

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
March 10, 2020**

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:06 p.m.

Attendees were: Lindsay Wood, Chair; Jaime Tarver, Secretary/Treasurer; Richard Hauber, Supervisor; Keith Eisenbraun, Supervisor; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator, Triston Rice, Watershed Coordinator. Guest in attendance were Del Shelstad, C.C. Commissioner Liaison.

LINE ITEM CHANGE:

Jennifer reviewed the line item adjustment for the Fiscal Year 2019-2020 Budget.

Richard Hauber made a motion to approve the line item change for FY 2019-2020. Jaime Tarver seconded the motion. Motion approved. Line item change resolution attached.

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, 2020, was **\$93,085.78**. The February 2020 deposit was **\$917.69**. Interest earned on FIB funds was **\$3.00**. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled **\$0.00**. Total income was **\$920.69**. 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 February 2020 were **\$(26,765.71)**. As of February 29, 2020, the FIB checking account balance was **\$67,240.76**.

The Wyoming Government Investment Fund (WGIF) account balance as of January 31, 2020 was **\$84,050.10**. The February 2020 deposit was **\$0.00**. Interest earned on WGIF funds was **\$101.03**. Total income was **\$110.03**. 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 February 29, 2020, the WGIF account balance was **\$84,151.13**.

The Grant Checking account balance as of January 31, 2020 was **\$5.00**. The February 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 February 2020 were **\$(0.00)**. As of February 29, 2020, the Grant Checking account balance was **\$5.00**.

The BHYC Checking account balance as of January 31, 2020 was **\$7,002.33**. The February 2020 deposit was **\$1,720.00**. Interest earned on BHYC funds was **\$0.33**. Total income was **\$1,720.33**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of January 2020 were **\$(0)**. As of February 29, 2020, the BHYC account balance was **\$8,722.66**.

The Authorized Voucher Report including checks from FIB Checking #9640 through #9654, BHYC Checking #163 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. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

Jaime Tarver moved to approve the minutes from the February 4, 2020 Board meeting. Richard Hauber seconded the motion. Motion approved.

Jaime Tarver moved to approve the minutes from the February 21, 2020 Special Board Meeting. Casey Elkins seconded the motion. Motion approved.

NRCS REPORT:

EQIP: The batching date for 2020 applications is March 27. NRCS currently has 63 EQIP applications for rangeland improvements, forestry, soil health and high tunnels. About 15 of those are high tunnels. Brandon has been working on getting these applications ready to rank.

RCPP: Work has started back up on the forestry contracts. Two of the five contracts are fully completed.

CSP: There are two producers interested in applying for 2020 CSP contracts. The sign-up deadline is June 5th.

CSP-GCI: NRCS has 11 active CSP-GCI contracts now. There were no eligible tracts in the last sign-up.

CTA: Tim and Brandon helped some producers with maps. Tim and Jennifer participated on the STAC conference call on February 18th. The shared private lands biologist position with NRCS and Bird Conservancy was offered and accepted today. Tim has been working with other agencies and NGOs on seeding about 800 acres of cropland back to native grass.

Other: Tim was accepted into the NRCS Tri-State Leadership Development Program and attended the first training session in Boise, ID February 24th-28th. Tim will be in Lincoln as a boot camp instructor May 4th-22nd. Brandon will be 'acting DC' while Tim is out of the office training and instructing.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- February 7- Attended TBNG Cooperators Meeting
- February 7- Travel to NACD Meeting
- February 7-12 – NACD Annual Meeting
- February 13-14 - Vacation
- February 17- Holiday
- February 18- State Technical Advisory Committee Teleconference
- February 20- RCPP Meeting
- February 21- 1% County and City Application Meeting
- February 24- Submitted County 1% Application
- February 24-27 Supervisor Training in Cheyenne
- March 2- Staff Meeting
- March 2- City 1% Application Submitted
- March 5- Renewed SAMs and Nursery Stock Certificate

Working on:

- BMP project inspections/ implementation/ contracting
- Budget
- IT solutions
- Staff Evaluations
- Vacation March 16-20

Debbie Hepp, Program Assistant

- February 4 - Attended board meeting
- February 5 - Attended 1% Penny Power meeting
- February 11 - Site visit Little Powder monitoring sites
- February 12 - Site visit Donkey Creek monitoring sites
- February 13 - Attended Cattlewomen meeting to present Ag Expo
- February 18 - Promoted tree sales on Basin Radio
- February 21 - Meeting with Rockpile Museum on education activities for Ag Expo, etc.
- March 2 - Attended staff meeting
- March 10 - Attended board meeting

Working on:

- Tree sale inventory kept current for website forms and take orders – have sold 2982 trees/6 rolls of barrier
- Water sampling season prep work
- Ag Expo – schedule schools and exhibitors, follow up on sponsorships, copy info for school handout boxes
 - 692 3rd graders scheduled/21 schools/30+ activities/70 exhibitors and 20 FFA students
- May newsletter

Crystal Kellebrew, Education Coordinator

- February 8-13 – NACD Annual Meeting
- February 14 – Vacation
- February 17 – Holiday
- February 19 – New internet install with Visionary.
- February 21 – Museum Meeting on education, special board meeting
- February 28 – Vacation
- March 3-5 – WCDEA Training
- March 6 – Vacation

Working on:

- Ag Expo
- BHNRYC

Triston Rice, Watershed Coordinator

- February 17 - Holiday, not in the office
- February 21 - Sick, out of the office
- February 28 - Vacation day
- March 3-5 - WCDEA Winter Training

Working on:

- Ordered supplies for upcoming sampling season
- Sent sampling equipment into GeoTech for annual calibration
- Waiting on QA/QC approval from WDEQ for 2018 and 2019 WQ data
- Phase II Final Report
- 2020 SAP Revisions for Phase III Project
- Created SWAT models for both LPR and DCSP to assess WQ in different Sub-watersheds
- Gathering preliminary information to further sampling plans

Additional Information:

- 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.

Richard Hauber moved to approve the \$500.00 deductible for liability insurance for CCCD Employees through Local Government Liability Pool. Jaime Tarver seconded the motion. Motion approved.

OLD BUSINESS:

A. Grants Update

- WDEQ: Staff has been working on preparing for this upcoming field season. Schedules for sampling have been developed, landowner permissions have been signed, and inventory along with ordering of supplies has been completed. Triston is currently working with GeoTech to get all our equipment serviced prior to the start of the season. CCCD is still waiting on EPA and DEQ for the final contract to sample this field season. NRCS is currently assisting the District with the BMP projects in the Little Powder River Watershed. NRCS CET has been putting the designs for a riparian fencing and water development project. The contract should be put together by April.
- RCPP: RCPP partners met on February 20 and discussed stewardship plans, ranked applications and discussed the future of the program. The next sign up period for the stewardship contracts will be in April 1-30. Draft advertisement, ranking tool, and minutes from the meeting have been sent out to partners. The partners also discussed the groups willingness to apply for future RCPP. The group is requesting additional information from the state office.

NEW BUSINESS:

A. First Interstate Bank

- CCCD staff is working on getting Keith Eisenbraun signature authority on accounts per the Boards motion at the previous Board Meeting. Signature cards were passed around for the Board to sign.

B. Legislative Update

- The Board reviewed the Legislative update from WACD.

C. Outreach and Education – Donkey Creek Festival

- The District will have a booth at the Donkey Creek Festival again this year. Some of the staff already have vacation approved and others will be at a training for work. Jen asked if any Board Members would like to volunteer a few hours to help. The festival is June 26 and 27.

D. Forestry Field Day

- WSFD reached out to us see if CCCD would be interested in having a forestry field day this fall in Campbell County. They would cover the costs associated with the event, but would ask CCCD to assist in landowner contacts, advertisement and helping with logistics. This event would give Campbell County organizations the opportunity to discuss their cost-share programs or other available resources. The board discussed and would like to move forward with this project in August or November.

E. Audit Report

- CCCD has received the annual audit from the County. There were three audit findings for the District and the District Manager and Bookkeeper are working on addressing the identified issues. One of these issues was a check that had not been cashed.

Jaime Tarver made a motion to stop payment on check #8754 in the amount of \$200 to Gillette FFA and to personally notify them and reissue a new check. Keith Eisenbraun seconded the motion. Motion approved.

F. Penny Power - 1% Funding Letter

- Debbie attended the Penny Power Meeting on February 5, they discussed on how to secure sponsorship to develop the campaign. The next meeting is April 8.

Richard Hauber made a motion for the Board to lay the Penny Power agenda item on the table until the April Board meeting. Jaime Tarver seconded the motion. Motion approved.

G. Procurement Policy

- The Board discussed CCCD's current procurement procedures along with the procedures the County has sent to the District to utilize.

Jaime Tarver moved to adopt the Campbell County Purchasing Policies and Procedures, recommended by our Auditor. Richard Hauber seconded the motion. Motion approved.

H. Board Meeting Resolution

- According to a presentation given by the AG's office the Board must pass a resolution to have a monthly meeting on a certain day of the month and time. Any deviation from the schedule will need to give appropriate notice as a special meeting.

Richard Hauber moved to approve a monthly meeting resolution stating CCCD's Board Meeting are the second Tuesday of the month at 4 p.m. Jaime Tarver seconded the motion. Motion approved.

I. Dental Plans

- May is open enrollment for the dental plan, Board Members and staff can both participate. New rates for the dental plan are set to come out in April.

J. 2020 Seedling Tree Sales

- Tree sales are about 3,000 trees to date, last year at this time we were roughly 3,800 trees sold. Sales have consistently dropped by 500 trees every year from 2015.

K. Ag Expo

- The Ag Expo is scheduled for April 21, 692 students in 21 schools are signed up to attend. The Board discussed donations for the three FFA Chapters that volunteer at Ag Expo.

Jaime Tarver 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. Richard Hauber seconded the motion. Motion approved.

L. Upcoming Events

- Legislative Wrap-Up – March 24, 2020
- PLT Steering Committee Meeting - March 30, 2020
- CCCD Board Meeting – April 14, 2020
- Local Workgroup Meeting – April 16, 2020
- Ag Expo – April 21, 2020

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

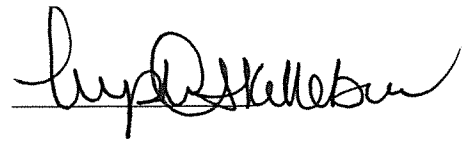
There being no further business the Chair stated the next regular Board meeting will be held April 14, 2020 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Lindsay Wood adjourned the meeting at 5:46 p.m.

APPROVAL:

These March 10, 2020 minutes of the Board are submitted for approval by:



These minutes are hereby approved on April 14, 2020:

