

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
March 14, 2017**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 3:59 p.m.

Attendees were: Lindsay Wood, Chair; BJ Clark, Vice-Chair; Casey Elkins; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Jay Quintanilla, Water/Range Technician; and Tim Kellogg, District Conservationist. Guest in attendance was Clark Kissack, Campbell County 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 January 31, 2017 was **\$90,114.79**. The February 2017 deposit was **\$2,956.60**. Interest earned on FIB funds was **\$4.79**. 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 **\$2,961.39**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of February 2017 were **(\$76,831.86)**. As of February 28, 2017, the FIB checking account balance was **\$16,244.32**.

The Wyoming Government Investment Fund (WGIF) account balance as of January 31, 2017 was **\$109,132.65**. The February 2017 deposit was **\$0.00**. Interest earned on WGIF funds was **\$44.45**. Total income was **\$44.45**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of February 28, 2017, the WGIF account balance was **\$109,177.10**.

The Grant Checking account balance as of January 31, 2017 was **\$10,948.03**. The February 2017 deposit was **\$50,000.00**. Total income was **\$50,000.00**. Funds transferred from FIB account to Grant Checking were **\$0.00**. Expenditures for the month of February 2017 were **\$(0.00)**. As of February 28, 2017, the Grant Checking account balance was **\$60,948.03**.

The BHYC Checking account balance as of January 31, 2017 was **\$4,106.22**. The February 2017 deposit was **\$3,320.00**. Interest earned on BHYC funds was **\$0.36**. Total income was **\$3,320.39**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of February 2017 were **\$(0.00)**. As of February 28, 2017, the BHYC account balance was **\$7,426.61**.

The Authorized Voucher Report including checks from FIB Checking #9119 through #9128, check # 1008 from Grant Checking, and check #117 BHYC Checking 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. BJ Clark seconded. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes of the Board as written from the February 14, 2017 meeting. BJ Clark seconded. Motion approved.

Casey Elkins moved to approve the minutes of the Special Board Meeting as written from February 28, 2017. BJ Clark seconded the motion. Motion approved.

NRCS REPORT:

EQIP: Three of the Seasonal High Tunnel applications and the three Fabricated Metal Windbreak applications have been preapproved for funding. The High Tunnel applications are in the review process and NRCS just finishing up the work on the Windbreak applications. All of the divisional money is going to fund one grazing application in Johnson County and two irrigation applications in Sheridan County.

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.

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.

CTA: NRCS had two requests for Technical Assistance for high tunnels and trees; and three for soils.

Other: Tim and Brandon were in Casper on March 14 for CSP training. Tim will be taking leave April 17-19. Tim will be attending BHNRYC in June.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. February 16, presented to the principals on the CCCD's educational activities.
2. February 27, presented home school activity on owl pellets.
3. Spoke with Jodi at Science Center on attending Mallo Camp again for 5th graders, they would like CCCD to come back again to conduct the World Water Monitoring Challenge kits in August and September, over 800 students will be participating.
4. Planning of Camp is in the process and going well.
5. Starting to schedule schools for 4th grade tree presentations.
6. Working on completing extra booth activities for Ag Expo.
7. Currently working with the City on re applying storm drain stickers this summer.

B. Debbie Hepp:

1. February 16, listened to the NACD webinar on urban soil institute in NYC and urban soil expertise in PA.
2. February 27, met with a landowner along with NRCS and reviewed fruit tree possibilities-marketing produce and high tunnels.
3. March 3, teleconference with CCNRD on water monitoring history and future.
4. March 13, attended WPLI meeting.
5. Current orders are 2555 trees and 8 rolls of weed barrier. Sales will close on April 3rd.
6. Continuing to work on the planning of WCDEA Winter Training which will be held in Casper on April 4-6.
7. There are 822 3rd graders scheduled to attend the Ag and Natural Resource Expo. 19 schools, 33 activities with 85+ volunteers at the Ag Expo.

C. Jay Quintanilla:

1. February 15, sent out bid requests for water quality labs.
2. February 21-24, attended legislative and special district training in Cheyenne.
3. February 27, attended TBNG meeting in Douglas.
4. March 4, water quality meeting with CCNRD.
5. March 7, send out bid requests for MST labs.
6. March 13, attended WPLI meeting.

D. Jennifer Hinkhouse:

8. February 27, attended the TBNG Coordination Group meeting, at this meeting, they established the group and the authorities that they are operating under. There will be several meetings in the future.
9. Completed and submitted the CCCD applications for County 1% funding.

10. March 3, met with CCNRD about water results.
11. March 3, met with Janelle Gonzales with the BLM-Buffero Field Office about the financial assistance agreement program.
12. March 9, attended a webinar on private forestlands. Great speakers discuss long term management and how to get the work completed, barriers to success and success projects. This webinar had a western focus.
13. March 10, attended the NE Wyoming Habitat Workshop, heard several masters' students' research, game and fish projects and BLM. These projects focused on prairie ecotypes and topics ranged from weed control to controlling prairie dogs through use of their own recorded calls.
14. Jen will be on leave March 22 – April 3.
15. CCCD will be meeting with the County Commissioners to discuss the budget on Monday 20 at 8:40 p.m.
16. University of Wyoming Range Club sent an invitation to their banquet April 8 at 7:30 p.m. for anyone interested.
17. The CCCD needs to adopt a retention schedule for all district files. The state archives have put out a retention schedule specifically for local governments that I think would meet our needs.

Casey Elkins moved for the District to adopt the retention schedule for local governments from state archives. BJ Clark seconded the motion. Motion approved.

18. The CCCD received the LGLP membership application. The District currently has a \$500 deductible.

Casey Elkins moved to table the LGLP Membership until next meeting. BJ Clark seconded the motion. Motion approved.

OLD BUSINESS:

- A. Grants update:
 - a. WDEQ has not heard from the EPA as far as when to expect to see 319 funding and if the budget will be reduced or not.
 - b. WDA: The District submitted the final report and financials for Donkey Creek for final approval by the Board of Ag.
 - c. RCPP: CCCD submitted final documents to national headquarters for review and final approval.
 - d. WSFD Bark Beetle Grants: The District received a letter from the State Forester allowing us to use Bark Beetle funds as match/leverage for RCPP. The District will be delaying the start of those projects until we have final approval on RCPP.
 - e. WWNRT: Deep Pot Cottonwood Project is in the planning stages. Debbie has contacted landowners and we are looking at the beginning of May for Planting. Staff will be going out at the end of April to look for planting locations and flagging so that the landowners can dig holes prior to trees arriving.

NEW BUSINESS:

- A. CCCD Policies: The Board reviewed the CCCD Policies.

Casey Elkins moved to approve the CCCD Policies. BJ Clark seconded the motion. Motion approved.

- B. Employee Classifications/Policy: CCCD needs to update our personnel policy and clarify/review which employees are exempt and non-exempt.

BJ Clark moved to table the Employee Classification/Policy until next meeting. Casey Elkins seconded the motion. Motion approved.

- C. **WYRED:** WYRED is going to be held at Mallo Camp in Newcastle this year. WYRED is looking for a district to collect registrations. This may require a budget amendment to account for the unexpected funds and expenditures. Discussion followed.

Casey Elkins moved for the CCCD to collect registrations for WYRED. BJ Clark seconded the motion. Motion approved.

- D. **Legislative Wrap-up:** Jen sent out the final legislative update from WACD. On March 21, the Chamber will be hosting the Legislative Wrap-up at the Senior Center. Brenda and Jen will be attending for the District.
- E. **WPLI:** Debbie will be putting a WPLI update in the upcoming newsletter and will email it to the Board.
- F. **TBNG Coordination Group:** Jen attended the first meeting in Douglas, next meeting is April 12 & 13 in Newcastle.
- G. **Raptor Symposium:** The Raptor Symposium is March 29 & 30, Jay will be attending on behalf of the District.
- H. **Landowner Consent to Release Information Forms:** The current landowner access forms we use do not satisfy the release information we need. The District staff will consider this further and we will revisit it at a later meeting for the Board to discuss.
- I. **WDEQ Integrated Report:** A call for data has come out for WDEQ's next integrated report. The District has data that was not part of a WDEQ grant and the Board needs to discuss if they wish to release the information. Discussion followed.

BJ Clark moved to not release the water quality data to WDEQ that was not part of their grant. Casey Elkins seconded the motion. Motion approved.

- J. **BLM:** Jen met with Janelle Gonzales with the BLM-Buffalo Field Office about the financial assistance agreement program. The program would allow BLM to pass money through the district to do conservation work on private lands such as juniper/forest work, fencing, and post fire rehab.
- K. **AG Expo:** There are 822 3rd graders scheduled to attend the Ag and Natural Resource Expo. 19 schools, 33 activities with 85+ volunteers at the Ag Expo, scheduled for April 25. The Board reviewed and discussed the release of liability and photo release form for Ag Expo volunteers. The Board also discussed donations for the two FFA Chapters that volunteer at Ag Expo.

Casey Elkins moved to approve the liability waiver for all Ag Expo volunteers to sign. BJ Clark seconded the motion. Motion approved.

Casey Elkins moved for the District to give two donations in the amount of \$200 to each FFA Chapters (Gillette & Wright) that volunteer at Ag Expo. BJ Clark seconded the motion. Motion approved.

- L. **Water Quality Bids:** Jay presented to the Board; two water quality bids for our chemical sampling needs from Energy Labs and Inter Mountain Labs. There were also two bids presented for MST from Microbial Insights and Source Molecular. Discussion followed.

Casey Elkins made a motion to award Energy Labs in the chemical testing for CCCD Water Quality /319 grant of our samples. BJ Clark seconded the motion. Motion approved.

BJ Clark made a motion to award Microbial Insights MST testing for CCCD Water Quality/319 grant. Casey Elkins seconded the motion. Motion approved.

- M. **Upcoming Events:**
 - a. **Raptor Symposium – March 29-30, 2017**

