

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
July 10, 2018**

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:02 p.m.

Attendees were: BJ Clark, Chair; Bob Maul, Vice-Chair; Casey Elkins, Supervisor; Lindsay Wood, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Clay Wood, Water/Range Technician and Tim Kellogg, District Conservationist.

FY19 BUDGET HEARING:

BJ Clark opened the Budget Hearing for CCCD's FY19 budget hearing at 4:10 p.m.

Hearing no public comment Casey Elkins moved to close the Budget Hearing at 4:17 p.m. Bob Maul seconded the motion. Motion approved.

Bob Maul moved to re-convene the regular Board Meeting at 4:18 p.m. Casey Elkins seconded the motion. Motion approved.

ADOPT CCCD FY19 BUDGET:

Bob Maul moved to accept and approve the CCCD's FY19 Budget. Casey Elkins seconded the motion. Motion approved.

ACCOUNT RECONCILIATION/BANK STATEMENTS:

The Board reviewed the bank statements and account reconciliation from April 2018 – June 2018.

Lindsay Wood made a motion to approve the account reconciliation from April 2018 – June 2018. Casey Elkins seconded the motion. Motion approved. Casey Elkins made a motion to approve the bank statements from April 2018 – June 2018. Bob Maul 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 May 31, 2018, was **\$60,520.56**. The June 2018 deposit was **\$93,192.81**. Interest earned on FIB funds was **\$8.08**. 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 **\$93,200.89**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of June 2018 were **\$(64,697.06)**. As of June 30, 2018, the FIB checking account balance was **\$89,024.39**.

The Wyoming Government Investment Fund (WGIF) account balance as of May 31, 2018, was **\$110,514.87**. The June 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$158.75**. Total income was **\$158.75**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of June 30, 2018, the WGIF account balance was **\$110,673.62**.

The Grant Checking account balance as of May 31, 2018, was **\$97,500.00**. The June 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 June 2018 were **\$(0.00)**. As of June 30, 2018, the Grant Checking account balance was **\$97,500.00**.

The BHYC Checking account balance as of May 31, 2018, was \$2,640.25. The June 2018 deposit was \$5,149.77. Interest earned on BHYC funds was \$0.35. Total income was \$5,150.12. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of June 2018 were (\$5,070.01). As of June 30, 2018, the BHYC account balance was \$2,720.36.

The Authorized Voucher Report including checks from FIB Checking #9370 through #9382, and online payments were presented for review and approval by the Board.

**Bob Maul moved to file the financial report and to approve the authorized voucher report. Lindsay Wood seconded the motion. Motion approved.**

**Lindsay Wood moved to approve the amended authorized voucher report from the June Board Meeting to include Check #143. Bob Maul seconded the motion. Motion approved.**

#### MINUTES:

**Bob Maul moved to approve the minutes of the Board as written from the June 12, 2018 meeting. Casey Elkins seconded. Motion approved.**

**Bob Maul moved to approve the minutes of the Board as written from the June 25, 2018 special meeting. Casey Elkins seconded the motion. Motion approved.**

#### NRCS REPORT:

**EQIP:** NRCS continues to work on the preapproved EQIP applications as they work their way through the review process. The grazingland application is approved but is waiting on one other application in the division to be completed before it can be obligated. The wetland/wildlife application is approved but is waiting on other applications in the state to be completed before it can be obligated. The NRCS State Office announced a second batching date for SGI funds. Gillette Field Office has 2 applications for the SGI funds.

**RCPP:** NRCS has received 8 applications in Campbell County and 50 total for the RCPP allocation. Brandon and Jennifer completed the inventories. All the applications have been ranked and the ones selected for funding will be preapproved next week.

**CSP:** Two of the four 2018 applications have been preapproved for funding. NRCS will start building those contracts this week. NRCS has 2 renewal applications from 2014 contracts that we are working on to see if they are eligible.

**AMA-** Wyoming received an allocation for AMA. NRCS has 4 high tunnel applications that will be considered for this funding.

**CRP-G:** The pollinator seeding and fence has been completed and certified for the one existing CRP-Grassland contract in the county.

**CTA:** Tim has completed 4 of the 6 field checks for the PSI cover crop project. Lauren continues to work with the Spring Creek Grazing Association on their fencing project.

**OTHER:** Tim and Brandon will be attending a soil health training in Casper July 17-19. Tim will be presenting at the Xerces Society Pollinator Workshop in Lingle on July 16.

#### WACD REPORT:

No new information to report.

#### CCCD STAFF REPORTS

**Jennifer Hinkhouse, District Manager**

- June 14- Sampled Donkey Creek
- June 15- Certified Cover Crop Plantings; Checked on TSI contractors progress

- June 18- Worked on 9 Element Plan
- June 19- Little Powder Watershed Steering Committee
- June 20- Forestry RPG Call
- June 21- Sampled Little Powder
- June 25- Sampled Donkey Creek
- June 26- TSI Project
- June 27-29 Vacation
- July 2- Sampled Little Powder
- July 3- Call with WDEQ to discuss comments on the Integrated Report
- July 4- Holiday
- July 5- Sampled Donkey Creek and met with Chad with WDEQ
- July 6- TSI Project, finished budget
- July 9- RCPP field work

**Debbie Hepp, Program Assistant**

- June 13, 15 – loaded/unloaded kids on bus for BHNRYC
- June 14, 25, – monitor Donkey/Stonepile Creek
- June 19 – attended Little Powder River Watershed meeting
- June 21 – monitor Little Powder River
- July 2 – monitor Little Powder River
- July 3 – conference call with DEQ and staff meeting
- July 5 – monitor Donkey/Stonepile Creek with DEQ

**Crystal Kellebrew, Education Coordinator**

- June 13-15 – BHNRYC
- June 19-22 – Vacation
- June 28 – Lakeview Library Program, Solar Ovens
- June 29 – TSI
- July 3-6 – Vacation

**Clay Wood, Water/Range Technician**

- June 14 – Donkey Creek Sampling
- June 19 – Ventenata and Medusahead Tour, Sheridan
- June 21 – Little Powder River Sampling
- June 25 – Donkey Creek Sampling
- June 26 – Timber Stand Improvement Project
- June 27 – Microbial Source Tracking Webinar
- June 29 – Timber Stand Improvement Project
- July 2 – Little Powder River Sampling
- July 5 – Donkey Creek Sampling
- July 6 – Timber Stand Improvement Project
- July 9 – RCPP Timber Project

**OLD BUSINESS:**

A. Grants Update:

- DEQ Grant
  - CCCD staff continues to monitor both watersheds. Luke with City Engineering Department went to the field to watch CCCD sample and to see sampling protocol. The District will be having a meeting with the City Administrator on September 24 at 1:30 p.m. to discuss water quality and continue discussions on future opportunities. A quarterly report is due at the end of the month for this project.

- WSFD Bark Beetle Grant
  - CCCD staff is monitoring the project weekly to stay ahead of the contractor's progress. The contractor is expected to complete a third of the project by the next Board Meeting. The District is going to issue a contract amendment to allow for mechanical piling of timber. A quarterly report is due at the end of the month for this project.
- RCPP
  - The District continues to work with NRCS on ranking of applications on RCPP. CCCD staff assisted NRCS on Monday in creating units for treatment.
- Cover Crop PSI
  - CCCD has certified and processed payments on 4 agreements. Marlon Winger with NRCS will reach out to each of these participants and conduct site visits in July and August.
- BLM
  - BLM is in the process of adding more funding into our agreement. This will allow us to provide funding for 2 more wells on Little Powder.
- USFS
  - The District received a project amendment to include restoration on the Dickenson Farm pasture. This project will not be completed this year, but would include restoration of 200 acres for approximately \$20,000.00.

**Lindsay Wood moved to approve the amendment to include restoration on the Dickenson Farm pasture. Casey Elkins seconded the motion. Motion approved.**

- B. Wyoming's Draft 2016/2018 Integrated Report Update: CCCD had a one-on-one conference call on July 3 with WDEQ about the comments the District submitted on the 2016/2018 Integrated Report. During this call Ron Stag, with WDEQ, stated they received comments from 12 entities and 56 individual items. CCCD provided 10 of these comments. WDEQ have revised the document and it will go to EPA for final approval. WDEQ stated that they incorporated most of our comments and changed the Little Powder Watershed Based Plan to be completed in 2020 consistently throughout the document. WDEQ removed language about pine beetles and broadened the statement which pointed blame at the WWTP to include other potential sources. WDEQ is also working through some amendments to the SOP to help in addressing issues on Middle Prong of Wild Horse so that the CCCD can move towards delisting.
- C. WACD Legal Fund: The Board discussed in a prior meeting to provide funds to WACD for legal actions. Discussion followed.

**Lindsay Wood moved to provide \$500.00 to WACD for legal actions. Casey Elkins seconded the motion. Motion approved.**

- D. Depreciation Account: Discussion concerning timing of adding funds to the depreciation account took place.

**Casey Elkins moved to add budgeted amount to depreciation reserves after receiving first quarter 1% funds from the County. Bob Maul seconded the motion. Motion approved.**

**NEW BUSINESS:**

- A. Credit Card Authorization for Clay: The Board discussed the importance of the Water/Range Technician having a CCCD credit card.

**Casey Elkins moved for Clay Wood to obtain a District credit card with a limit of \$3,000.00. Lindsay Wood seconded the motion. Motion approved.**

- B. Board received a request to help fund the installation of a Track Trails kiosk at McManamen Park. Total cost of project is \$8,000.00 and are securing \$4,000.00 from outside funds. After discussion from the Board it was decided that due to a City Budget the District could not help sponsor the project.
- C. BKS Donation: BKS donated 2 tablets and 2 trimble units to the District, the District has sent them a thank you letter.
- D. BHNRYC: Camp was June 13-15 with 97 campers in attendance and 14 volunteers.
- E. Upcoming Events:
  - a. State Tech Meeting – Casper, WY July 17-Jaime Tarver
  - b. Little Powder Watershed Steering Committee Meeting – July 19
  - c. C.C Fair – August 1-5
  - d. NACD/Forestry RPG Summer Meeting – August 4-9
  - e. Filing Period to run for CCCD Board (County Clerk) – August 8-27
  - f. CCCD Board Meeting – August 14

**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 August 14, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

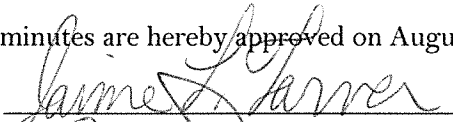
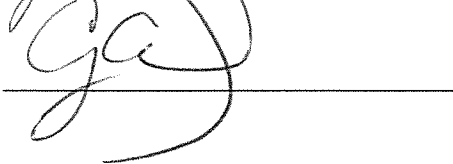
**ADJOURN:**


BJ Clark adjourned the meeting at 5:41 p.m.

**APPROVAL:**

These July 10, 2018 minutes of the Board are submitted for approval by: \_\_\_\_\_

These minutes are hereby approved on August 14, 2018:

  
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