

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 27, 2019

**CALL TO ORDER:**

Lindsay, Chairman called the meeting to order at 12:01 p.m.

Attendees were: Lindsay Wood, Chairman; BJ Clark, Supervisor; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager.

**AMENDED VOUCHER:**

The amended June voucher, which included check # 164, was reviewed. Richard Hauber made a motion to approve the amended voucher. BJ Clark seconded the motion. Motion approved.

**LINE ITEM CHANGE FY 19:**

Jennifer reviewed the line item adjustments for the Fiscal Year 2019 Budget. BJ Clark moved to approve the line item changes for FY 19. Richard Hauber seconded the motion. Motion approved. Changes attached.

**END OF YEAR FINANCIAL REPORT:**

BJ Clark moved to approve the Authorized Voucher Report including checks #9542 through #9550, and checks #158 & #161 from the BHYC Checking and online payments to finalize FY19. Richard Hauber seconded the motion. Motion approved.

BJ Clark moved to carry over remaining comp-time accrued in FY19 to FY20. Richard Hauber seconded the motion. Motion approved.

**DESIGNATION OF PUBLIC RECORDS POINT OF CONTACT:**

Discussion was held to designate a public records point of contact for the district in order to comply with new state requirements.

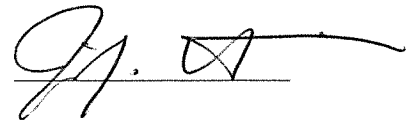
Richard Hauber moved to designate the district manager as the custodian and point of contact for public records and sign a resolution. BJ Clark seconded the motion. Motion approved and a resolution was signed.

**ADJOURN:**

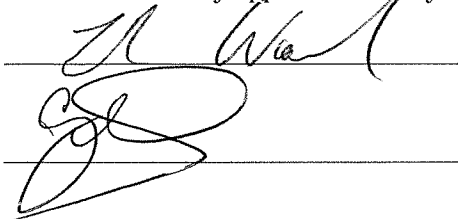
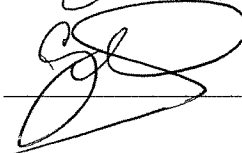
Lindsay Wood adjourned the meeting at 12:09 p.m.

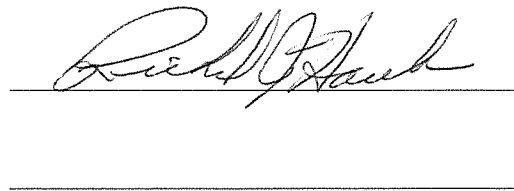
**APPROVAL:**

These June 30, 2017 special 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  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
June 11, 2019

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:00 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; and Debbie Hepp, Program Assistant. Guest in attendance were Jessica Weathers, Private Lands Wildlife Biologist; NRCS/BCOR.

LINE ITEM CHANGE:

Jennifer reviewed the line item changes for Fiscal Year 2019 Budget.

Casey Elkins moved to approve the line item changes for FY19. 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 April 30, 2019, was \$60,754.06. The May 2019 deposit was \$72,784.03. Interest earned on FIB funds was \$9.73. 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 \$72,793.76. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant Checking \$(0.00). Expenditures for the month of May 2019 were (\$46,586.26). As of May 31, 2019, the FIB checking account balance was \$86,961.56.

The Wyoming Government Investment Fund (WGIF) account balance as of April 30, 2019, was \$112,577.80. The May 2019 deposit was \$0.00. Interest earned on WGIF funds was \$221.71. Total income was \$221.71. 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 May 31, 2019, the WGIF account balance was \$112,799.51.

The Grant Checking account balance as of April 30, 2019, was \$15,000.00. The May 2019 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 2019 were (\$6,028.62). As of May 31, 2019, the Grant Checking account balance was \$8,971.38.

The BHYC Checking account balance as of April 30, 2019, was \$6613.59. The May 2019 deposit was \$0.00. Interest earned on BHYC funds was \$0.78. Total income was \$0.78. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of May 2019 were (\$490.00). As of May 31, 2019, the BHYC account balance was \$6,6124.37.

The Authorized Voucher Report including checks from FIB Checking #9530 through #9541, checks from BHYC Checking #150 through #157 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. Casey Elkins seconded the motion. Motion approved.

