

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
January 8, 2019**

**CALL TO ORDER:**

BJ Clark, Chair called the meeting to order at 4:03 p.m.

Attendees were: BJ Clark, Chair; Casey Elkins, Supervisor; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Clay Wood, Water/Range Technician; and Tim Kellogg, NRCS. Guests in attendance were Rich Hauber and Jessica Weathers, Bird Conservancy of the Rockies/NRCS.

**ELECTION OF OFFICERS:**

Casey Elkins nominated a slate of Officers - Lindsay Wood, Chair; Casey Elkins, Vice Chair and Employee Liaison, and Jaime Tarver, Secretary/Treasurer.

**Jaime Tarver made the motion for Lindsay Wood, Chair; Casey Elkins, Vice Chair and Employee Liaison, and Jaime Tarver, Secretary/Treasurer. BJ Clark seconded the motion. Motion approved.**

**ELECTION OF FINANCIAL INSTITUTE AND 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. BJ Clark seconded the motion. Motion approved.

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

**BANK STATEMENTS AND ACCOUNT RECONCILIATION:**

The Board reviewed the bank statements and account reconciliation from October 2018-December 2018.

**Casey Elkins made a motion to approve the account reconciliation from October 2018-December 2018. Jaime Tarver 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, 2018, was **\$36,279.05**. The December 2018 deposit was **\$27.00**. Interest earned on FIB funds was **\$3.12**. 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 **\$30.12**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of December 2018 were **\$(28,995.28)**. As of December 31, 2018, the FIB checking account balance was **\$7,313.89**.

The Wyoming Government Investment Fund (WGIF) account balance as of November 30, 2018, was **\$111,560.18**. The December 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$202.95**. Total income was **\$202.95**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. as of December 31, 2018, the WGIF account balance was **\$111,763.13**.

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

The BHYC Checking account balance as of November 30, 2018, was \$4,865.16. The December 2018 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 December 2018 were (\$0.00). As of December 31, 2018, the BHYC account balance was \$4,865.74.

The Authorized Voucher Report including checks from FIB Checking #9456 through #9462, 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. Casey Elkins seconded the motion. Motion approved.**

#### MINUTES:

**Casey Elkins moved to approve the minutes of the Board as written from the December 11, 2018 meeting. BJ Clark seconded. Motion approved.**

#### NRCS REPORT:

**EQIP:** Tim is working on 2019 applications. They have two high tunnel applications that are preapproved from sign-up one cannot be obligated until the shutdown is resolved.

**RCPP:** NRCS is finishing up eligibility reviews for the applications from Crook and Weston counties. None of the applications from Campbell County were preapproved.

**CSP:** NRCS is working on making the 2018 payments that were deferred to 2019.

**CTA:** Brandon has been working on some CTA maps and program eligibility. Jessica will be taking over Lauren's project with the Spring Creek Grazing Association.

**OTHER:** Jessica Weathers started January 7<sup>th</sup> as the Bird Conservancy of the Rockies private land biologist.

Currently NRCS is exempt from the shutdown. They are operating business as usual until they spend all the mandatory and discretionary funds from past years and what was allocated in the 2018 Farm Bill with a few limitations such as not being able to obligate new contracts.

#### ENDOW REPORT:

Appointed as the Conservation District representative to the rural council, Jaime Tarver reported following the election of a new governor the council members will be re-appointed.

#### CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- Dec. 11- Board meeting
- Dec. 13- Special District Association call
- Dec. 14- Forestry RPG call
- Dec. 17- Prairie dog meeting in Douglas
- Dec. 19- Staff Meeting
- Dec. 20- Legislative Breakfast
- Dec. 24 & 25- Holiday
- Dec. 31 & Jan - Holiday
- Jan 2 to Jan. 4- Vacation
- Completed:
  - DEQ 319 Grant Annual Report
  - BLM Annual Report

- WDA Prairie dog comment letter
- Currently working on:
  - Bark Beetle Quarterly Report
  - DEQ Quarterly Report
  - RCPP Quarterly Report

Debbie Hepp, Program Assistant

- December 19- Attended staff meeting
- December 20 - Attended Legislative Breakfast
- January 3- Attended Chamber Eggs and Issues meeting
- January 8- Participated in Winter Training conference call
- January 8- Attended board meeting
- Working on:
  - Seedling Tree Program – sold 1965 trees/4 rolls of weed barrier
  - Soil Workshop #3
  - WCDEA Winter Training
  - Newsletter
  - Ag Expo

Crystal Kellebrew, Education Coordinator

- December 14/17- Sick
- December 19- Staff Meeting
- December 20- Legislative Breakfast
- December 24- January 4- Vacation
- January 7- Sick Kid
- Working on:
  - Updates to PLT Wyoming Guide
  - Education Programs
  - Facebook
  - BHNRYC Grant

Clay Wood, Water/Range Technician

- December 20 – Legislative Breakfast
- December 20 – NACD Urban and Community Webinar
- December 24-25 – Holiday
- December 31-January 1 – Holiday
- Working on:
  - Little Powder River Watershed Based Plan
  - Planning Cover Crop/Soil Health Workshop – January 15<sup>th</sup>
  - Inventory and planning for upcoming monitoring season
  - Website updates

A. BLM regions: Jennifer reviewed a release from BLM stating BLM is proposing existing region boundaries to be changed to watershed boundaries. She will keep the board informed of upcoming information.

B. Public records: There was a court decision in Newcastle pertaining to a public records request for a Water Improvement District. This court decision could set precedence for public records litigation/ policies in the future.

OLD BUSINESS:

A. Grants Update:

- WSFD Bark Beetle grant:
  - CCCD has completed the contract amendments and notified the contractor they are ready for signatures.

- Both landowners have come in and reviewed the new units and signed off on the amendment.
- WDA lab funds:
  - CCCD submitted a request for reimbursement of \$396.46 for waders, boots, and watershed conference registration.
- WDEQ 319:
  - Staff is working on the final sections of the Little Powder Plan.
  - Staff is requesting quotes from the lab and suppliers to perform project budgeting.
  - Clay contacted GeoTech on calibrating equipment prior to season.
- B. Prairie Dog Update:
  - Recommendations for the plan amendment were submitted by WDA to the USFS.
  - CCCD wrote a letter of support.
  - WCCA will be convening the meeting in the future. The next meeting is Feb. 26 from 10-4pm in Douglas.

**NEW BUSINESS:**

- A. Legislative Update: Jennifer will forward the updates she receives from WACD to the board for their review.
- B. Investment Policy: The Statement of Investment Policy was reviewed.

**Casey Elkins made a motion to approve the Statement of Investment Policy. BJ Clark seconded the motion. Motion approved.**

- C. FY20 Budget: Jennifer submitted a draft of the budget for the Board to review. Discussion followed.
- D. Campbell County Chamber of Commerce – Advocacy Committee: The Chamber stated there is no one currently filling the Agriculture position on the Committee at this time. Casey Elkins requested more information on the Committee and time commitment.
- E. 2019 WACD Convention: WACD announced the 2019 Convention would be held in Buffalo, WY. For budget purposes, all board members stated they plan to attend.
- F. “Meeting the Nutritional Needs of Beef Cattle” Workshop Sponsorship: Jennifer presented a request to sponsor the workshop from Blaine Horn, University of WY Extension Educator. Due to budget constraints the Board decided to not sponsor the event. CCCD has been focusing on its soil health workshops and does not have funds available for additional workshops at this time.
- G. Upcoming Events:
  - CCCD Board Meeting – January 8, 2019
  - Soil Health Workshop – January 15, 2019
  - Rotary Presentation – January 17, 2019
  - Holiday-Office Closed – January 21, 2019
  - LPWSC – January 24, 2019
  - NACD Meeting – February 1-7, 2019
  - SRM Meeting – February 10-14, 2019
  - CCCD Board Meeting - February 12, 2019
  - WY Watershed Conference – February 20-21, 2019
  - PLT Workshop – February 23, 2019
  - Belle Fourche Meeting – February 28, 2019

**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 February 12, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

**ADJOURN:**

Lindsay Wood adjourned the meeting at 6:20 p.m.

**APPROVAL:**

These January 8, 2019 minutes of the Board are submitted for approval by: Debbie Herz

These minutes are hereby approved on February 12, 2019:

Lindsay Wood                      Debbie Herz  
BJ Clark                              Lindsay Wood  
[Signature]                              \_\_\_\_\_

2  
Staff Report 3/12/19

**Jennifer Hinkhouse, District Manager**

- January 9- Interview for Plank Stewardship Initiative review
- January 10- Met with Hannah to discuss BMP project
- January 15- Assisted with set up of 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- 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 Day
- Currently working on:
  - Budget
  - Personnel Policy Revision
  - Little Powder River Plan

**Crystal Kellebrew, Education Coordinator**

- January 11 – Vacation
- January 15 – Soil Health Workshop
- January 16 – Meadowlark School Presentation – Deforestation
- January 18-25 – Newsletter
- January 21 – Holiday
- January 29 – Staff Meeting
- January 31 – Sick
- Currently working on:
  - PLT Workshop and guide updates
  - Principals Meeting
  - BHNRYC
  - Home School – Session
  - Children’s Festival

**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 (csfs 2186/LO 1175) 10 rolls of weed barrier
  - WCDEA Winter Training
  - Ag Expo
  - Little Powder Watershed Plan

## 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 Wyoming Invasive Grass Working Group conference call
- February 9-15 – Society for Range Management Meeting, Minneapolis, MN
- Working on:
  - Little Powder River Watershed Based Plan
  - Water data analysis
  - Planning for upcoming monitoring season
  - Website updates