

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
Campbell County Public Library
2101 South 4J Road
Gillette, WY 82718
July 14, 2020

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:03 p.m.

Attendees were: Lindsay Wood, Chair; Richard Hauber, Supervisor; Keith Eisenbraun, Supervisor; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Tim Kellogg, NRCS. Guest in attendance were Neal Martorelli, Private Lands Wildlife Biologist.

JOINING THE MEETING BY CONFERENCE CALL:

Jaime Tarver, Secretary/Treasurer.

AMENDED VOUCHER:

Richard Hauber moved to approve the FY20 amended voucher. Keith Eisenbraun seconded the motion. Motion approved.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from April 2020 – June 2020.

Richard Hauber made a motion to approve the account reconciliation from April 2020 – June 2020. Keith Eisenbraun seconded the motion. Motion approved.

Richard Hauber made a motion to approve the bank statements from April 2020 – June 2020. Keith Eisenbraun seconded the motion. Motion approved.

FY21 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. Keith Eisenbraun seconded the motion. Motion approved.

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

ADOPTION OF CCCD FY20 BUDGET:

Keith Eisenbraun moved to accept and approve the CCCD's FY21 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, 2020, was \$47,030.80. The June 2020 deposit was \$17,533.67. Interest earned on FIB funds was \$0.38. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled \$5,000.00. Total income was \$17,534.05. 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 2020 were (\$51,204.52). As of June 30, 2020, the FIB checking account balance was \$18,360.33.

The Wyoming Government Investment Fund (WGIF) account balance as of May 31, 2020 was **\$84,325.93**. The June 2020 deposit was **\$0.00**. Interest earned on WGIF funds was **\$21.77**. Total income was **\$21.77**. Funds transferred to FIB checking account from the WGIF account were **\$(60,000.00)**. Funds transferred to WGIF from FIB checking account were **\$0.00**. As of June 30, 2020, the WGIF account balance was **\$24,347.70**.

The Grant Checking account balance as of May 31, 2020 was **\$5.00**. The June 2020 deposit was **\$0.00**. Total income was **\$0.00**. Funds transferred from FIB account to Grant Checking were **\$55,000.00**. Funds transferred from Grant Checking to FIB account were **(\$0)**. Expenditures for the month of June 2020 were **(\$0.00)**. As of June 30, 2020, the Grant Checking account balance was **\$55,005.00**.

The BHYC Checking account balance as of May 31, 2020 was **\$7,822.90**. The June 2020 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.07**. Total income was **\$0.07**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of June 2020 were **(\$0.00)**. As of June 30, 2020, the BHYC account balance was **\$7,822.97**.

The Authorized Voucher Report including checks from FIB Checking **#9697** through **#9703** and online payments were presented for review and approval by the Board.

Richard Hauber moved to file the financial report and to approve the authorized voucher report. Keith Eisenbraun seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the June 9, 2020 Board meeting. Keith Eisenbraun seconded the motion. Motion approved.

Richard Hauber moved to approve the minutes from the June 29, 2020 Special Board meeting. Keith Eisenbraun seconded the motion. Motion approved.

NRCS REPORT:

EQIP: NRCS has preapproved 2 grazing lands applications, 3 forestry applications and 4 soil health applications. NRCS has an August 14th deadline to get these obligated. Neal will be starting to complete range inventories next week for 2021 EQIP applications.

AMA: NRCS has approved 13 AMA applications. Twelve of these are for high tunnels and 1 is for shelterbelts.

RCPP: Work has slowed for the IPS beetle restrictions.

CSP: There were no applications for new CSP contracts this year. NRCS has one renewal application.

CRP: FSA has preapproved 2 CRP-Grasslands applications. They cover 2 tracts on the same ranch. NRCS will be working with FSA and the NRCS state office to determine what we need to do. The county FSA office here has put in a request for emergency haying and grazing of CRP in Campbell County. This affects 4 landowners.

CTA: Tim and Ryan Murray met with Randy Oliver and Larry Baccari of Jim's Water Service at Burlington Lake on 7/12/20 to complete a vegetation survey on the island that Jim's Water Service built as a mitigation project with EPA. Brandon assisted some landowners with seeding recommendations and maps. Neal has been assisting the Sheridan FO and NEWIGI with Ventenata surveys and monitoring.

Other: The office is at Phase 3 of the reopening plan. This means that all employees can be in the office with proper social distancing and we can have producers come in by appointment. Tim will be on leave July 20-24.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- June 9- Joint Forestry Team Meeting
- June 10- Call with WDEQ Non-point Source Coordinator
- June 11- Sampled Donkey Creek
- June 12- Forestry RPG Meeting
- June 15- USFS Dickenson Project
- June 18- Sampled Little Powder
- June 22- Sampled Donkey Creek
- June 23- Submitted Final Report for WWNRT grant
- June 24- Black Hills NFAB Meeting
- June 29- Sampled Little Powder
- June 29- End of the Fiscal Year Board Meeting
- June 30- Vacation
- July 1- Staff Meeting
- July 2- Vacation
- July 3- Holiday
- July 6-10 Vacation

Working on:

- Water Sampling
- BMP project inspections/ implementation/ contracting
- Budget
- Quarterly grant reporting

Debbie Hepp, Program Assistant

- June 11 - Water monitor Donkey Creek
- June 18 - Water monitor Little Powder
- June 22 - Water monitor Donkey Creek
- June 29 - Water monitor Little Powder
- July 1 - attend staff meeting
- July 2 - Water monitor Donkey Creek
- July 9 - Water monitor Little Powder
- July 13 - Water monitor Donkey Creek
- July 14 - attend board meeting

Working on:

- Label all August water monitoring bottles
- Final July newsletter and copy 1060
- Summarize water quality final reports – action recommendations
- Work on draft Watershed newsletter, draft Annual Plan/Report/WDA Summary/Long Range Plan
- Donate FS weed barrier/pins to Master Gardeners

Crystal Kellebrew, Education Coordinator

- June 15 - USFS Dickenson Project
- June 19-26 – Vacation
- June 24 – PLT Conference Call
- June 29 – End of Fiscal Year Board Meeting
- July 1 – Staff Meeting
- July 2 – Water Monitor Donkey Creek
- July 9 – Water Monitor Little Powder

- July 14 – Clover Bud Camp (Enviroscape, 17, 5-7-year olds)
- July 14 – Attended Board Meeting

Working on:

- WY Ag in the class Workshop/Class
- Storm Drain Stickers
- Newsletter

Additional Information:

- Next board meeting can take place at the district office, following a few restrictions.
- CCCD is being asked to show complete transparency to post our budget on our website and provide the link to the state. CCCD will also post gross wages and position titles with the counties as we are a discrete component of their budget. Crystal and Jen will work on getting this done.

OLD BUSINESS:

A. Grants Update

- WDEQ 319: Jen met with the new director of the NPS program. CCCD does have the ability to move around some funds and expend funds towards the water quality efforts of Phase III. Jen will be working how to spend those funds in order to complete the project in December. Staff will also be looking at how to create matching funds, since CCCD has lost several events due to COVID.
- WDEQ 205(j): CCCD staff is actively sampling in both impaired watersheds utilizing this grant.
- WDA: CCCD has fully contracted all the funding for this grant. The District has applied for another \$20,000.00 and have been provisionally approved for that funding.
- BLM: CCCD has contracted all the funding under this agreement. Jen has been working with Janelle Gonzales on an agreement amendment. This should increase our funding by \$20,000.00 for BMP work on the Little Powder River.
- USFS: Jen and Crystal visited the Dickenson project on June 15th. The tarps have been removed from the plots and broadcasted seed. CCCD will be working with USFS to see what additional projects we can do through our agreement.
- WSFD: The project will start in the coming months; due to dry conditions we have put the project on hold due to IPS potential.

B. NRLUP Committee Position

- CCCD will wrote a letter to the NRLUP Board nominating Jaime Tarver to represent CCCD in the Conservation District seat. At their July 7 Board Meeting they appointed Jaime to serve as the CD position on the NRLUP committee. The term will expire on 12/21/21.

NEW BUSINESS:

A. Wyoming Wildlife Natural Resource Trust Grant

- The Board reviewed the report.

B. WQ Update

- The Board reviewed the current water quality data on Little Powder and Donkey Creek.

C. BMP Contract Amendment

- On the riparian fencing project, CCCD contracted the fencing at the normal rate. Due to needing additional materials for the project a request has made been made to consider utilizing NRCS's difficult fencing rate. Discussion followed.

Richard Hauber moved to improve the increase in expenses for the riparian fencing project. Keith Eisenbraun seconded the motion. Motion approved.

D. County 1% Contract for Service

- The Board reviewed the Campbell County 1% contract for service approved in the amount of \$270,000.00 for FY21.

Richard Hauber moved for CCCD to sign and accept the Campbell County 1% contract for service in the amount of \$270,000.00 for FY21. Keith Eisenbraun seconded the motion. Motion approved.

E. State Budget Cuts Effects on Conservation Districts

- CCCD received a letter from WACD discussing the state budget cuts. They are recommending that lab funding for use of the WDA lab be eliminated, and a decrease in the watershed assistance and training allocation. The board is working to preserve base funding for all districts.

F. CCCD Wages

- Annual wage forms for CCCD employees were reviewed and signed.

G. Investment Policy

- The CCCD Board reviewed the CCCD's Investment Policy.

Richard Hauber made a motion to sign and adopt the CCCD's Investment Policy. Keith Eisenbraun seconded the motion. Motion approved.

H. Upcoming Events

- Election Sign Ups Start – August 3, 2020
- CCCD Board Meeting – August 11, 2020
- STAC Meeting – August 28, 2020

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

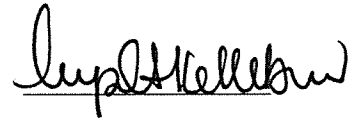
There being no further business the Chair stated the next regular Board meeting will be held September 8, 2020 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY or by teleconference 1-877-820-7831, participant code 6821824.

ADJOURN:

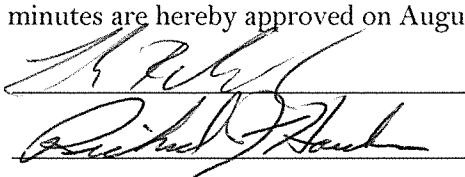
Lindsay Wood adjourned the meeting at 5:34 p.m.

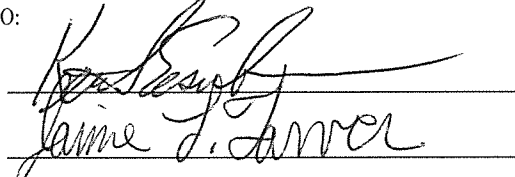
APPROVAL:

These July 14, 2020 minutes of the Board are submitted for approval by:



These minutes are hereby approved on August 11, 2020:





Staff Report 8/11/20

Jennifer Hart, District Manager

- July 13- Sampled Donkey Creek
- July 14- NACD Forestry RPG conference call
- July 14- Submitted Paperwork for BLM Agreement Amendment
- July 14- Board Meeting/ Budget Meeting
- July 20- Sampled Little Powder River
- July 20- Met with USFS in Douglas for Dickenson Project
- July 22- All Staff Planted 340 Sage Brush Seedlings on the Dickenson Project
- July 23- Sampled Donkey Creek
- July 23- Submitted Quarterly Report to WDEQ for Phase II Project
- July 24- Submitted Quarterly Report to NRCS for RCPP
- July 24- Discussed options for FEMA Grant with City contractor
- July 24- Submitted Quarterly Report to WSFD for Bark Beetle Grant
- July 27- Water Quality conference call with CCNRD
- July 28- Vacation
- July 29- RCPP Conference Call with Partners
- July 29- Local Working Group Survey
- July 30- Submitted Quarterly Report to WDEQ for Phase III Project
- July 31- Vacation
- August 4- Staff Meeting
- August 4- Board of Agriculture meeting
- August 10- Sampled Little Powder River

Working on:

- Water Sampling
- BMP project inspections/ implementation/ contracting
- RCPP Stewardship contracting

Debbie Hepp, Program Assistant

- July 22 Plant 330 sage brush seedlings on Forest Service - Dickinson project
- July 23 Water monitor Donkey Creek
- July 29 Delivered B&B's
- July 30 Water monitor Little Powder
- August 3 Water monitor Donkey Creek
- August 4 Attend staff conference call meeting
- August 5 Labeled all September sets of monitoring bottles
- August 10 Water monitor Little Powder

Working on:

- Work on draft Watershed newsletter, final Annual Report/WDA Summary, draft Long Range Plan

Crystal Kellebrew, Education Coordinator

- July 14 – Cloverbuds Camp
- July 20 – WY Ag in the Classroom Workshop Calls
- July 24 - 27– Vacation
- July 30 – Water Monitor Little Powder
- August 3 – Water Monitor Donkey Creek
- August 4 – Staff Meeting
- August 11 – Forestry RPG Education Zoom Presentation

Working on:

- Assisting with water sampling
- Storm Drain Stickers
- Familiarize with Debbie's files.