

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
March 12, 2019**

**CALL TO ORDER:**

Lindsay Wood, Chair called the meeting to order at 4:01 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Supervisor; BJ Clark, Supervisor; Richard Hauber, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator; Clay Wood, Water/Range Technician and Tim Kellogg, NRCS. Guest in attendance were Del Shelstad, Campbell County Commissioner Liaison.

**LINE ITEM CHANGE FY18:**

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

**BJ Clark 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 January 31, 2019, was **\$10,851.37**. The February 2019 deposit was **\$99,422.63**. Interest earned on FIB funds was **\$4.88**. 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 **\$99,427.51**. Funds transferred from FIB checking to WGIF account was **\$(30,000.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of February 2019 were **\$(41,959.29)**. As of February 28, 2019, the FIB checking account balance was **\$38,319.59**.

The Wyoming Government Investment Fund (WGIF) account balance as of January 31, 2019, was **\$81,958.66**. The February 2019 deposit was **\$0.00**. Interest earned on WGIF funds was **\$172.14**. Total income was **\$172.14**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. Funds transferred to WFIG from FBI checking account were **\$30,000.00**. As of February 28, 2019, the WGIF account balance was **\$112,130.80**.

The Grant Checking account balance as of January 31, 2019, was **\$15,000.00**. The February 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 February 2019 were **\$(0.00)**. As of February 28, 2019, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of January 31, 2019, was **\$4,866.32**. The February 2019 deposit was **\$2,420.00**. Interest earned on BHYC funds was **\$0.68**. Total income was **\$2,420.68**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of February 2019 were **\$(675.00)**. As of February 28, 2019, the BHYC account balance was **\$6,612.00**.

The Authorized Voucher Report including checks from FIB Checking #9476 through #9488, 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 the motion. Motion approved.**

**AMENDED AUTHORIZED VOUCHER:**

Richard Hauber moved to approve the amended authorized voucher from the February meeting. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

BJ Clark moved to approve the minutes from the February 12, 2019 Board meeting. Jaime Tarver seconded. Motion approved.

Casey Elkins moved to approve the minutes of the Belle Fourche Watershed Meeting as written from January 28, 2019. Richard Hauber seconded. Motion approved.

Richard Hauber moved to approve the minutes of the Board as written from the February 12, 2019 special budget meeting. BJ Clark seconded. Motion approved.

NRCS REPORT:

**EQIP:** NRCS is currently working on 2019 applications. There are two high tunnel applications that are preapproved from sign-up 1 that NRCS cannot obligate until some issues with the shutdown and new Farm Bill are resolved. NRCS is working on the eligibility and ranking of the 2019 applications.

**RCPP:** The RCPP applications from Crook and Weston are preapproved but are not able to be obligated yet. None of the applications from Campbell were preapproved. The unfunded applications were rolled over into the 2019 EQIP forestry subaccount.

**CTA:** NRCS has had several inquiries about Web Soil Survey and other soils questions. Brandon has been helping Debbie with soils questions concerning tree plantings. Brandon has been working on HEL determinations. Tim is part of a national team re-writing the practice standard for Livestock Shelter Structure (Fabricated Metal Windbreaks).

**OTHER:** Tim & Brandon attended a cultural resources refresher training March 7&8 in Gillette. This is required every three years. Jessica will be attending cultural resources training in Casper in May. Tim, Brandon and Jessica will be attending the High Plains Area meeting the fourth week of April.

It was announced on March 11, 2019 that NRCS has opened up a 45-day public comment period for all of our practice standards. Nationally there are currently 169 practice standards. Jen will get information out to the Board.

CCCD STAFF REPORTS:

**Jennifer Hinkhouse, District Manager**

- February 18- Holiday
- February 20 & 21- Wyoming Watershed Conference and Presentation.
- February 25- Budget Meeting.
- February 26- Prairie Dog Meeting.
- February 27- LPRWSC Meeting; did interview with Wyoming Livestock Roundup.
- February 28- Submitted 1% County Funding Application; Presented to the Commissioners about the Little Powder River Restoration Plan.
- March 1- Submitted 1% City Application.
- March 4- Staff Meeting; drafted and finalized Joint Water Quality Minutes; submitted space request to the County.
- March 7- Met the new Horticulture Extension Agent.
- Currently working on:
  - Budget
  - Little Powder River Watershed Restoration Plan

**Debbie Hepp, Program Assistant**

- February 14- Presented to CC Cattlewoman on Ag Expo.

- February 27-Attended Little Powder River Watershed Meeting.
- March 4-Attended staff meeting.
- March 12-Attended Board meeting.
- Currently working on:
  - Seedling Tree Program-sold 3588 total trees (csfs 2419/lo 1175) and 15 rolls of weed barrier.
  - WCDEA Winter Training
  - Ag Expo
  - Little Powder River Watershed Restoration Plan
  - Newsletter
  - Garden and Landscape Educational Expo

#### **Crystal Kellebrew, Education Coordinator**

- February 14-Prepared upcoming educational activities to the principals.
- February 18-Holiday, office closed.
- February 23-PLT workshop.
- February 25, Homeschool activity, soil.
- February 26-Colorcycle program, complete and winner is Rozet with 1,169 markers collected.
- March 2-Childrens festival, stream trailer.
- March 4-Staff meeting.
- Currently working on:
  - BHNRYC
  - Ag Expo
  - 4<sup>th</sup> grade seedling tree program
  - Homeschool Education session
  - Wright Library education activity
  - Education presentation for WCDEA education session.
  - SWCS Bracelets

#### **Clay Wood, Water/Range Technician**

- February 18-Holiday
- February 20 & 21-Watershed Conference in Casper.
- February 26-Annual leave.
- February 27-Little Powder River Watershed Steering Committee Meeting.
- March 1-Wyoming SRM Council Call
- March 4 – Staff Meeting
- March 7 – Met with K2 Technologies.
- Currently working on:
  - Little Powder River Watershed Based Plan.
  - Water data analysis
  - Planning for upcoming monitoring season, SAP review.
  - Website updates.
  - Cloud based server options.

#### **Additional Information:**

- The City contacted Jen to set up a time to possibly discuss the City of Gillette 1% Funding Application on April 9. The city did not disclose if CCCD would be receiving any funding or not.
- The meeting is set with the county on the Campbell County Optional 1% Funding Application for FY20 on March 20 at 6:40 p.m. Lindsay and Jaime stated they will attend the meeting.
- Richard Hauber's appointment has been accepted by the Wyoming Department of Agriculture.

**Casey Elkins made a motion for Richard Hauber to have signature authority on all CCCD accounts. BJ Clark seconded the motion. Motion approved. Richard Hauber abstained from voting.**

OLD BUSINESS:

A. Grants Update:

- WDEQ-319
  - CCCD is continuing to work on the LPR watershed restoration plan.
  - Jen and Debbie met with the new extension agent to make her aware of the grant that we are partnering with the college on and discussed other topics as well. CCCD has been made aware that our main contact with the C.C. Parks Department for the pet waste program has left and handed the project off to a new lead.
  - Clay has been working on a sampling schedule. District staff are inventorying supplies and Jen will be working on the sampling budget.
  - During the Wyoming Watershed Conference, CCCD was made aware that some districts are utilizing 319 funding to aid landowners in maintaining their septic systems, through funding pumping of tanks. Jen asked the Board if this is something that the board would support. Jen will find out more information on what is allowed and come back to the Board with specifics.

NEW BUSINESS:

A. Little Powder River Watershed Restoration Plan

- Clay and Jen spent the majority of the month working on addressing comments from DEQ's TMDL coordinator on the Little Powder River Watershed Restoration Plan. CCCD sent it back to DEQ for review, they have acknowledged that they have received the plan and are reviewing it again. CCCD has requested they complete their review by March 22 which will provide a week to make final adjustments prior to the next watershed steering committee meeting on April 4. The plan is now 80 pages. Once the document is complete it will be put out for a 45 day comment period.
- Jen met with the Campbell County Commissioners on February 28 and provided them with some information about the document, its purpose and general contents. The document will be sent to them directly once it is put out for comment.

B. Legislative Update

- This legislative session has ended. A version of the public records act did pass. CCCD staff will have a briefing on the subject during our winter training next week and Jen will provide the Board with a full update at the next board meeting. This law will not go into effect immediately, but rather will become effective on July 1.

C. Water Quality Training

- The EPA is launching a program to do water quality trading. This allows for areas that are discharging water and impacting streams to mitigate for those by trading for credits with other organizations or performing BMP's. The district may play a role in this, Jen will keep the Board updated.

D. LGLP Renewal:

- 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.

**Casey Elkins moved to approve the \$500.00 deductible for liability insurance for CCCD Employees through Local Government Liability Pool. BJ Clark seconded the motion. Motion approved.**

E. Prairie Dog Update

- Jen attended the prairie dog meeting in Douglas on February 26. These meetings are now being convened by the WCCA. At the meeting they discussed the process moving forward and the potential focal areas for the coming field season.
- The USFS is anticipating starting the public scoping for the plan amendment to come out in the mid-April. The forest supervisor would like to meet with the steering committee

prior to that release. CCCD will have opportunities to engage as part of the current group and as a cooperating agency.

- There will be a mapping meeting in Bill on March 25, CCCD staff will attend to see if there are any opportunities for projects/mapping efforts in Campbell County.

F. Board Training:

- There will be an upcoming board training through the City. Del Shelstad talked with the other commissioners about considering the WACD Certification Training in place of the mandatory one the City and County put on. The commissioners decided if a board member has attended WACD Certification Training they do not need to attend the others.

- G. AG Expo: There are 712 3rd graders scheduled to attend the Ag and Natural Resource Expo. 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.

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

H. Upcoming Events:

- WCDEA Winter Training – March 19-21, 2019
- LPWSC – April 4, 2019
- GLEE – April 6, 2019
- CCCD Board Meeting April 9, 2019
- NFAB – April 17, 2019
- Ag Expo – April 03, 2019

**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 April 9, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

**ADJOURN:**

Lindsay Wood adjourned the meeting at 5:24 p.m.

**APPROVAL:**

These March 12, 2019 minutes of the Board are submitted for approval by:



These minutes are hereby approved on April 9, 2019:

