

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
November 7, 2018**

CALL TO ORDER:

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

Attendees were: Bob Maul, Vice-Chair; Casey Elkins, Supervisor; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator and Tim Kellogg, District Conservationist.

OATH OF OFFICE:

Jaime Tarver and Casey Elkins read aloud and signed the Oath of Office. Jaime and Casey were sworn in as a member of the Campbell County Conservation District Board of Supervisors by Crystal Kellebrew, Notary Public.

BANK STATEMENTS AND ACCOUNT RECONCILIATION:

The Board reviewed the bank statements and account reconciliation from July 2018-September 2018.

Casey Elkins made a motion to approve the account reconciliation from July 2018 – September 2018. Lindsay Wood seconded the motion. Motion approved.

Casey Elkins made a motion to approve the bank statements from July 2018 – September 2018. Lindsay Wood 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, 2018, was **\$13,548.03**. The October 2018 deposit was **\$69,822.98**. Interest earned on FIB funds was **\$5.34**. 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 **\$69,828.32**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of October 2018 were **\$(28,919.33)**. As of October 31, 2018, the FIB checking account balance was **\$54,493.02**.

The Wyoming Government Investment Fund (WGIF) account balance as of September 30, 2018, was **\$111,89.70**. The October 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$184.32**. Total income was **\$184.32**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of October 31, 2018, the WGIF account balance was **\$111,374.02**.

The Grant Checking account balance as of September 30, 2018, was **\$15,000.00**. The October 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 October 2018 were **\$(0.00)**. As of October 31, 2018, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of September 30, 2018, was **\$4,863.98**. The October 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.62**. Total income was **\$0.62**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of October 2018 were **\$(0.00)**. As of October 31, 2018, the BHYC account balance was **\$4,864.60**.

The Authorized Voucher Report including checks from FIB Checking #9426 through #9440, 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:

Casey Elkins moved to approve the minutes of the Board as written from the October 9, 2018 meeting. Lindsay Wood seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS is working on modifications, payments, designs and job sheets for existing contracts. November 2nd was the deadline for the SGI, RCPP and Seasonal High Tunnel early sign up. NRCS received one SGI application, three RCPP applications and five Seasonal High Tunnel applications. NRCS is working on those applications to get them ready for ranking. National Headquarters has announced that CART, the new ranking tool, will not be released until FY20. The NRCS State Office has announced December 21st as the batching date for all other EQIP applications.

RCPP: Brandon continues to assist the RCPP participants with implementing the contracts.

CSP: NRCS obligated one CSP contract for FY2018. NRCS is currently making annual payments for 2018.

CTA: NRCS is starting to get responses from producers to share the locations of their water tanks with the fire department. Lauren continues to assist WGFD and Spring Creek Grazing Association with their re-fencing project. Brandon continues to assist a few customers with mapping and planning. Chris Campton has been assisting several producers with CTA engineering designs.

OTHER: Tim will be attending WACD November 14, 15 & 16. Tim will be out of the office November 30 to December 17.

WACD REPORT/ENDOW:

ENDOW: Jamie will be attending a 2 day strategic planning meeting in Torrington, she will also be giving an update at the WACD State Convention.

CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- Oct. 11- Met with Auditor for compliance checks
- Oct. 15- Traveled to Casper met with WCDEA Executive Board and NCDEA representatives
- Oct. 16- Spoke as part of a panel discussion during the National Conservation Planning Partnership
- Oct. 19- NACD Forestry RPG conference call
- Oct. 22- Met with the Waste Water Treatment Plant to look at potential BMP's
- Oct. 23- Participated in the NRCS-State Technical Committee meeting
- Oct. 24- Attended county board training
- Oct. 25- TBNG call with county
- Oct. 25- Little Powder River watershed Steering Committee meeting
- Oct. 29- Conference call with USFS on Dickinson allotment restoration
- Oct. 29- Meeting with Rawhide Mine
- Oct. 30- Prairie Dog meeting in Douglas
- Reports completed by Oct. 31:
 - Wyoming DEQ 319 quarterly report
 - RCPP quarterly report
 - WSFD quarterly report-Horse Creek Forest Health Project II
 - WSFD final report- Horse Creek Forest Health Project I

- Nov. 2- Tour of Horse Creek Forest Health Project with WSFD
- Nov. 5- Landowner site visit for potential BMP's on Donkey Creek
- Nov. 6- Spoke at the County Commissioner meeting about FY 19

Debbie Hepp, Program Assistant

- October 10-12-Attended Northern Rockies Tree School in Cody
- October 22-Meeting with Ramada for proposed 2019 WACD convention
- October 25-Attended Little Powder River Watershed Committee meeting
- October 29-Attended staff meeting
- November 1&2-Sick leave
- November 7-Attended board meeting

Working on:

- Seedling Tree Program/PSI deep pots
- Final and copy Newsletter
- WACD convention registrations/reservations
- WCDEA Winter Training
- Legislative Breakfast 2018

Crystal Kellebrew, Education Coordinator

- October 18&19 -Vacation
- October 22-26-Newsletter
- October 23-Homeschool enviroscape presentation.
- October 24-Attended County Board Training
- October 29-Staff Meeting
- October 30-PLT Steering Committee meeting in Sundance

Working on:

- Update to PLT Wyoming Guide
- Education Programs
- Colorcycle Contest

Clay Wood, Water/Range Technician

- October 9-11-Wyoming Society for Range Management Annual Meeting - Sheridan
- October 22-Meeting with Gillette Wastewater Treatment Plant
- October 25-Little Powder River Watershed Steering Committee Meeting
- October 29-USFS Conference Call on Dickinson Pasture Project
- October 29-Meeting with Peabody and Rawhide Mine personnel
- November 2-Horse Creek TSI site visit with State Forestry
- November 5-Site visit on Donkey Creek to discuss BMP's with landowner

Working on:

- Little Powder River Watershed Based Plan
- BMP Implementation in Donkey Creek Watershed
- Planning Cover Crop/Soil Health Workshop in January
- Horse Creek TSI Project

OLD BUSINESS:

A. Grants Update:

- DEQ-319:
 - Water quality results are complete and being analyzed, a full report will be provided at the December board meeting.
 - BMP work continues in Donkey Creek watershed. CCCD staff met with a landowner and WWTP this month to discuss options for projects.

- CCCD completed the WBE/MBE reports and quarterly report. The District will be receiving a reimbursement of \$20,880.49.
 - WSFD:
 - Final report has been submitted for the phase I of the Horse Creek Forest Health Project. CCCD will be reimbursed for \$111.32 in mileage, \$100 in supplies, and \$6,068.16 in staff time.
 - A quarterly for the Horse Creek Forest Health Project II report was submitted and will be reimbursed for \$100 in supplies, and \$20 in staff time.
 - CCCD has \$7,600.52 remaining in project funds, CCCD will do amendments to put 17 additional acres out on the ground.
 - RCPP:
 - Deadline for the second sign up for RCPP was November 2nd, 2018.
 - CCCD and NRCS are discussing forest management plans and how to utilize the \$80,000.00 in the budget.
 - USFS:
 - CCCD had a conference call with USFS to discuss the restoration project on the Dickinson allotment.
 - CCCD will stake out 5 plots for installation of landscape fabric in the spring.
 - BLM:
 - The annual report is due at the end of December. Jen and Tim will be conducting a site visit on the well that was cost-shared with BLM on the 19th. Partners will continue to look into future cost share opportunities.
- B. Prairie Dog Update:
- Jen attended a meeting on October 30th.
- C. Meeting with C.C. Commissioners:
- Jen attended the County Commissioner meeting on November 6th, CCCD has officially been approved for the service contract of \$290,000.00. The County Commissioners were very supportive of what the District does and gave us recognition for the work that we have done on the on the Prairie Dogs. The District has received the first payment and have invoiced for the second quarter.

NEW BUSINESS:

- A. Board Member Application:
- The Board reviewed the board member application. Discussion followed.

Lindsay Wood moved to approve the CCCD Board Member Application. Casey Elkins seconded the motion. Motion approved.

- B. WACD State Convention Resolutions:
- The Board reviewed the resolutions that will be discussed at convention.
- C. WACD State Convention 2019:
- WACD State Convention will take place in Area I in 2019. The Board discussed and decided to offer Campbell County as the host District, this will be announced at the 2018 WACD Convention next week.
- D. U.S. District Court Decision on Trespassing Laws
- US District agreed with the appeal to the trespassing law stating that it violated the right of free speech. This ruling only overturned the portion of the law that deals with trespassing across private land to get to public land to collect data, not the entire law.
- E. NRLUP Board:

- Debbie currently holds the Conservation District seat on the NRLUP Board, her term expires on December 3, 2018. The next term is for 3 years, 2019-2021. Discussion followed.

Casey Elkins moved for Debbie to re-apply for the Conservation District seat on the NRLUP Board. Lindsay Wood seconded the motion. Motion approved.

- F. White-nose NLEB:
 - Jen will be reviewing the BMP's and gathering information to distribute to the community.
- G. ESA Rule Revision:
 - Jen informed the Board about potential ESA revisions to regulations. These changes would require USFWS to prepare 4D rule and draft recovery plan.
- H. Legislative Breakfast:
 - The Board reviewed the invitation letters to be sent to the Legislators and County Commissioners, the breakfast is scheduled for December 20th at 7:30 am at the Silver Creek Steakhouse.
- I. LPR Watershed Update: The next meeting is scheduled for November 29th.
- J. Soil Health Series Workshop:
 - The District will be hosting a series of soil health workshops in the future. The District would like to have a guest speaker from NRCS that works in Baker, MT. Jen has drafted a letter of request from CCCD to the Montana NRCS in hopes the employee will be able to come speak at our workshop. After further discussion Bob signed the letter.
- K. Upcoming Events:
 - a. Holiday – Office Closed – November 12, 2018
 - b. Holiday – Office Closed – November 22 & 23, 2018
 - c. LPWSC – November 29, 2018
 - d. Service Center Open House – December 7, 2018
 - e. CCCD Board Meeting – December 11, 2018

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

Lindsay Wood made a motion at 6:12 p.m. to enter into Executive Session to discuss personnel. Cassey Elkins seconded the motion. Motion approved.

Casey Elkins moved to end the executive session at 6:51 p.m. Lindsay Wood seconded. Motion approved.

GOOD OF THE ORDER:

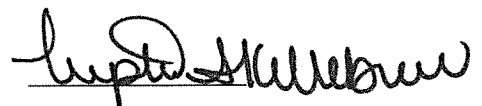
There being no further business the Chair stated the next regular Board meeting will be held December 11, 2018 at 4:00 p.m. in the Campbell County Public Library.

ADJOURN:

Bob Maul adjourned the meeting at 6:53 p.m.

APPROVAL:

These November 7, 2018 minutes of the Board are submitted for approval by:



These minutes are hereby approved on December 11, 2018:

