

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
March 13, 2018**

**CALL TO ORDER:**

Bob Maul, Vice-Chair called the meeting to order at 4:04 p.m.

Attendees were: BJ Clark, Chair; Bob Maul, Vice-Chair; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Casey Elkins, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; Crystal Kellebrew, Education Coordinator; and Tim Kellogg, District Conservationist. Guests in attendance were Mark Christian, 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, 2018, was **\$97,492.39**. The February 2018 deposit was **\$7,422.91**. Interest earned on FIB funds was **\$6.17**. 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 **\$7,429.08**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of February 2018 were **\$(25,567.79)**. As of February 28, 2018, the FIB checking account balance was **\$79,353.68**.

The Wyoming Government Investment Fund (WGIF) account balance as of January 31, 2018, was **\$109,996.96**. The February 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$100.52**. Total income was **\$100.52**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. as of February 28, 2018, the WGIF account balance was **\$110,097.48**.

The Grant Checking account balance as of January 31, 2018, was **\$90,000.00**. The February 2018 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 February 2018 were **\$(0.00)**. As of February 28, 2018, the Grant Checking account balance was **\$90,000.00**.

The BHYC Checking account balance as of January 31, 2018, was **\$5,330.52**. The February 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.37**. Total income was **\$0.37**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of February 2018 were **\$(0.00)**. As of February 28, 2018, the BHYC account balance was **\$5,330.89**.

The Authorized Voucher Report including checks from FIB Checking **#9297** through **#9307**, checks from BHYC Funds Checking **#135** through **#136** 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:**

Lindsay Wood moved to approve the minutes of the Board as written from the February 13, 2018 meeting. Casey Elkins seconded. Motion approved.

Lindsay Wood moved to approve the minutes of the Board as written from the February 21, 2018 Special Budget Meeting. Casey Elkins seconded the motion. Motion approved.

### NRCS REPORT:

**EQIP:** Three high tunnel applications have been approved, one of them is signed and waiting to be obligated, the other two will be signed this week. Only one soil health application was preapproved along with one grazing land application. The one state wide wetland/wildlife application was preapproved for a 2.4-acre pollinator seeding south of Gillette, producers and contractors are getting ready to start construction as soon as it dries out. NRCS expects to get a second allocation of EQIP later this year after the SGI allocation has been returned and reallocated.

**RCPP:** NRCS has received 6 applications in Campbell County for the RCPP allocation, Brandon has been working on the maps and eligibility for these applications.

**CSP:** NRCS has 5 applications that rolled over from last year, NRCS is working on making sure they are eligible. Wyoming received less than 50,000 acres this year so there will not be many applications funded. NRCS has 5 renewal applications from 2014 contracts, NRCS is working with them to see if they want to continue in the program.

**CRP:** FSA is not taking any applications for CRP at this time due to the national acreage cap. Todd Caltrider with WYG&FD continues to monitor the active CCRP contracts in the county.

**CTA:** Tim, Brandon and Lauren attended the soil health workshop on March 8. Brandon and Lauren will be assisting with Ag Expo in April. Tim is working with Marlon Winger and Keela Deaton on securing funding from NGO's for soil health projects in Campbell and Crook Counties.

**OTHER:** Tim will be an instructor for the Conservation Boot Camp for 3 weeks from April 16<sup>th</sup> to May 4<sup>th</sup> in Lincoln, NE. Brandon will be the 'acting DC' during these times.

### WACD REPORT:

No new information to report.

### CCCD STAFF REPORTS

- Jennifer Hinkhouse
  - Feb 14- Jay and Jen went out to the Complex to look at potential best management practices.
  - Feb 19- Holiday
  - Feb 20- Meeting with Complex manager about potential projects.
  - Feb 21- Little Powder Watershed Steering Committee meeting; board budget meeting
  - Feb 26- Staff meeting; Finished and submitted 1% applications
  - Feb 27- March 8: Vacation
  - March 8: Worked on record request and integrated water report
  - March 12- Donkey Creek Watershed Steering Committee.
- Debbie Hepp
  - Feb. 14: Site visit of Walker Living Snowfence with WYDOT and met with WYDOT to discuss future proposed projects
  - Feb. 20: Attended County Commissioners meeting to present WPLI final decision with Barry Hayden
  - Feb. 21: Attended the first Little Powder River Watershed Committee Meeting
  - Feb. 26: Meeting with Greg from Complex on applying for DC Cost Share
  - Feb. 27: Attended Campbell County Hazard Mitigation meeting
  - March 8: Host #2 Soil Workshop with Marlon
  - March 12: Attended DC steering committee meeting
  - Seedling tree sales –
    - 2556 Colorado State Forestry Service
    - 700 Lincoln Oaks
    - 20 Big Sioux

- 3276 total
- 29 rolls weed barrier
- Crystal Kellebrew
  - Feb 21: Attended and recorded minutes for the Board Budget Meeting.
  - Feb 26: Staff Meeting
  - Mar 3: Children's Festival – 1,100 children and 900 adults, stream trailer
  - PLT Training – April 21, 2018
  - BHNRYC
  - AG Expo
  - 4<sup>th</sup> Grade Trees
  - ColorCycle Program: 1,846 markers recycled so far
    - 902 Rozet Elementary
    - 185 Pronghorn Elementary
    - Paintbrush Elementary 735
    - Debbie 24
- Jay Quintanilla
  - Feb 15-16: 2017 Water Quality QA/QC review with DEQ
  - Feb 16: BKS Webinar
  - Feb 26: Staff Meeting
  - Feb 26: Cost Share Meeting with Complex
  - Feb 27-28: TSI Request for Proposals
  - Mar 6: Completed County Pet Waste Project Cost Share Application
  - Mar 8: Hosted Soil Health Workshop
  - Mar 12: Attended the Donkey Creek Watershed Steering Committee meeting.

OLD BUSINESS:

- A. Grants Update:
- RCPP
    - As a cooperator CCCD has advertised the program and will assist NRCS with forest inventories.
  - Forestry
    - CCCD has two grants with Wyoming State Forestry. The grant is \$90,000.00 to thin 204.4 acres of trees. Bid requests were sent out, the deadline is April 9<sup>th</sup>, the bids will be reviewed on April 10<sup>th</sup> at the CCCD Board Meeting.
- B. Special District Association: The Special District Association met on March 8<sup>th</sup>, 40-50 people attended with 22 people calling in. Several Conservation District's were there along with representation for fire departments, weed & pest, etc. During the meeting 2 committees were formed, by the next meeting they will have draft by-laws and a mission. Bob will continue to attend the meetings to represent outside interests.

NEW BUSINESS:

- A. Legislative Issues: Audit requirements for District HB 23 was approved and signed by the Governor.
- B. LGLP: The District received the application for renewal of liability insurance. After discussion from the Board they decided to stick with the current \$500.00 deductible.

**Lindsay Wood moved to approve the \$500.00 deductible for liability insurance for CCCD Employees through Local Government Liability Pool. Bob Maul seconded the motion. Motion approved.**

- C. Records Request: The District received a records request from the American Transparency Organization, same request as last year. After further discussion the Board agreed to release requested information in a readily available format: CCCD Employee's name, position and salary. The CCCD's policy on releasing information needs updating, Jen will work on a new fee schedule for the Board to review at the next Board Meeting.
- D. WPLI: No new updates.
- E. Budget: The CCCD submitted 1% applications to both the City of Gillette and Campbell County Commissioners on March 20<sup>th</sup>. The budget presentation meeting with the Campbell County Commissioners is March 20<sup>th</sup> at 5:20 p.m.
- F. BLM Agreement: CCCD is a cooperating agency and will be attending the meeting in Casper, WY on April 3&4 to review discuss Greater Sage Grouse & the RMP.
- G. AG Expo: There are 851 3rd graders scheduled to attend the Ag and Natural Resource Expo. 25 schools, 33 activities with 85+ volunteers at the Ag Expo, scheduled for April 24<sup>th</sup>. The Board discussed donations for the three FFA Chapters that volunteer at Ag Expo.

**Lindsay Wood moved for the District to give three donations in the amount of \$140 to each FFA Chapters; Wright, Coal Country and Gillette FFA that volunteer at Ag Expo. Casey Elkins seconded the motion. Motion approved.**

- H. Little Powder River Watershed Committee: The steering committee has reconvened and had a great turnout. The next meeting is scheduled for March 28<sup>th</sup> at the Rec Center. The committee did decide to move forward with a watershed based plan.
- I. Phase II Grant: The Donkey Creek Steering Committee met and has submitted and is in favor of all three BMP applications for the CCCD Board's final approval. City Pet Waste Stations, cost share funds requested are \$13,392.00 with total project cost being \$33,248.00. County Pet Waste Stations, cost share funds requested are \$2,225.92 with total project cost being \$4,039.12. Rain Garden at Gillette College; cost share funds requested are \$23,000.00 with total project cost being \$41,412.20. The Board discussed the projects.

**Jaime Tarver moved to approve the following three BMP projects; County Pet Waste Stations, City Pet Waste Stations and Rain Garden at Gillette College. Jaime Tarver moved to amend the previous motion to approve the three BMP projects with the consideration that the rain garden project to be approved for up to \$30,000.00 in cost share funds for additional engineering costs. Lindsay Wood seconded the amendment. Amendment approved. The amended motion now states to approve the following three BMP projects; County Pet Waste Stations, City Pet Waste Stations and Rain Garden at the Gillette College, with consideration that the rain garden project be approved for up to \$30,000 in cost share funds for additional engineering costs if needed. Lindsay Wood seconded the motion. Motion approved. Motion approved.**

- J. NRCS 1619 Form: Jaime Tarver signed the NRCS 1619 Form.

**K. UPCOMING EVENTS:**

- a. Drought Workshop – March 19, 2018
- b. Winter Training – March 20-22, 2018
- c. LP Steering Committee Meeting – March 28, 2018
- d. LWG Meeting – April 5, 2018
- e. Board Meeting – April 10, 2018
- f. GLEE – April 21, 2018
- g. PLT Training – April 21, 2018
- h. Ag Expo – April 24, 2018
- i. Governors Lunch – April 24, 2018
- j. State Tech Meeting – April 24, 2018

**EXECUTIVE SESSION:**

No executive session was needed.

**GOOD OF THE ORDER:**

There being no further business the Vice-Chair stated the next regular Board meeting will be held April 10<sup>th</sup>, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

**ADJOURN:**

BJ Clark adjourned the meeting at 6:45 p.m.

**APPROVAL:**

These March 13, 2018 minutes of the Board are submitted for approval by:

Lupe Stalleba

These minutes are hereby approved on April 10, 2018:

[Signature]  
[Signature]

Robert L. Maul  
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