AMENDED AUTHORIZED VOUCHER:

Casey Elkins moved to approve the amended authorized voucher from the May meeting. Richard Hauber seconded the motion. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes from the May 14, 2019 Board meeting. Richard Hauber seconded. Motion approved.

NRCS REPORT:

**EQIP:** 2019 applications are progressing. Two high tunnel and all five soil health applications are now obligated. Once the producers get the fields seeded for the soil health contracts NRCS will go out and certify them. The one grazinglands application is preapproved and Tim is working on corrections getting it ready for approval.

**RCPP:** One contract has been completed. Contractors have completed cutting in several units of other contracts prior to the May 15<sup>th</sup> Migratory Bird Act timing stipulation. Slash treatment is now taking place in those units and once completed those units will be certified and payment made. A producer has completed cutting and slash treatment in a unit of his own contract.

**AMA:** NRCS has one 2019 high tunnel application that has been approved and signed by the producer but still waiting for obligation from the area office.

**CSP:** The sign-up for 2019 ended May 10<sup>th</sup>. Three applications have rolled over from last year with no new ones. NRCS is working on eligibility and ranking these applications. The new grazinglands CSP for producers that have reported grass, idle or fallow on base acres for the last 10 years should be getting their letters from FSA. There are 17 eligible tracts in Campbell County, but the office has not received any calls yet.

**CRP:** There will not be a general CRP signup this year.

**CTA:** There have been several drop ins at the office asking about high tunnels. Brandon has been assisting the Trail Creek Grazing Association with fence staking and mapping. Continue to work on applications during the field season to prepare them for the next sign-ups.

**OTHER:** Brandon completed Conservation Desktop training. Jessica assisted in organizing the Northern Great Plains Joint Venture Board meeting June 4 & 5 in Gillette. Tim is instructing at NRCS Boot Camp June 3-21 in Lincoln, NE. Brandon will be attending Economics of Conservation Planning in Casper June 18-20. Jessica will be in Twin Falls, Idaho June 17-21 for SGI SWAT/Working Lands Workshop.

CCCD STAFF REPORTS:

**Jennifer Hinkhouse, District Manager**

- May 15- Attended the Black Hills National Forest Advisory Board
- May 16- Joint Forestry Team Conference Call
- May 20-24- Vacation
- May 23- Calibrated water quality equipment
- May 27- Holiday
- May 29- Staff Meeting
- May 30- Sampled Little Powder River
- May 30- Submitted draft budget to Department of Audit
- June 3- Sampled Donkey Creek
- June 6- Meeting with USFS on Weston Juniper Project
- June 5- Met with NRCS State Conservationist
- June 7- Dickenson Project Field Work
- June 10- Sampled Little Powder River

- June 10- NACD Southwest Forestry Network Call
- June 11- WACD/ WDA Water Quality Grant conference call

Working on:

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

**Debbie Hepp, Program Assistant**

- May 16 -sample Little Powder
- May 23- sample Donkey Creek
- May 30- Sampled Little Powder
- June 3- sample Donkey Creek
- June 5- WWTP site visit trees and seedling location
- June 7- Dickinson project
- June 10- sample Little Powder
- June 11 - attend board meeting

Working on:

- Annual Plan, Annual Report, WDA summary sheet
- Newsletter

**Crystal Kellebrew, Education Coordinator**

- May 15- Lakeview School Presentation, Animal Tracks, Great Migration and Fundana Bandanas
- May 16- McManamem Nature Walk with Paintbrush
- May 20- Rozet School Presentation, Enviroscope
- May 23- Sampled Donkey Creek
- May 27- Holiday
- May 29- Staff Meeting
- June 5- PLT Conference Call

Working on:

- Black Hills Natural Resource Youth Camp
- Learning to calibrate water quality equipment
- Storm Drain Sticker Maps
- PLT Facilitator Training and updates to Wyoming guide
- Donkey Creek Festival Booth

Additional Information:

- The Board discussed the following topics:
  - NRCS future cooperative agreements.
  - WY BLM has published a draft supplemental EIS that augments the Buffalo RMP, comment period will close on August 15, 2019.
  - Youth Livestock Auction Invitation
  - Wyoming Natural Resource Foundation Golf Tournament
  - Public notice of renewal for NARM permit
  - DOI is preparing an EA to add an additional 119.8 mt of coal and 8.9 years to the Caballo Mine.
  - Shared articles that involve the Conservation District.
  - NACD personalized monogrammed hats for purchase.

OLD BUSINESS:

A. Grants Update:

- WDEQ-319

- Water monitoring is continuing on the LP and DCSP. Working on an amendment to the WDEQ Grant.
- The District will have an informational/hands-on educational booth at the Donkey Creek Festival.
- WDA-BMP's
  - 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 has applied for the next round of funding for MBP's on the LPR.
- WSFD
  - The final inspection is complete, and the district staff is working on the final report.

**NEW BUSINESS:**

- A. Board of Supervisors:
  - BJ Clark has submitted a letter to the Board explain that due to his new job he will no longer be able to attend meetings regularly. After discussion it was decided to table for the next meeting when more Board Members are present.
- B. Thunder Basin National Grasslands MOU:
  - The Board reviewed the MOU, discussion followed.

**Richard Hauber moved to approve and sign the Thunder Basin National Grasslands MOU. Casey Elkins seconded the motion. Motion approved.**

- C. Little Powder River Watershed:
  - The LPR Watershed plan is out for its 45-day comment period. The plan has been reviewed by DEQ (TMDL and NPS) program leads as well as Region 8 EPA. On July 25 the comment period will close. On August 1 the WSC to discuss any comments and finalize the document. The document will then come to the Board at their August 13 meeting.
- D. BCOR-Plant ID Workshop
  - The workshop is scheduled for July 9<sup>th</sup>. Jessica Weathers with BCOR/NRCS requested sponsorship for the workshop by having the Wyoming Tough Books available (CCCD purchased them for \$10.50) and to provide drinks. Discussion followed.

**Casey Elkins made a motion to have the Wyoming Tough books available at a discounted rate for \$5 and to provide drinks for the workshop. Richard Hauber seconded the motion. Motion approved.**

- E. WACD Award Nominations:
  - The Board reviewed the award categories, after further discussion it was decided to submit an award this year in one category.
- F. Water Quality Update:
  - District staff has been unable to get back in the streams and start sampling through most of May due to the water level being too high and unsafe. Public Health is notified anytime an *e.coli* number exceeds the single sample maximum 410col/mL. The District reported them on 6/6/19 that there was an exceedance on Donkey Creek. Flow meter is being fixed by HACH they are estimating that will cost \$1,142.00 to repair the flow meter. Lab funds will be utilized to cover the cost of repairs.
- G. Draft Budget:
  - The District has received a letter from the County letting us know that we have been approved for \$300,000.00 in funding for FY20.
- H. Water Range Tech Position:
  - The Board reviewed the Water/Range Technician job description. Discussion followed on the structure of the organization and how it will look in the next 5 years.
- I. Long Range Plan:
  - The District will need to compete a long range plan that is due to be out in 2021.

J. Upcoming Events:

- BHNRYC – June 12-14, 2019
- State Tech Meeting – June 25, 2019
- Forestry RPG – June 17-21, 2019
- End of Fiscal Year Meeting – June 27, 2019 @ noon
- Holiday – Office Closed – July 4, 2019
- CCCD Board Meeting – July 8, 2019

**EXECUTIVE SESSION:**

Casey Elkins made a motion at 5:40 p.m. to enter into Executive Session to discuss personnel. Richard Hauber seconded the motion. Motion approved.

Casey Elkins moved to end the executive session at 6:01 p.m. BJ Clark seconded. Motion approved.

Casey Elkins moved to give the District Staff July 5 off as administrative leave. Richard Hauber seconded the motion. Motion approved.

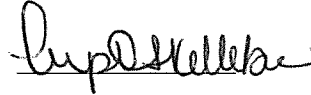
**GOOD OF THE ORDER:**

There being no further business the Chair stated the next regular Board meeting will be held June 11, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

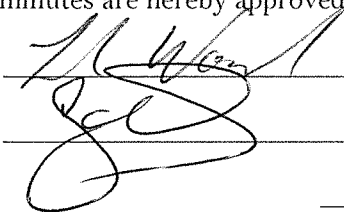
**ADJOURN:**


Lindsay Wood adjourned the meeting at 6:02 p.m.

**APPROVAL:**

These June 11, 2019 minutes of the Board are submitted for approval by: 

These minutes are hereby approved, on July 8, 2019:

  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
\_\_\_\_\_