

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

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:02 p.m.

Attendees were: Lindsay Wood, Chair; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant and Tim Kellogg, NRCS. Guest in attendance was Clay Wood.

JOINING THE MEETING BY CONFERENCE CALL:

Casey Elkins, Vice-Chair and Jaime Tarver, Secretary/Treasurer.

FY20 BUDGET HEARING:

Lindsay Wood opened the Budget Hearing for CCCD's FY20 budget at 4:10 p.m.

Hearing no public comment Richard Hauber moved to close the Budget Hearing at 4:11 p.m. Jaime Tarver seconded the motion. Motion approved.

Richard Hauber moved to re-convene the regular Board Meeting at 4:12 p.m. Casey Elkins seconded the motion. Motion Approved

ADOPT CCCD FY20 BUDGET:

Jaime Tarver moved to accept and approve the CCCD's FY20 Budget. Richard Hauber 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, 2019, was **\$86,951.56**. The June 2019 deposit was **\$2,043.52**. Interest earned on FIB funds was **\$8.79**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$9,074.38**. Total income was **\$11,126.69**. Funds transferred from FIB checking to WGIF/Grant Checking/BHYC account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of June 2019 were **\$(52,118.43)**. As of June 30, 2019, the FIB checking account balance was **\$45,959.82**.

The Wyoming Government Investment Fund (WGIF) account balance as of May 31, 2019, was **\$112,799.51**. The June 2019 deposit was **\$0.00**. Interest earned on WGIF funds was **\$211.32**. Total income was **\$211.32**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. Funds transferred to WGIF from FBI checking account were **\$0.00**. As of June 30, 2019, the WGIF account balance was **\$113,010.83**.

The Grant Checking account balance as of May 31, 2019, was **\$8,971.38**. The June 2019 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 **\$(8,966.38)**. Expenditures for the month of June 2019 were **\$(0.00)**. As of June 30, 2019, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of May 31, 2019, was **\$6,124.37**. The June 2019 deposit was **\$7,055.00**. Interest earned on BHYC funds was **\$0.78**. Total income was **\$7,055.78**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of June 2019 were **\$(6,247.82)**. As of June 30, 2019, the BHYC account balance was **\$6,932.33**.

The Authorized Voucher Report including checks from FIB Checking #9551 through #9555, checks from BHYC Checking #162 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. Richard Hauber seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from April 2019 - June 2019.

Richard Hauber made a motion to approve the account reconciliation from April 2019 – June 2019. Jaime Tarver seconded the motion. Motion approved.

Richard Hauber made a motion to approve the bank statements from April 2019 – June 2019. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the June 11, 2019 Board meeting. Jaime Tarver seconded the motion. Motion approved.

Richard Hauber moved to approve the minutes from End of Fiscal Year Special Board meeting on June 27, 2019. Jaime Tarver seconded the motion. Motion approved.

NRCS REPORT:

EQIP: NRCS is working on 2019 applications. The two high tunnel applications were obligated. All five of the soil health applications are obligated and three of them have practices completed. NRCS has one grazinglands application that is in the review process. Chris Campton is working on designs and construction inspections for the 2018 contracts.

RCPP:

Work has commenced on all the contracts with some units being completed. One contract is fully completed.

CSP: The sign-up for 2019 ended May 10th. NRCS has 3 applications that rolled over from last year and no new ones.

CSP-GCI: A new grazing lands CSP was announced for producers that have reported grass, idle or fallow on base acres for the last 10 years. This will pay \$18/acre. FSA has sent letters to eligible producers. There are approximately 18 eligible tracts in Campbell County. The signup deadline is July 19th.

CTA: Jessica and Chris Campton have been assisting WYG&FD and USF&WS with the Spring Creek Grazing Association Fencing project. Tim and Brandon have been assisting landowners with maps.

OTHER: Brandon attended Conservation Desktop training for a week in May remotely from his office. Tim was an instructor at NRCS Boot Camp June 3-21. Brandon attended Economics of Conservation Planning in Casper June 18-20. Jessica organized the Northern Great Plains Joint Venture Board field tour on June 4. Jessica is hosting a native plant workshop tomorrow near Spotted Horse on July 9. Tim, Brandon and Jessica will be attending SVAP2 training in Buffalo July 10 & 11 and SGI prescribed grazing training in Gillette on July 24 & 25.

CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- June 12- BLM meeting on Buffalo RMP coal amendment
- June 13- Sampled Donkey Creek
- June 14- Vegetative barrier installation

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- June 14- Conference call with TNC
- June 17 to 21- NACD Forestry RPG Meeting
- June 22- Donkey Creek Festival
- June 24- Sampled Donkey Creek
- June 25- NRCS State Technical Advisory Meeting
- June 27- End of Fiscal Year Board Meeting
- June 28- Submitted final report to WSFD
- July 1- Staff meeting; sampled Little Powder

Working on:

- Fiscal year 2020 Budget
- BMP project inspections/ implementation
- Water Quality Program

Debbie Hepp, Program Assistant

- June 12 & 14 - load kids on and off bus to BHNRYC
- June 13 & 24 - sample Donkey Creek
- June 17 - check cottonwood status at Spotted Horse and Bitter Creek
- June 20 - sample Little Powder
- June 25 - deliver plinko board to Sheridan
- June 25-28 - sick leave
- July 1 - sample Little Powder/staff meeting
- July 8 - sample Donkey Creek/board meeting

Working on:

- Newsletter

Crystal Kellebrew, Education Coordinator

- June 12-14 - BHNRYC
- June 17 - Check cottonwoods status at Spotted Horse and Bitter Creek
- June 18 - picked up plinko board from Sheridan
- June 20 - sample Little Powder
- June 21 - Donkey Creek Festival
- June 22 - Donkey Creek Festival
- June 23-30 - Vacation
- July 1 - Staff Meeting
- July 2 - Storm Drain Sticker Application
- July 4-5- Holiday

Working on:

- Finalizing BHNRYC and final grant report
- Storm drain sticker application
- Area meeting

OLD BUSINESS:

A. Grants Update:

- WDEQ-319
 - Water monitoring is continuing on the LP and DCSP.
 - Amendment to the WDEQ-319 grant has been approved which include extending the timeline of the grant and moving funds to LP for BMP's.
 - The District had an informational/hands-on educational booth at the Donkey Creek Festival. The booth had great feedback from the community on information that was discussed.
 - CCCD Staff is currently inspecting the pet waste stations in County Parks.
- WDA-BMP's

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- The City is almost complete on placing all the pet waste stations at the city parks and are being inspected by District Staff.
 - The District applied for the next round of funding for BMP's on the LPR, it has been approved.
 - WSFD
 - The WSFD Grant is closed.
 - City of Gillette Funds
 - The District has been awarded \$30,000.00 for work within the city.
- B. Board of Supervisors
- BJ Clark submitted a letter to the Board last month, explaining that due to his new job he will no longer be able to attend meetings regularly. After discussion it was decided to accept his letter of resignation and to start advertising an open At-Large Board position.

NEW BUSINESS:

- A. District Staffing
- The Board will discuss this at the next Board meeting when Jen has gathered additional information and more Board Members will be present.
- B. Travel Options
- The Board discussed the need for use of rental vehicle in certain situations. Jen has come up with a formula and will utilize it on a case by case basis in deciding when a rental vehicle is necessary.
- C. Upcoming Events:
- Cover Crop – July 17, 2019
 - LPWSC Meeting – August 1, 2019
 - PLT Training – August 10-13, 2019
 - CCCD Board Meeting – August 13, 2019

EXECUTIVE SESSION:

Richard Hauber made a motion at 4:37 p.m. to enter into Executive Session to discuss personnel. Casey Elkins seconded the motion. Motion approved.

Jaime Tarver moved to end the executive session at 5:14 p.m. Richard Hauber seconded. Motion approved.

GOOD OF THE ORDER:

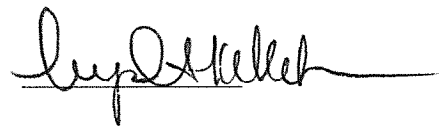
There being no further business the Chair stated the next regular Board meeting will be held August 13, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Lindsay Wood adjourned the meeting at 5:15 p.m.

APPROVAL:

These July 8, 2019 minutes of the Board are submitted for approval by:



These minutes are hereby approved on August 13, 2019:

