

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 13, 2017

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:01 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins; Bob Maul, Supervisor; BJ Clark, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; and Tim Kellogg, District Conservationist. Guests in attendance were Clark Kissack, Campbell County Commissioner Liaison and Rusty Swartz, Area Conservationist.

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 April 30, 2017 was **\$121,785.61**. The May 2017 deposit was **\$1,391.49**. Interest earned on FIB funds was **\$8.91**. 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 **\$1,400.40**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of May 2017 were **\$(29,707.76)** As of May 31, 2017, the FIB checking account balance was **\$93,478.25**.

The Wyoming Government Investment Fund (WGIF) account balance as of April 30, 2017 was **\$109,286.79**. The May 2017 deposit was **\$0.00**. Interest earned on WGIF funds was **\$61.46**. Total income was **\$61.46**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of May 31, 2017, the WGIF account balance was **\$109,348.25**.

The Grant Checking account balance as of April 30, 2017 was **\$57,632.70**. The May 2017 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 May 2017 were **\$(0.00)**. As of May 31, 2017, the Grant Checking account balance was **\$57,632.70**.

The BHYC Checking account balance as of April 30, 2017 was **\$6,432.65**. The May 2017 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.52**. Total income was **\$0.52**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of May 2017 were **\$(1,530.00)**. As of May 31, 2017, the BHYC account balance was **\$4,903.17**.

The Authorized Voucher Report including checks from FIB Checking #9161 through #9178 and BHYC Checking #120 through #128 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. Casey Elkins. Motion approved.

MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the May 9, 2017 meeting. Casey Elkins seconded. Motion approved.

NRCS REPORT:

EQIP: The three Fabricated Metal Windbreak applications have been approved for funding and will be signed and obligated next week. The Seasonal High Tunnel applications are in the State Office review

process. All of the divisional money is going to fund one grazing application in Johnson County and two irrigation applications in Sheridan County.

**AMA:** One of the Seasonal High Tunnel applications will be funded with AMA. It is currently being reviewed with the EQIP applications.

**AMA-RMA:** Risk Management Agency has given NRCS money nationwide to implement Seasonal High Tunnels. Wyoming received about \$33,000 from RMA. Because this is not Farm Bill money the cropping history requirements do not apply. There are four of these applications that are waiting for preapproval and review.

**CSP:** NRCS has 7 new applications for 2017 funding. Wyoming only received about 10,000 acres for general CSP applications and 35,000 acres for CSP-SGI. This program has a national cap on acres allowed in the program and we are near that limit. There are five 2013 CSP that are eligible for renewal this year. One of the new applications has been preapproved for funding. All five of renewal participants have signed their applications and we are currently working on eligibility and maps.

**CRP:** NRCS continues to work on the second phase of the CCRP on the Little Powder River. NRCS will be working with the producer that has the two CRP-Grassland offers to develop pollinator seeding plans and grazing plans this spring. Nationally CRP has reached its acreage cap for the year, no new CCRP contracts will be accepted until after October 1, 2017.

**CTA:** Tim has been assisting two producers with cover cropping seed mixes. Marlon Winger, the regional soil health specialist, was here June 5<sup>th</sup> and 6<sup>th</sup>. NRCS met with Durham Buffalo Ranch on June 5<sup>th</sup> and visited about cover crops and grazing strategies. June 6<sup>th</sup> we met with Groves Ranch in the morning and then a group of 8 producers from the northern part of the county in the afternoon.

#### CCCD STAFF REPORTS

##### A. Crystal Kellebrew:

1. May 8-16, 4<sup>th</sup> grade seedling tree presentations, 19 presentations to 705 students.
2. May 17, helped place weed barrier, protectors, GPS at deep pot cottonwood site.
3. May 23, Pronghorn Enviroscape, set up all day for the K, 1<sup>st</sup> and 3<sup>rd</sup> grade classes.
4. May 17, watered trees at site for deep pot cottonwood project.
5. June 5<sup>th</sup> & 9<sup>th</sup>, attended WYRED and helped with registration and grading papers.
6. BHNRYC is June 14-16, we are loaded and ready with 96 campers.

##### B. Debbie Hepp:

1. May 10, traveled to UW research center at Wyarno to pick up 174 deep pot cottonwoods, delivered them to the project sites.
2. May 15, planted 60 cottonwoods with Jen at one of the project sites.
3. May 17, placed barrier and protectors at one of the deep pot project sites with Crystal.
4. May 24, planted 60 deep pot cottonwoods at the other project site.
5. May 26, placed barrier and protectors at deep pot cottonwood project site with Jen along with watering of the trees.
6. June 1, attended Soil Workshop the District hosted, there were 12 attendees with 3 presenters.
7. June 5, attended WPLI meeting.
8. June 6, aerial site visit for Fortification area for WPLI.
9. June 8, site visit with master gardeners rain garden with Jay.
10. June 13, attended NACD webinar on soil health.

##### C. Jay Quintanilla:

1. May 16-26, baby leave.
2. June 1, attended soil health workshop.
3. June 5, toured the Durham Ranch with NRCS.
4. June 6, attended the NRCS Soil Health Producers meeting.
5. June 7, collected avian fecal samples with Audubon Rockies.
6. June 8, visited a newly installed rain garden with Master Garner's.

##### D. Jennifer Hinkhouse:

1. May 11, attended the local working group meeting in Newcastle, WY.
2. May 15, Debbie and Jen planted the first cottonwood planting for the deep pot project.
3. May 16, met with County Commissioners on the Forestry Strategy.
4. May 17, attended NFAB meeting in Rapid City.
5. May 24-25, planted the second cottonwood planting and GPS locations.
6. May 31, traveled to several locations with Tim to select locations for NRCS field tour.
7. June 1, met with county to discuss forest strategy.
8. June 5 & 9, attended WYRED to help with registration and grade papers.
9. June 7, attended the TBNG coordination group meeting in Gillette.
10. June 8, Jay and Jen looked at final stop for legislative tour.
11. June 12&13, toured sites in Campbell and Crook with NRCS to determine how forestry related practices will be implemented.

**OLD BUSINESS:**

- A. Grants update:
  - a. FCAP: Campbell County Forestry Working Group has released their strategy for public comments, the county requested the District pull it from public comment so that they could review the document. The document has now been released for public comment again until June 30<sup>th</sup>. The Forestry Tour has been scheduled for June 28<sup>th</sup>.

**NEW BUSINESS:**

- A. WPLI: Debbie attended the meeting at June 5<sup>th</sup> and signed the Charter. The public letters were mentioned on requesting consensus vs. majority vote and the board elected to remain with majority vote. Campbell and Johnson County Weed and Pest presented history of spraying weeds for federal agencies and the weed situation near Fortification. Bob Budd, Director of WWNRT, reviewed the application process and situation with the removal; of the RMEF application for an easement that could possibly access Fortification. June 6, WPLI Board was able to fly the area. There will be a ground tour on June 25. The CCCD Board is still for the decision on non-permanent designation and to the follow the mission statement.
- B. Litigation Fund: The District received an email for WACD requesting litigation funds from District. After further discussion, the Board decided not to donate any funds at this time.
- C. WY Special District Association: The District received a letter stating that a formation of Special Districts would like to form an association to make sure the entire group is following the rules and receiving the correct training. They are asking for letter of support if your District would like to be involved in the meetings and if we would participate in the future. After discussion from the Board they would like for the District to be involved to see where it goes.
- D. CCCD Special Board Meeting: The Board discussed when they would like to have a Special Board Meeting to close out FY17.

**BJ Clark moved to schedule the Special Meeting on June 30<sup>th</sup> at 4:30 p.m. Casey Elkins seconded the motion. Motion approved.**

- E. CCNLUP: The meeting was canceled and will be rescheduled for June 15.
- F. Bonding: HUB quoted the District \$2,310.00 for bonding and we also received a quote from Farm Bureau at \$458.

**Casey Elkins moved for the District to go with Farm Bureau on bonding in the amount of \$458.00. BJ Clark seconded the motion. Motion approved.**

- G. Cheatgrass/Bulbous Blue Grass: Discussion followed on what the District can do to help educate the constituents on cheatgrass and bulbous bluegrass. The District staff will look into possibly having a workshop or brochures of information that can be distributed.

- H. WACD Awards Nominations: After discussion from the Board they asked the District staff to write up a nomination for a landowner for cooperators of the year.
- I. TBNG Coordination Group: Jen participated in the TBNG Coordination Group meeting in Newcastle on June 7<sup>th</sup>. The Charter was reviewed and are set to vote on it at the next meeting. Updates were provided from the USFS and there was discussion on lethal and non-lethal control options.
- J. FY18 Budget: Jen will be updating with final numbers prior to the July Board Meeting.
- K. Upcoming Events:
  - a. CCCD Board Meeting – July 11, 2017
  - b. Bridger Plant Material Center Tour – June 14, 2017
  - c. NACD Deadwood – June 18-22, 2017
  - d. Area Meeting – September 12, Newcastle, WY
  - e. Regional Meeting September 11-14, 2017

**EXECUTIVE SESSION:**

No executive session was needed.

**GOOD OF THE ORDER:**

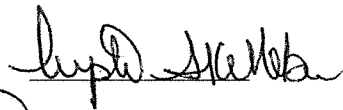
There being no further business the Chair stated the next regular Board meeting will be held June 13, 2017 at 4:00 p.m. in the District/NRCS Conference Room.

**ADJOURN:**

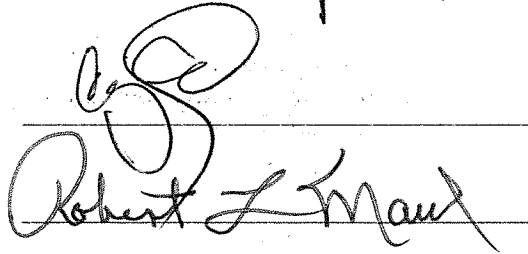
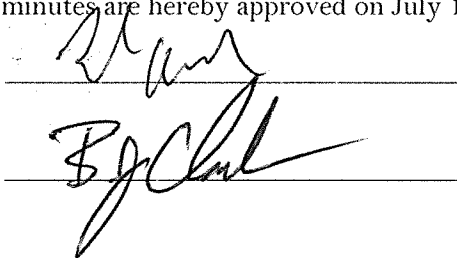
Lindsay Wood adjourned the meeting at 6:04 p.m.

**APPROVAL:**

These June 13, 2017 minutes of the Board are submitted for approval by:



These minutes are hereby approved on July 11, 2017:



**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 30, 2017**

**CALL TO ORDER:**

BJ Clark, Acting Chairman called the meeting to order at 4:31 p.m.

Attendees were: BJ Clark, Acting Chairman; Casey Elkins, Secretary/Treasurer; Bob Maul, Supervisor; Jennifer Hinkhouse, District Manager and Debbie Hepp, Program Assistant.

**LINE ITEM CHANGE FY 17:**

Jennifer reviewed the line item adjustments for the Fiscal Year 2017 Budget. Casey Elkins moved to approve the line item changes for FY 17. Bob Maul seconded the motion. Motion approved. Changes attached.

**END OF YEAR FINANCIAL REPORT:**

Casey Elkins moved to approve the Authorized Voucher Report including checks #9179 through #9192, and checks #129 & #130 from the BHYC Checking and online payments to finalize FY17. Bob Maul seconded the motion. Motion approved.

Casey Elkins moved to carry over remaining comp-time accrued in FY17 to FY18. Bob Maul seconded the motion. Motion approved.

**FY18 BUDGET:**

Discussion was held to designate a Capital Reserve Account separate from the Emergency Reserve Account for the replacement of the district vehicle and equipment.

Bob Maul moved to designate a Capital Reserve Account for FY 18. Casey Elkins seconded the motion. Motion approved.

Discussion was held on the districts interest rates with WGIF. Jennifer will follow up with the annual interest rate for the last year, so that the board can look at their investment options.

Jennifer provided the board with information on potential cost of living adjustment for employees based on the Consumer Price Index which is tracked by the U.S. Department of Labor. Discussion followed and the board recommended a coat of living adjustment be made for each employee. Jennifer will ensure that this recommendation is feasible with the proposed budget and the recommendation will be finalized during the FY 18 budget meeting.

**ADJOURN:**

BJ Clark adjourned the meeting at 5:11 p.m.

**APPROVAL:**

These June 30, 2017 special minutes of the Board are submitted for approval by: Debbie Hepp

These minutes are hereby approved on July 11, 2017:

<u>[Signature]</u>	<u>[Signature]</u>
<u>Robert Z Maul</u>	<u>[Signature]</u>

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