

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
Teleconference
May 12, 2020

CALL TO ORDER:

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

Attendees by conference call were: Lindsay Wood, Chair; Casey Elkins, Vice-Chair; Jaime Tarver, Secretary/Treasurer; 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 March 31, 2020, was \$41,559.31. The April 2020 deposit was \$796.95. Interest earned on FIB funds was \$0.23. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled \$0.00. Total income was \$797.18. 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 April 2020 were (\$29,672.17). As of April 30, 2020, the FIB checking account balance was \$12,684.32.

The Wyoming Government Investment Fund (WGIF) account balance as of March 31, 2020 was \$84,237.99. The April 2020 deposit was \$0.00. Interest earned on WGIF funds was \$54.52. Total income was \$54.52. 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 April 30, 2020, the WGIF account balance was \$84,292.51.

The Grant Checking account balance as of March 31, 2020 was \$5.00. The April 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 April 2020 were (\$0.00). As of April 30, 2020, the Grant Checking account balance was \$5.00.

The BHYC Checking account balance as of March 31, 2020 was \$7,822.77. The April 2020 deposit was \$0.00. Interest earned on BHYC funds was \$0.07. Total income was \$0.07. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of April 2020 were (\$0.00). As of April 30, 2020, the BHYC account balance was \$7,822.84.

The Authorized Voucher Report including checks from FIB Checking #9668 through #9677 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. Jaime Tarver seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the April 14, 2020 Board meeting. Casey Elkins seconded the motion. Motion approved.

Jaime Tarver moved to approve the minutes from the April 24, 2020 Special Board meeting. Richard Hauber seconded the motion. Motion approved.

NRCS REPORT:

EQIP: NRCS currently has 61 EQIP applications for rangeland improvements, forestry, soil health and high tunnels. Twelve of those are high tunnels. Brandon has been finishing up the field work. NRCS has completed most of the assessment in the Conservation Assessment and Ranking Tool (CART). NRCS will rank the applications next week to meet the deadline of May 22.

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 but have not applied yet. The sign-up deadline is June 5th. NRCS has one renewal application, but it can't be ranked until after July 1.

CRP: FSA is currently holding a continuous sign up for CRP-Grasslands. Producers can offer pasture and rangeland fields into 10 or 15 years. There is also limited cost share for fencing and water development. This is a FSA program but NRCS does the technical assistance.

CTA: Because of the COVID-19 restrictions, this has been limited to a few phone calls about grass seedings.

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. Ideally only one employee per agency is to be working in the building at a time. The others will be teleworking if possible. All correspondence is to be over the phone or via email. The USDA Service Center will remain at this level until further notice from our national office. Tim will be on leave from May 22 to June 1. Brandon will be the acting DC during this time.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- April 15- Joint Forestry Team Meeting
- April 15- Black Hills National Forest Advisory Board Meeting
- April 20- NACD call about Wildfire 2.0 Summit
- April 24-Special Board Meeting
- April 24- Submitted RCPP Quarterly Report
- April 27- Water Quality Recertification
- April 29- Webinar on Riparian and GDE Assessments
- April 29- submitted additional SAP amendments
- April 29- Submitted Phase II Quarterly Report
- April 30- Coordination call with CCNRD on water quality
- May 1- Black Hills Timber Meeting
- May 1- Staff Meeting
- May 7- Sampled LPR
- May 7- Assisted in unloading truck for seedling trees
- May 11- Sampled Donkey Creek

Working on:

- Water Sampling
- WDA WQ grant application
- BLM agreement amendment
- BMP project inspections/ implementation/ contracting
- Budget
- IT solutions

Debbie Hepp, Program Assistant

- April 14 - Attend Board meeting via conference call

- April 24 - Attended Special Board meeting pertaining to COVID-19 policy via conference call
- April 27 - Label and deliver B&B magazines
- May 1 - Attended staff meeting via conference call
- May 6 - Received Lincoln Oakes trees and arrange for customers to pick up
- May 7 - Water monitor Little Powder
- May 7 - Unload semi of seedling trees and organize for handout
- May 8 - Handout seedling tree orders to customers
- May 11 - Water monitor Donkey Creek
- May 12 - Attend Board meeting via conference call

Working on:

- Copied May newsletter
- Draft Long-Range Plan document, work on draft Watershed newsletter, draft Annual Plan/Report/WDA Summary
- Prepare for water monitoring season to begin
- Organize tree sales and delivery to customers

Crystal Kellebrew, Education Coordinator

- April 14 – Attended Board meeting via conference call
- April 24 – Attended Special Board meeting pertaining to COVID-19 policy via conference call
- May 1 – Attended staff meeting via conference call
- May 6 – Project WET Webinar
- May 7 – Unloaded semi of seedling trees and organize for handout
- May 8 – Handout seedling tree orders to costumers
- May 11 – Delivered seedling trees to Lakeview and Pronghorn school for 4th grade seedling tree program
- May 12 – Delivered seedling trees to Rozet Elementary School for 4th grade seedling tree program

Working on:

- Website updates
- Teacher Survey
- 4th grade seedling tree program and drive through pickup tree project

Additional Information:

- Jen is currently a team member on the Small Acreage Issue Team in the Conservation District seat. Due to increased workload Jen feels she has not been able to commit the time needed. After Board discussion Jen will be stepping down from the team.

OLD BUSINESS:

A. Grants Update

- WDEQ: Phase II of the grant has been completed and the quarterly report has been submitted. The total reimbursement for this quarter is \$3,573.42. Staff is continuing to work on this grant. The water quality monitoring portion of this grant is completed and WDEQ has completed the QA/QC on the data. Staff will be taking the data and completing the final report. CCCD has 3 BMP projects that are still being implemented. These projects are at various stages in their implementation.
- WDEQ 319/305(j): Phase III of the grant has finally been approved and contracts were finalized last week. Monitoring began on May 7 with Little Powder River. The sampling schedule for this season is available with Board members if they are interested.
- USFS Grant: Last week CCCD received seed from the USFS to reseed the solarized plots in the Dickinson allotment. Staff will get out to projects as soon roads allow. The District will be planting sagebrush seedlings in the allotment this fall. The project expenses will be billed out once the sagebrush seedlings are planted.

- WSFD: Bark Beetle Grant-CCCD received notification that the project can start since the contract has received the required signatures. Jen will contact the landowner in the coming days to schedule a time to flag the project and finalize acreage within the units.
- BLM: This funding is designed to directly benefit the Little Powder River watershed through implementation of best management practices. There are a group of landowners that have expressed interest in water development to remove livestock pressure from the tributary of the Little Powder River. CCCD has a contract out to them for \$43,936.00, which is remaining project funds available in our current agreement. There are some additional funds available if the Board is interested, CCCD can apply for those funds. Discussion from the Board followed and decided to apply for more funds.
- WDA: WDA is accepting applications for water quality funds until May 15. CCCD has a pending project that is requesting funding for a well and pipeline, the total cost share would be \$10,780.00. Those funds would provide a 70% cost share based on their estimated figures. Discussion followed on additional potential projects as there is up to \$20,000 available.

NEW BUSINESS:

A. Draft Budget

- The draft budget is due to the Department of Audit by June 1.
- CCCD has been provisionally approved to receive \$30,000.00 from the City of Gillette for FY21.

Richard Hauber moved to approve the draft budget to be submitted to the Department of Audit. Jaime Tarver seconded. Motion carried.

B. Future of CCCD

- CCCD will have a special meeting on May 19 from 1 p.m. – 4 p.m. at the Recluse Community Hall to discuss the future of CCCD staffing.

C. Long Range Plan Draft Review

- The Board decided to discuss this subject at the next board meeting after the strategic planning meeting.

D. C.C. Fair

- The Board discussed the District having a booth at the C.C. Fair this year as it may benefit grants that have had education events canceled as a result of COVID-19. The Board will discuss at the next board meeting if they would like to have a booth.

E. NRLUP Committee Position

- Debbie currently holds a position on the Natural Resource Land Use Plan committee with the County. When Debbie retires, CCCD will need to recommend another person for that position. Prior to Debbie serving in that position a CCCD Board of Supervisor held that position. Megan Nelms with the county has requested that the board draft a letter stating that Debbie will be retiring and need to nominate a replacement.

F. Upcoming Events

- State Tech Meeting – Conference Call – May 19, 2020
- CCCD Board Meeting – June 9, 2020

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

No executive session needed.

GOOD OF THE ORDER:

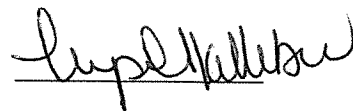
There being no further business the Chair stated the next regular Board meeting will be held June 9, 2020 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY or by teleconference 1-877-820-7831, participant code 6821824.

ADJOURN:

Lindsay Wood adjourned the meeting at 5:14 p.m.

APPROVAL:

These May 12, 2020 minutes of the Board are submitted for approval by:



These minutes are hereby approved on June 9, 2020:

