

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 12, 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; Jaime Tarver, Supervisor; Lindsay Wood, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Clay Wood, Water/Range Technician; Tim Kellogg, District Conservationist and Lauren Connell, Wildlife Biologist.

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, 2018, was **\$93,743.69**. The May 2018 deposit was **\$4,434.66**. Interest earned on FIB funds was **\$5.89**. 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 **\$4,440.55**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of May 2018 were **(\$37,663.68)**. As of May 31, 2018, the FIB checking account balance was **\$60,520.56**.

The Wyoming Government Investment Fund (WGIF) account balance as of April 30, 2018, was **\$110,358.37**. The May 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$156.50**. Total income was **\$156.50**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of May 31, 2018, the WGIF account balance was **\$110,514.87**.

The Grant Checking account balance as of April 30, 2018, was **\$90,000.0**. The May 2018 deposit was **\$7,500.00**. Total income was **\$7,500.00**. Funds transferred from FIB account to Grant Checking were **\$0.00**. Expenditures for the month of May 2018 were **(\$0.00)**. As of May 31, 2018, the Grant Checking account balance was **\$97,500.00**.

The BHYC Checking account balance as of April 30, 2018, was **\$2,944.83**. The May 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.22**. Total income was **\$0.25**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of May 2018 were **(\$304.80)**. As of May 31, 2018, the BHYC account balance was **\$2,640.25**.

The Authorized Voucher Report including checks from FIB Checking **#9342** through **#9359**, checks from BHYC Funds Checking **#139** through **#142** 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. Lindsay Wood seconded the motion. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes of the Board as written from the May 8, 2018 meeting. Lindsay Wood seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS continues to work on the pre-approved EQIP applications as they work their way through the review process. The grazing land application is waiting on a water test and well permit from the landowner. The wetland/wildlife application is waiting on final program review for approval. All the

high tunnel applications have been obligated. The State Office announced a second batching date for SGI funds. NRCS 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 pre-approved next week.

**CSP:** NRCS has 4 applications that rolled over from last year and are making sure they are eligible. Wyoming received less than 50,000 acres this year so there will not be many applications funded. These are ranked and moving through the application process. NRCS has 2 renewal applications from 2014 contracts that they are working with to see if they will want to continue in the program.

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

**CRP-G:** The pollinator seeding and fence has been completed for the one existing CRP-Grassland contract in the county. FSA is accepting applications again for this program and the rental rates have been reduced.

**CCRP:** FSA is accepting applications for CCRP again. The signing incentive payment and performance incentive payments have been removed, the cost share rate remains at 50% and the rental rate has been reduced to \$8/per acre or less.

**CTA:** Brandon completed seed mixes for the PSI cover crop funding. Most of these crops have been seeded and NRCS will be coordinating with Jennifer to complete the field checks. Lauren continues to work with the Spring Creek Grazing Association on their fencing project. Tim continues to work with one member of the Spring Creek Grazing association on a well on their private property. The project includes several partners including ABC and USFWS. Tim has also been assisting a landowner with a grazing strategy for fall seeded forage crops and crested wheatgrass pastures.

**OTHER:** Brandon and Lauren will be working in the field on RCPP inventories and range inventories as much as possible the next few months. Brandon will be assisting with the BHNRYC as a session presenter on June 14<sup>th</sup>. Lauren will be attending Indicators of Range Health training in Cheyenne on June 18<sup>th</sup>-22<sup>nd</sup>. Tim will be attending the Sheridan Research Center's invasive grass workshop on June 19<sup>th</sup>. Lauren presented information on Ranching for Profit workshop on September 12<sup>th</sup>, Fire Hall Training Center. More information will be presented in the future.

#### WACD REPORT:

No new information to report.

#### CCCD STAFF REPORTS

##### **Jennifer Hinkhouse, District Manager**

- May 9- RCPP landowner site visit; inventories; discussion with landowners
- May 10- RCPP landowner site visit; inventories; discussion with landowners
- May 14- Sampled Donkey Creek
- May 15- Interviews
- May 16- Interviews; RCPP field inventories
- May 17 Water sampled Little Powder
- May 22- Little Powder Watershed Steering Committee
- May 23-Monitoring Deep Pot Cottonwood Project
- May 24- Sampled Donkey Creek
- May 30- sent amended budget and draft budget to Department of Audit
- May 31- Sampled Little Powder River
- June 1- Monitoring Deep Pot Cottonwood Project
- June 4- Sampled Donkey Creek

- June 6- Finished creating BMP contracts
- June 11- Sampled Little Powder River

**Debbie Hepp, Program Assistant**

- May 14, 24 – monitor Donkey/Stonepile Creek
- May 15-16 – participate in Water/Range Tech interviews
- May 17, 31 – monitor Little Powder
- May 18 – attend Hazard Mitigation meeting
- May 21 – travel to Newcastle to pick up tree protectors
- May 22 – attend Little Powder Watershed meeting
- May 23 – collect data on Spotted Horse cottonwoods, inspect Middle Prong sample site
- May 29 – attend staff meeting
- June 1 – collect data on Recluse cottonwoods
- June 4 – monitor Donkey/Stonepile Creek
- June 11 – monitor Little Powder

**Crystal Kellebrew, Education Coordinator**

- May 9 – 4<sup>th</sup> grade tree presentation
  - 3 presentations at Lakeview School
  - 1 presentation at Rawhide School
- May 10 – 4<sup>th</sup> grade tree presentation
  - 3 presentations at Paintbrush School
  - 1 presentation at Wagonwheel School
- May 11 – 4<sup>th</sup> grade tree presentations
  - 1 presentation at Prairie Wind School
  - 1 presentation at Heritage Christian School
  - 1 presentation at Sunflower School
- May 14- 4<sup>th</sup> grade tree presentations
  - 3 presentations at Hillcrest School
  - 1 presentation at Stocktrail School
  - 1 presentation at Rozet school
- May 15 – 4<sup>th</sup> grade tree presentations
  - 1 presentation Cottonwood School
- May 17 – 4<sup>th</sup> grade tree presentations
  - 1 presentation Recluse School
- May 17 – Three education activities with 60, 1<sup>st</sup> grade students at Lakeview school.
- May 18 – 10 Enviroscape presentations at Pronghorn for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade.
- May 28 – Holiday
- May 29 – Staff Meeting
- Working on BHNRYC.

**Clay Wood, Water/Range Technician**

- May 21 – Start date, NEWIGWG conference call
- May 22 – Little Powder Steering Committee meeting
- May 24 – Donkey Creek Water Sampling
- May 31 – Little Powder Water Sampling
- June 4 – Donkey Creek Water Sampling
- June 11 – Little Powder Water Sampling

**OLD BUSINESS:**

- A. Grants Update:
- TSI

- Contractor has signed the contract and bond has been collected.
  - RCPP
    - Jen and Brandon have completed forest inventories.
  - Water Sampling
    - Sampling continues Donkey Creek/Stonepile Creek and Little Powder River.
  - WNRT Fund: The Board reviewed data from the Bitter Creek Deep Pot Cottonwood Project.
  - Cover-Crops: Plank Stewardship, 6 grants.
- B. Water/Range Technician: The District conducted 4 interviews. Clay Wood was introduced as the new Water/Range Technician, he is officially sampling in the stream and will complete water quality training with WACD in the future so that he is a certified sampler.

**NEW BUSINESS:**

- A. FY19 Draft Budget: The District received a letter from the County Commissioners approving the District for \$290,000.00 for FY19, that is \$11,000.00 more in funds than the District received FY18.
- B. Small Water Projects: The Board discussed setting an application fee for small water projects.

**Lindsay Wood made a motion for the District to have a \$500 application fee on Small Water Projects. Casey Elkins seconded the motion. Motion approved.**

- C. End of Year/Budget Hearing Meeting Dates: The Board discussed the date for the end of year meeting, they scheduled it for June 25<sup>th</sup> at 2:30 p.m. at the District Office. The Budget Hearing will be during the regular scheduled meeting on July 10 at the District Office.
- D. 4<sup>th</sup> Grade Seedling Trees: Crystal gave 22 tree presentations to 16 elementary schools with 678 4<sup>th</sup> graders in attendance and distributed 570 Colorado Blue Spruce Trees to those students.
- E. USFS Agreement: The District has received the agreement for \$9,000.00 to perform projects on the Thunder Basin National Grasslands.
- F. C.C. Fair Booth: Campbell County Fair is August 1-5, the District will have a booth but will only be manned during high traffic hours.
- G. Hazard Mitigation Plan: Debbie has attended two meetings, they are working on updating the plan in conjunction with Campbell, Crook, Johnson, Sheridan and Weston Counties.
- H. BHNRYC: Black Hills Natural Resource Youth Camp is scheduled for June 13-15,
- I. WACD Awards: The District staff will look into submitting nominations for WACD awards.
- J. Upcoming Events:
  - a. BHNRYC – June 13-15
  - b. Little Powder Watershed Steering Committee Meeting – June 19
  - c. Medusa-nata Tour – June 19
  - d. CCCD Board Meeting – July 10
  - e. C.C Fair – August 1-5
  - f. Sign up for Re-election – August 8-27

**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 12, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

**ADJOURN:**

**Bob Maul adjourned the meeting at 6:00 p.m.**

APPROVAL:

These June 12, 2018 minutes of the Board are submitted for approval by:

Lupe Killebrew

These minutes are hereby approved on July 10, 2018:

[Signature]

[Signature]

[Signature]

\_\_\_\_\_

Robert L. Maul

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 25, 2018

**CALL TO ORDER:**

Bob Maul, Vice-Chair called the meeting to order at 2:45 p.m.

Attendees were: Bob Maul, Vice-Chair; Casey Elkins, Secretary/Treasurer; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager and Crystal Kellebrew, Education Coordinator.

Lindsay Wood, Supervisor by conference call.

**LINE ITEM CHANGE FY18:**

Jennifer reviewed the line item changes for Fiscal Year 2018 Budget.

Casey Elkins moved to approve the line item changes for FY18. Jaime Tarver seconded the motion. Motion approved.

**END OF YEAR FINANCIAL REPORT:**

Casey Elkins moved to approve the Authorized Voucher Report including checks #9360 through #9369, and checks #144 & #146 from the BHYC Checking and online payments to finalize FY18. Lindsay Wood seconded the motion. Motion approved.

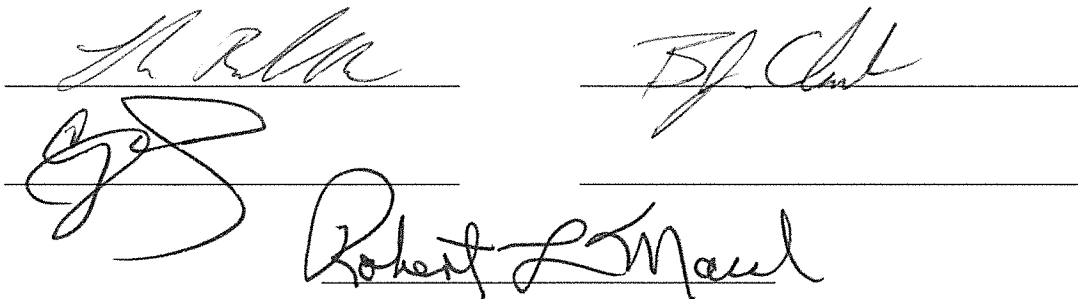
**ADJOURN:**

Bob Maul adjourned the meeting at 2:49 p.m.

**APPROVAL:**

These June 25, 2018 special minutes of the Board are submitted for approval by: \_\_\_\_\_

These minutes are hereby approved on July 10, 2018:

  
The image shows three handwritten signatures on horizontal lines. The top left signature is 'A. Elkins', the top right is 'J. Tarver', and the bottom center is 'Robert L. Maul'.