIP: The sign-up deadline for 2018 applications was November 17, 2017. There is interest in the soil health subaccount for planting cover crops. The ranking questions have been written for the division and approved by the state office programs staff. NRCS is currently gathering eligibility documentation and ranking the new applications. NRCS has 22 applications screened medium and will be ranked. These include 3 high tunnels, 9 livestock water development applications, 9 for soil health and one for a pollinator seeding. With the open fall and winter, construction on several projects is still progressing.

CSP: NRCS is progressing with completing all the annual payments with only a few left where the producer elected to be paid after January 1st. There are 5 CSP contracts that were written in 2014 that will be eligible to renew if they choose to.

CRP: Nationally CRP has reached its acreage cap for the year, no new CCRP contracts are being accepted at this time. NRCS currently does not have any interest in CCRP.

CTA: Tim has been working with Cheryl Mandich of the American Bird Conservancy on fencing and water development projects in the county. Tim has also been assisting the Spring Creek Grazing Association with their fence replacement project.

OTHER: Tim has volunteered to be an instructor for the new employees' boot camp training. He will have a training session in Ft. Worth February 5th – 9th and will be an instructor for 3 weeks from April 16th to May 4th in Lincoln, NE. Brandon will be the 'acting DC' during both times.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. December 20, attended Legislative Breakfast.
2. December 21 – January 2, child Surgery/vacation.
3. January 3, staff meeting.

- B. Debbie Hepp:
 - 1. December 20, attended legislative breakfast.
- C. Jay Quintanilla:
 - 1. December 18, TSI field tour with Wyoming State Forestry Division.
 - 2. December 20, Legislative Breakfast.
 - 3. December 22 – January 1, Annual Leave.
 - 4. January 2, TSI flagging.
 - 5. January 3, Soil Health CCNRD.
 - 6. January 4, TSI flagging.
 - 7. January 5, water quality meeting CCNRD.
- D. Jennifer Hinkhouse:
 - 1. December 15, submitted the Phase II Annual Report to Wyoming Department of Environmental Quality.
 - 2. December 18, met with Wyoming State Forestry Health Specialist and Assistant State Forester to show them past project work and current project site.
 - 3. December 20, Legislative breakfast to discuss District and current topics with State Legislators.
 - 4. December 20, Attended the National Association on Conservation Districts Forestry Resource Policy Group teleconference.
 - 5. December 21-26, Annual Leave.
 - 6. December 28, wrote an article for Barnyards & Backyards on Water Quality for Livestock.
 - 7. January 5, conference call with Crook County Natural Resource District on the upcoming joint water meeting.

OLD BUSINESS:

- A. Grants update:
 - a. WSFD Bark Beetle Grant: WSFD and the District continue to work towards putting together the current timber project. Staff has flagged units over the last month. CCCD now has around 140 acres on the ground with another 60 acres to be flagged. Staff has a goal to have the project out for bid in the next month and have contractor bids for the board to review at next months board meeting. Jen is working on a quarterly report for the Bark Beetle Grant for Horse Creek I & II that is due by the end of January.
 - b. DEQ Phase II project: Staff continues to work on trying to get BMP applications. Jay and Jen will be on Basin Radio on January 16th to promote the cost-share and the District. Depending on the number of applications received the District will set a DCWSC meeting to review applications and make funding recommendations. The District has set a date to reconvene/re-establish the Little Powder Watershed Steering Committee February 21 from 1-3 p.m. at the Campbell County Public Library.
 - c. The District was contacted by WDEQ about where we are at on the Watershed Base Plan. Jay has been taking our existing data sets and calculating the load duration curves needed in the document and reviewing other CD's watershed base plans in preparation for our landowner/committee meeting. WDEQ is suggesting another option for TMDL alternative. This new model was created by North Dakota and submitted to Region 8 EPA for approval. Although no approved yet, WDEQ TMDL Coordinator feels this document might be appropriate for the Little Powder Watershed. Jen has contacted WACD Watershed Coordinator and she is currently in the process of reviewing the ND document and will be providing us with more information later. With the limited information that the District has at this point the Board would like a recommendation from the Little Powder River Steering Committee.
 - d. RCPP: There is a meeting scheduled for January 16th with the partners to discuss the project.
- B. Legislative Breakfast Update: The breakfast went well, great discussion with Legislators and Commissioner Kissack on audit requirements for districts, bark beetle funding and budget in

general. Staff also had follow up discussions with Representative Barlow and sent out additional information to Representative Hallinan.

NEW BUSINESS:

- A. WACD Sponsorship: WACD and WNRF are requesting conservation districts to consider contributing \$125-\$150 dollars to the UW Athletic event sponsorship. This would cover half of the cost associated with the event, the total cost is \$8,500.00. After further discussion from the Board they have decided to not sponsor the event due to tightening budgets.
- B. Special District Association: A meeting is scheduled in Casper on January 17th from 1-3 p.m. to discuss special district association. After further discussion the Board decided to have Jen attend on behalf of the District.
- C. Legislative Issues: HB 23, Conservation District Audits, the Joint Corporations bill to address the audit situation for Conservation Districts has been posted.
- D. Value Added Workshops: CCCD was approached by Audubon Rockies in regards to helping put together workshops for value added option for livestock producers. This would include their Audubon conservation ranching program and Audubon certified bird friendly program. After further discussion from the Board they decided to not partner on a workshop now but would help advertise in our newsletter, website and Facebook page.
- E. BLM – Sage Grouse RMP Amendments: CCCD received a letter from BLM about the potential amendment to the BLM land use plans specifically concerning great-sage grouse. They asked if CCCD would like to participate as a cooperating agency to participate in the development of the environmental analysis of the various alternatives in the land amendment. Jen signed the intent to become cooperators and sent it to BLM.
- F. 2018 Priorities: The Board reviewed a spreadsheet listing all CCCD employees 2018 priorities.
- G. FY19: Jen will have a draft county budget for the Board review at the February Board Meeting.
- H. Upcoming Events:
 - a. Wyoming Equality Day Office Closed – January 15, 2018
 - b. Eggs & Issues – January 30, 2018
 - c. Joint Water Quality Meeting with CCNRD – January 22, 2018
 - d. State Technical Meeting – January 23, 2018
 - e. NACD Convention – January 26-31, 2018
 - f. Estate Planning Workshop – February 8, 2018
 - g. CCCD Board Meeting – February 13, 2018
 - h. Holiday Presidents Day – February 19, 2018
 - i. Conservation District Training – February 27-March 1st, 2018 Cheyenne, WY

EXECUTIVE SESSION:

No executive session was needed.

GOOD OF THE ORDER:

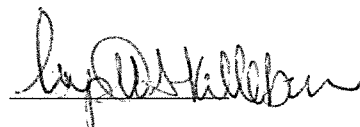
There being no further business the Chair stated the next regular Board meeting will be held January 9, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

BJ Clark adjourned the meeting at 5:55 p.m.

APPROVAL:

These January 9, 2018 minutes of the Board are submitted for approval by:



These minutes are hereby approved on February 13, 2018:

