

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

CALL TO ORDER:

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

Attendees were: Lindsay Wood, Chair; BJ Clark, Vice-Chair; Casey Elkins; Bob Maul, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; Tim Kellogg, District Conservationist and Brenda Schladweiler, Associate Board Member. Guest in attendance were Randy Williams and Jaime Tarver.

BUDGET AMENDMENT:

Casey Elkins moved to accept the Resolution FY16/17 budget line item changes. Bob Maul 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 September 30, 2017, was **\$48,828.43**. The October 2017 deposit was **\$60.00**. Interest earned on FIB funds was **\$2.51**. 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 **\$62.51**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of October 2017 were **\$(32,381.04)**. As of October 31, 2017, the FIB checking account balance was **\$16,509.90**.

The Wyoming Government Investment Fund (WGIF) account balance as of September 30, 2017, was **\$109,641.21**. The October 2017 deposit was **\$0.00**. Interest earned on WGIF funds was **\$80.64**. Total income was **\$80.64**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of October 31, 2017, the WGIF account balance was **\$109,721.85**.

The Grant Checking account balance as of September 30, 2017, was **\$50,000.00**. The October 2017 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 October 2017 were **\$(0.00)**. As of October 31, 2017, the Grant Checking account balance was **\$50,000.00**.

The BHYC Checking account balance as of September 30, 2017, was **\$5,078.92**. The October 2017 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.40**. Total income was **\$0.40**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of October 2017 were **\$(0.00)**. As of October 31, 2017, the BHYC account balance was **\$5,079.32**.

The Authorized Voucher Report including checks from FIB Checking **#9243** through **#9259** and online payments were presented for review and approval by the Board.

BJ Clark moved to file the financial report and to approve the authorized voucher report. Casey Elkins seconded the motion. Motion approved.

MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the October 10, 2017 meeting. Casey Elkins seconded. Motion approved.

NRCS REPORT:

EQIP: This is the last week for taking applications for 2018 under sign-up one. The sign-up deadline is Friday November 17, 2017. Deferral letters were sent out to producers whose applications were considered for but not funded this year. After the DC meeting in October, Divisions were tasked with creating up to four of their own sub-accounts and developing ranking questions for them. The Field Offices in our Division decided on three sub-accounts; Grazing land, Cropland/Soil Health, and Forestry. Questions will need to be finalized by the end of the month.

AMA: The sign-up deadline for 2018 applications is also November 17, 2017. This program is only for seasonal high tunnels and shelterbelts.

CSP: NRCS has been authorized to begin making CSP payments for this year. NRCS will start making appointments with producers to make their payments.

CRP: NRCS continues to work on the second phase of the CCRP on the Little Powder River. Nationally CRP has reached its acreage cap for the year, no new CCRP contracts will be accepted until further notice.

CTA: Tim and Brandon both attended the Soils Health Workshop on October 12th. Tim also attended the Gabe Brown workshop in Sheridan on the 10th. Planning with producers continues to get applications ready for next year. Brandon has also been assisting producers with active contracts, staking out windbreaks and pipelines. 'Acting' duties for Brandon and Tim have been extended another two weeks until November 27.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. October 18, Crystal presented the enviroscape model to GALI, 23 attendees.
2. October 23, Homeschool education on the history of rain sticks and construction of them, 30 attendees.
3. November 13, Homeschool education lesson called Plastic Jelly Fish.
4. Distributed the November newsletter.
5. Distributed Donkey Creek Mailing.
6. Submitted application to Campbell County Parks and Rec 1% Grant for funding for the 4th grade seedling tree program.

B. Debbie Hepp:

1. October 12, Soil Health Workshop with Marlon Winger, 25 attended.
2. October 17, participated on WOTUS call with Jen.
3. October 18, attended Donkey Creek Steering Committee Meeting.
4. November 9, attended BLM public meeting in Buffalo on Fortification Creek RMPA.
5. November 14, attended WPLI meeting.
6. Completed Annual Report and Plan.
7. Registered all for WACD Convention.
8. Seedling tree sales have started, 1061 sold.

C. Jay Quintanilla:

1. October 12, Soil health workshop, 25 attendees.
2. October 17, Watershed Base Plan with DEQ.
3. October 18, attended the Donkey Creek Watershed Steering Committee, presented data and BMP program.
4. October 25-31, Donkey Creek Watershed Cost Share Program, targeted mailing (475 packets, 500-foot buffer)
5. November 10, attended Gabe Brown n Sheridan.

D. Jennifer Hinkhouse:

1. October 11, attended the TBNG Coordination Group Meeting in Newcastle.
2. October 12, stopped by the soil workshop.
3. October 13, NACD Forestry RPG call, and submitted comments to NRCS about forestry standards and specification on behalf of the RCPP.

4. October 16, staff meeting.
5. October 17, attended WOTUS webinar, had a meeting with DEQ to discuss TMDL.
6. October 18, DCWS to discuss BMP implementation, helped with part of GALI.
7. October 19, attended Healthy Watershed Webinar.
8. October 23-25, Water Quality Module I training.
9. October 26- November 2, vacation.
10. November 3, NACD Forestry RPG call.
11. November 6, staff meeting.
12. November 8, met with forestry landowner to discuss project.
13. November 10, Gabe Brown workshop in Sheridan.
14. November 13, participated in the WCDEA call.
15. November 14, CCCD information table at the Ag and Horticulture Career Day, Gillette College.
16. We received a request to sponsor a workshop with CCNRD. It would be a soil health event with Jerry Doan and Jay Fuhrer. CCNRD is asking for \$200 sponsorship, there will be a fee charged at the event. After further discussion from the Board it was decided the help promote the event by sharing it on our Facebook page, but not to contribute any money towards the workshop.

OLD BUSINESS:

A. Grants update:

- a. DEQ 319: Submitted the quarterly report at the end of October for a total of \$31,535.73 for reimbursement and \$ 9,336.72 in matching funds. District staff will be working through the non-field season on reestablishing the Little Powder Steering Committee, and working on creating the watershed base plan. Staff had a call with DEQ to discuss the process, we will be working with DEQ for technical aspects and utilizing Sheridan County base plan as a templet. BMP direct mailings have been sent out to landowners within the watershed and the first batching date closes December 1st, 2017.
- b. Bark Beetle Grant: WSFD and the District met this last week with prospective landowner in the Horse Creek area. We will be working with the landowners to thin trees and improve the resilience of the forest in that area. This landowner is adjacent to BLM property that has a timber stand improvement projects completed in the past few years. Next week CCCD staff and WSFD will start laying out the project. Once completed CCCD will work on releasing the project for bids.
- c. RCPP: RCPP partners have been working through concerns that we have with the forest practices and changes to the standards and specs for the practices. In mid-October we submitted comments to the WY NRCS programs staff on areas of concern and potential improvements that could be made to the practices.
- d. BLM Agreement: The District is in the process of moving forward with implementation of project funds. We have a meeting scheduled with BLM on Friday to discuss the procedures that we will need to follow. Then we will move forward with the agreements with the landowner and providing assistance to them, on well-pipeline-tank projects.

- B. WACD Convention-November 27-30, 2017: WACD Convention with Wyoming Stock Growers will be held November 27-30 at the Ramkota in Casper. Jen, Debbie, Jay, Crystal, Lindsay and Bob will be attending for the District. The Board reviewed the resolutions, sunseting policies, and agenda. With our sponsorship we also receive an ad in Cow Country Magazine for either the Winter or Spring issue. We would like to use it to promote our soil health workshop, the Board agreed and the staff will get the ad put together.

NEW BUSINESS:

- A. Annual Plan/Annual Report: The Board reviewed the Annual Plan/Annual Report.

Casey Elkins moved to approve the Annual Plan/Annual Report. BJ Clark seconded the motion. Motion approved.

- B. Legislative Breakfast: The Board reviewed the invitation letters to be sent to the Legislators and County Commissioners.
- C. WSFD Bark Beetle Grant: CCCD has been approved for our next phase of bark beetle funding. We have received \$40,000.00 in additional funding. We will be working on an RFP and flagging out cut units.
- D. Cattlewomen Donation: The Board discussed donating 8-1 gallon potted conifers to the Campbell County Cattlewoman silent auction for their annual Rancher Roundup.

Bob Maul moved for the CCCD to donate 8 potted trees to the Campbell County Cattlewoman. Casey Elkins seconded the motion. Motion approved.

- E. District Audit Requirement Draft Legislation: Legislative Service Office has drafted a bill that would exempt Conservation District's from annual audit requirement under the Uniform Municipal Procedures Act. Under existing legislation Districts would have to have a full CPA audit starting next year. Joint Corporations Committee will be discussing this bill, Jen has a call into Roy Edwards to discuss the issue.
- F. Eggs & Issues: Eggs & Issue is scheduled for January 30th from 6 a.m. – 8:30 a.m. at the Campbell County Senior Center.
- G. Upcoming Events:
 - a. Thanksgiving Office Closed – November 23-24, 2017
 - b. WACD Convention – November 27-30, 2017
 - c. Holiday Open House – December 8, 2017
 - d. CCCD Board Meeting – December 12, 2017
 - e. Legislative Breakfast – December 20, 2017
 - f. Christmas Day Office Closed – December 25, 2017

EXECUTIVE SESSION:

No executive session was needed.

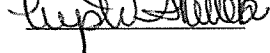
GOOD OF THE ORDER:

There being no further business the Chair stated the next regular Board meeting will be held December 12, 2017 at 4:00 p.m. in the District/NRCS Conference Room.

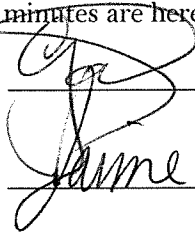
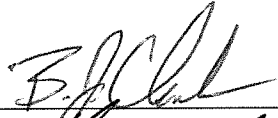
ADJOURN:

Lindsay Wood adjourned the meeting at 6:04 p.m.

APPROVAL:

These November 14, 2017 minutes of the Board are submitted for approval by: 

These minutes are hereby approved on December 12, 2017:

 
James L. Lanver 