

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
Campbell County Public Library
2101 South 4J Road
Gillette, WY 82718
June 9, 2020**

CALL TO ORDER:

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

Attendees by conference call were: Lindsay Wood, Chair; Richard Hauber, Supervisor; Keith Eisenbraun Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator, Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, C.C. Commissioner Liaison.

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, 2020, was **\$12,684.32**. The May 2020 deposit was **\$60,871.87**. Interest earned on FIB funds was **\$0.39**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$0.00**. Total income was **\$60,872.26**. 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 May 2020 were **(\$26,525.78)**. As of May 31, 2020, the FIB checking account balance was **\$47,030.80**.

The Wyoming Government Investment Fund (WGIF) account balance as of April 30, 2020 was **\$84,292.51**. The May 2020 deposit was **\$0.00**. Interest earned on WGIF funds was **\$33.42**. Total income was **\$33.42**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. Funds transferred to WGIF from FIB checking account were **\$0.00**. As of May 31, 2020, the WGIF account balance was **\$84,325.93**.

The Grant Checking account balance as of April 30, 2020 was **\$5.00**. The May 2020 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 **(\$0)**. Expenditures for the month of May 2020 were **(\$0.00)**. As of May 31, 2020, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of April 30, 2020 was **\$7,822.84**. The May 2020 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.06**. Total income was **\$0.06**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of May 2020 were **(\$0.00)**. As of May 31, 2020, the BHYC account balance was **\$7,822.90**.

The Authorized Voucher Report including checks from FIB Checking **#9668** through **#9677** 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 May 12, 2020 Board meeting. Keith Eisenbraun seconded the motion. Motion approved.

Richard Hauber moved to approve the minutes from the May 19, 2020 Special Board meeting. Keith Eisenbraun seconded the motion. Motion approved.

NRCS REPORT:

EQIP: NRCS has received the “soft” preapproval for several applications. These include 11 high tunnels, one shelterbelt, two rangeland, four cropland and three forestry applications

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 received applications from 5 producers on 10 tracts for CRP-Grasslands. This is an FSA program but NRCS provides the technical assistance.

CTA: COVID-19 restrictions have made CTA limited to a few phone calls about grass seedings and soils inquiries.

Other: NRCS continues to operate at a Level 2 risk posture. This means that the doors are locked, and only employees can access the building. But we are now at Phase 1 of reopening which means that up to 10 employees can be in the office at one time, if the social distancing guidelines are being followed. USDA Service Center will remain at this level until further notice from the national office.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- May 12-Board Meeting
- May 13- Water Quality Meeting with CCNRD
- May 14- USDA webinar on CFAP
- May 14- BLM Modification Application submitted
- May 15- Submitted WDA Water Quality Grant application
- May 18- Sampled Little Powder River
- May 19- NRCS-State Technical Advisory Committee Meeting
- May 19- Met with CCCD Board for a strategy meeting
- May 20- National Forest Advisory Board Meeting
- May 21- Sampled Donkey Creek
- May 22- WWNRT Deep Potted Cottonwood survey
- May 22- WWTP Vegetative Buffer survey
- May 28- Sampled Little Powder River
- June 2- Staff Meeting
- June 4 -Joint Forestry Team subcommittee meeting
- June 8- Sampled Little Powder River

Working on:

- Water Sampling
- BMP project inspections/ implementation/ contracting
- Budget
- Final Report for WWNRT grant

Debbie Hepp, Program Assistant

- May 18- Water monitor Little Powder
- May 19- Attended Special Board meeting in Recluse pertaining to strategic planning for CCCD
- May 21 - Water monitor Donkey Creek
- May 28 - Water monitor Little Powder
- June 1 - Water monitor Donkey Creek
- June 2 - Attend staff meeting by teleconference
- June 8 - Water monitor Little Powder
- June 9 - Attend board meeting at CC Public Library

Campbell County Conservation District Board of Supervisors Meeting

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Working on:

- July newsletter
- Summary of water quality final reports - recommendations
- Draft Long-Range Plan document, work on draft Watershed newsletter, draft Annual Plan/Report/WDA Summary

Crystal Kellebrew, Education Coordinator

- May 15 – Seedling Tree Handout Day to Campbell County Students
- May 19 – Attended Special Board Meeting in Recluse for strategic planning CCCD
- June 1 – Water Monitor Donkey Creek
- June 2 – Attended Staff Meeting by Conference Call

Working on

- Storm Drain Stickers
- Looking into education activities for the summer.
- Familiarize with Gmail
- Assist in water monitoring

OLD BUSINESS:

A. Grants Update

- WDEQ 319/205(j): Water monitoring is continuing on the Little Powder River and Donkey Creek. Jen will be meeting with WDEQ to meet the new director of the NPS program. They will also discuss how we might amend the Phase II grant to utilize any unused funds. Crook County NRD is hiring a full-time water employee and contacted CCCD to see if we would be interested in utilizing the employee for some of our work. CCCD and CCNRD has also been discussing submitting a joint application for the Bell Fourche watershed and or a future RCPP specific for water quality in the Belle Fourche watershed. These could be accomplished with amendments to our current MOU with CCNRD.
- RCPP: The next round of stewardship signups has begun, the sign-up period will close on June 30, 2020.
- WWNRT: Final surveys of the cottonwood trees was completed on May 22. Jen will be performing data analysis and a final report for WWNRT and will present the findings at the July meeting.

B. NRLUP

- CCCD will write a letter to the NRLUP Board recommending Jaime Tarver to represent CCCD in the Conservation District seat.

NEW BUSINESS:

A. CCCD Future Structure

- At the strategic planning meeting the present members were in favor of a structure that would utilize contractors to perform water quality sampling and any other potential programs, such as range. This would include a part-time administrative assistant. The Board discussed the job duties that would move from the positions that are not being filled to the current positions.

B. 1% Funding

- CCCD has received a letter from the county stating that we are provisionally approved for \$270,000 that represents an overall cut of 19% since 2016 and a 10% reduction from FY20.

C. Draft Budget

- Our draft budget was submitted to the Department of Audit and County Clerk on May 14th. CCCD will have its official Budget Meeting on July 14th at 4:10 p.m. Advertisements will go out at least one week before the budget meeting.

- D. C.C. Fair
 - CCCD discussed if they would have a fair booth this year. After discussion it was decided to not have a booth at the C.C. Fair this year.
- E. WQ Update
 - The Board reviewed the preliminary data for Little Powder River and Donkey Creek. Jen presented *E.coli* results from monitoring completed thus far.
- F. FY20 End of Year Meeting
 - FY20 end of year meeting will be held on June 29 at 12 p.m.
- G. Upcoming Events
 - Holiday – Office Closed – July 3, 2020
 - CCCD Board Meeting – July 14, 2020

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

Richard Hauber made a motion at 5:03 p.m. to enter into Executive Session to discuss personnel. Keith Eisenbraun seconded the motion. Motion approved.

Richard Hauber moved to end the executive session at 5:25 p.m. Keith Eisenbraun seconded. Motion approved.

Richard Hauber made a motion to raise the wage of the Education Coordinator to \$50,000.00, to take affect the beginning of FY21 and to conduct a performance evaluation at the end of FY21. Keith Eisenbraun seconded the motion. Motion approved.

Richard Hauber made a motion to give a COLA to the District Manager in the amount of \$400 a year for FY21. Keith Eisenbraun seconded the motion. Motion approved.

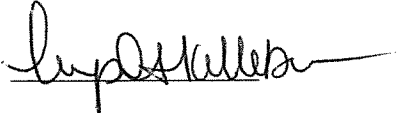
GOOD OF THE ORDER:

There being no further business the Chair stated the next regular Board meeting will be held July 14, 2020 at 4:00 p.m. at Campbell County Public Library 2101 S 4J Road, in Gillette, WY or by teleconference 1-877-820-7831, participant code 6821824.

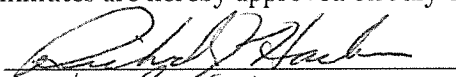

ADJOURN:

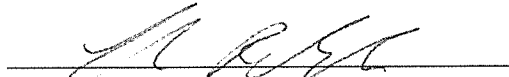

Lindsay Wood adjourned the meeting at 5:28 p.m.

APPROVAL:

These June 9, 2020 minutes of the Board are submitted for approval by: 

These minutes are hereby approved on July 14, 2020:

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
SPECIAL MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
June 29, 2020

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 12:07 p.m.

Attendees were: Richard Hauber, Supervisor; Jennifer Hart, District Manager and Crystal Kellebrew, Education Coordinator.

Lindsay Wood, Chair; Casey Elkins, Vice-Chair by conference call.

LINE ITEM CHANGE FY20:

Jennifer reviewed the line item changes for Fiscal Year 2020 Budget.

Richard Hauber moved to approve the line item changes for FY20. Casey Elkins seconded the motion. Motion approved.

END OF YEAR FINANCIAL REPORT:

Richard Hauber moved to approve the Authorized Voucher Report including checks #9689 through #9695 and online payments to finalize FY20. Casey Elkins seconded the motion. Motion approved.

ADJOURN:

Lindsay Wood adjourned the meeting at 12:11 p.m.

APPROVAL:

These June 29, 2020 special minutes of the Board are submitted for approval by:



These minutes are hereby approved on July 14, 2020:

