

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
CCCD Conference Room  
January 10, 2022**

**CALL TO ORDER:**

Richard Hauber, Chair called the meeting to order at 4:00 p.m.

**ROLL CALL/INTRODUCTIONS:**

Attendees were Brandon Price, Chair; Richard Hauber, Vice-Chair; Kim Kretschman, Secretary/Treasurer; Jeff Boardman, Supervisor; John Daly, Supervisor; Brandon Elkins, NRCS; Cheyenne Love, District Manager and Crystal Kellebrew, Education Coordinator. The guests in attendance were Kelley McCreery, Campbell County Commissioner Liaison.

**ELECTION OF OFFICERS:**

**Jeff Boardman nominated the following slate of officers; Brandon Price, Chair; Richard Hauber, Vice-Chair; Kim Kretschman, Secretary/Treasurer; and Jeff Boardman, Employee Liaison. Brandon Price seconded the motion. Motion approved.**

**ACCOUNT RECONCILIATION AND BANK STATEMENTS:**

The Board reviewed the bank statements and account reconciliation from October 2022 – December 2022.

**Kim Kretschman made a motion to approve the account reconciliation from October 2022 – December 2022. Jeff Boardman seconded the motion. Motion approved.**

**Kim Kretschman made a motion to approve the bank statements from October 2022 – December 2022. Jeff Boardman 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, 2022, was **\$76,520.80**. The December 2022 deposit was **\$12,804.80**. Interest earned on FIB funds was **\$3.74**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$0.00**. Total income was **\$12,808.54**. Funds transferred to FIB checking from WGIF/Grant Checking/BHYC account was **\$0.00**. Funds transferred to WGIF/Grant Checking/BHYC account were **(\$0.00)**. Expenditures for the month of December 2022 were **(\$26,353.53)**. As of December 31, 2022, the FIB checking account balance was **\$62,975.81**.

The Wyoming Government Investment Fund (WGIF) account balance as of November 30, 2022, was **\$371,696.66**. The December 2022 deposit was **\$0.00**. Interest earned on WGIF funds was **\$1,300.61**. Total income was **\$1,300.61**. Funds transferred to FIB checking account from the WGIF account were **(\$0.00)**. Funds transferred to WGIF from FIB checking account were **(\$0.00)**. As of December 31, 2022 the WGIF account balance was **\$372,997.27**.

The Grant Checking account balance as of November 30, 2022, was **\$5.00**. The December 2022 deposit was **\$0.00**. Total income was **\$0.00**. Funds transferred from FIB account to Grant Checking were **(\$0.00)**. Funds transferred from Grant Checking to FIB account were **(\$0.00)**. Expenditures for the month of December 2022 were **(\$0.00)**. As of December 31, 2022, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of November 30, 2022, was **\$9,041.13**. The December 2022 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.37**. Total income was **\$0.37**. Funds transferred from FIB account to BHYC Checking were **(\$0.00)**. Expenditures for the month of December 2022 were **(\$0.00)**. As of December 31, 2022, the BHYC account balance was **\$9,041.50**.

The Authorized Voucher Report including checks from FIB Checking #10018 through #10025, and online payments were presented for review and approval by the Board.

**Kim Kretschman moved to file the financial report and to approve the authorized voucher report. Jeff Boardman seconded the motion. Motion approved.**

#### MINUTES:

**Jeff Boardman moved to approve the minutes from the CCCD Board of Supervisor Meeting on December 13, 2022, Board Meeting. Kim Kretschman seconded the motion. Motion approved.**

#### NRCS REPORT:

**EQIP:** NRCS is currently working on screening applications and getting them ready to rank. The deadline to have them screened and ranked is January 23<sup>rd</sup>. A week after that the state office should start preapproving contracts. 32 out of the 72 applications screened High or Medium priority and will be worked on first.

The Gillette FO has 41 active EQIP contracts.

**AMA:** NRCS received 10 applications all of which are for High Tunnels and screened high. The State allocation for FY23 will be \$92,000. They are also removing all payment caps for the coming year.

Gillette FO has 7 active AMA contracts.

**RCPP:** One active contract remains in our county with no new updates.

**CSP:** Both the CSP-GCI and CSP-Renewal were obligated at the end of last year.

There are 4 active CSP contracts and 13 CSP-GCI contracts in the county.

**CTA:** NCS is coordinating with Weed and Pest on our 2023 Ventenata applications. There will be a meeting next week to go over the applications.

**Other:** Tim will remain acting State Resource Conservationist until February 3<sup>rd</sup>. Brandon will remain acting District Conservationist in Gillette during that time. The Bird Conservancy of the Rockies (BCoR) Private Lands Wildlife Biologist position has been posted.

Tim received a copy of the lease agreement for the new building. It lays out all the requirements the building needs to have before we can move in.

#### CCCD STAFF REPORTS:

##### **Cheyenne Love, District Manager**

- December 13 - December Board Meeting
- December 14 - Legislative Breakfast
- December 15 - CCCD-CCNRD-WDEQ Meeting
- December 19 - USFS Agreement Final Report
- December 20 - RHAP Contractor Call
- December 21 - NACD-UAC Contract Extension
- December 23 - WDEQ QA/QC Data Summary
- December 26 - Holiday
- December 27 - HACH Meter Annual Service
- December 30 - RHAP Final Report
- January 2 - Holiday
- January 5 - CCCD-CCNRD Contract Discussion
- January 6 - Vacation
- January 9 - WDEQ QA/QC Review Meeting

##### Working On:

- Quarterly Reports
- UW Master Gardeners
- WYCF Grant Application

##### **Crystal Kellebrew, Education Coordinator**

- December 13 – December Board Meeting
- December 14 – Legislative Breakfast
- December 22 & 23 – Vacation
- December 26 – Holiday, Office Closed
- December 27-9 – Vacation
- December 30 – Office Closed
- January 2 & 3 – Vacation

##### Working on:

- February Newsletter

- Ag Expo
- BHNRYC
- Seedling Trees
- UW Master Gardeners

OLD BUSINESS:

A. Grant Updates (WDEQ-319, NACD-UAC, RHAP, USFS)

- WDEQ-319: CCCD received QA/QC results from WDEQ in December. Data passes review with some recommendations. Cheyenne met with WDEQ QA lead to review suggestions for the 2023 sampling season. Cheyenne also met with CCNRD to discuss potential contract renewal options and expectations from CCCD. CCNRD would like to pursue a renewal. Discussion followed.
- NACD-UAC: Cheyenne relayed that other WY recipients of the grant have not received payment for the grant as well. Cheyenne spoke with NACD Finances and Project Lead and got a 6-month contract extension for September 30, 2023, to utilize funds.
- RHAP: Final report was submitted. Contractor has billed final invoice for the final report and other items not covered under WDA funding. Discussion followed.
- USFS: Agreement was closed the last week of December 2022. Project Lead anticipated another agreement to be sent to CCCD for future projects.

NEW BUSINESS:

A. Legislative Breakfast

- Held virtually on December 14, 2022, due to weather and staff illness. Positive feedback received from Commissioner-Elects.

B. BLM EIS MOU

- The Board reviewed the MOU between CCCD and BLM. Discussion followed.

**Richard Hauber made a motion to approve the MOU between CCCD and BLM. Kim Kretschman seconded the motion. Motion approved.**

C. Board of Supervisors Policy/Resolution

- The board reviewed a draft resolution on when elected officers take office. Discussion followed.

D. Signature Authority

- The Board discussed new officers and signature authority.

**Richard Hauber moved to give Kim Kretschman and John Daly signature authority on all CCCD accounts. Jeff Boardman seconded the motion. Motion approved.**

E. Employee Evaluations

- Cheyenne will work with Jeff, on conducting staff employee evaluations by the February board meeting.

F. COLA Budget

- The board will discuss this at the next board meeting after employee evaluations have been completed.

G. Upcoming Events

- Holiday, Office Closed – January 16, 2023
- CCCD Board of Supervisor Meeting – February 14, 2023

ANY OTHER NEW BUSINESS:

No other new business.

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

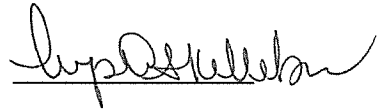
There being no further business the Chair stated the next regular Board meeting will be held February 14, 2023, at 4:00 p.m. at the USDA Service Center.

ADJOURN:

Brandon Price adjourned the meeting at 5:25 p.m.

APPROVAL:

These January 10, 2023, minutes of the Board are submitted for approval by:



These minutes are hereby approved on February 14, 2023:

