

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
November 5, 2019

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:04 p.m.

Attendees were: Lindsay Wood, Chair; Richard Hauber, Supervisor; Casey Elkins, Secretary/Treasurer; Jennifer Hart, District Manager; Debbie Hepp, Program Assistant; Crystal Kellebrew, Education Coordinator and Jim Britt, Associate Board Member. Guests in attendance were Del Shelstad, C.C. Commissioner Liaison and Keith Eisenbraun.

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, 2019, was \$92,006.62. The October 2019 deposit was \$0.00. Interest earned on FIB funds was \$3.34. Funds transferred from WGIF/Grant Checking/BHYC Checking account to FIB checking account equaled \$30,000.00. Total income was \$3.34. 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 October 2019 were (\$24,553.73). As of October 31, 2019, the FIB checking account balance was \$67,456.23.

The Wyoming Government Investment Fund (WGIF) account balance as of September 30, 2019, was \$83,576.15. The October 2019 deposit was \$0.00. Interest earned on WGIF funds was \$135.52. Total income was \$135.52. 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 October 31, 2019, the WGIF account balance was \$83,576.15.

The Grant Checking account balance as of September 30, 2019, was \$5.00. The October 2019 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 October 2019 were (\$0.00). As of October 31, 2019, the Grant Checking account balance was \$5.00.

The BHYC Checking account balance as of September 30, 2019, was \$7,001.14. The October 2019 deposit was \$0. Interest earned on BHYC funds was \$0.30. Total income was \$0.30. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of October 2019 were (\$0). As of October 31, 2019, the BHYC account balance was \$7,001.44.

The Authorized Voucher Report including checks from FIB Checking #9596 through #9608, 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. Richard Hauber seconded the motion. Motion approved.

MINUTES:

Richard Hauber moved to approve the minutes from the October 11, 2019 Board meeting. Casey Elkins seconded the motion. Motion approved.

NRCS REPORT:

EQUIP: No batching date has been set for 2020 applications because the final rules from the 2018 Farm Bill have not been released.

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.

CSP-GCI: FSA sent out another batch of letters in September to newly eligible producers. They have until November 8th to sign an application and the contracts must be obligated by 12/31/19.

CTA: Tim and Brandon have assisted several customers with soils questions and planting recommendations.

Other: Tim will be attending the WACD convention in November, NRCS Chief Matt Lohr will also be in attendance.

CCCD STAFF REPORTS:

Jennifer Hart, District Manager

- October 10 -Forestry Resource Policy Group Meeting
- October 11 -Joint Forestry Team Call
- October 14 -Holiday
- October 16- Black Hills National Forest Advisory Board Meeting
- October 17- Meeting with Fish and Wildlife Service
- October 22- NRCS Public Relations Officer Meeting about Rain Garden
- October 28- Staff Meeting
- October 29- RCPP Conference Call
- October 30- Toured project with BLM
- October 30- Completed quarterly reports for WDEQ and RCPP grants
- October 30- Submitted final report for WDA Water Quality Grant

Working on:

- BMP project inspections/ implementation
- Inputting final sampling data and updating sampling files
- Final Report for WDA Phase II Project
- RCPP Forest Stewardship Plan RFP

Debbie Hepp, Program Assistant

- October 11 - Attended Board meeting
- October 22 - Site visit WWTP
- October 28 - Attended staff meeting
- November 5 - Attended board meeting

Working on:

- Final and copy Newsletter
- WACD Convention sponsorship/rooms/registration/auction items
- Cleaning up hard and electronic files
- Final tree sale form and info
- Research Legislative Breakfast locations and draft invites
- Start organizing Ag Expo
- Defrost water monitoring freezer
- Research and process files to Archives in Cheyenne

Crystal Kellebrew, Education Coordinator

- October 9 – Sick

- October 14 – Holiday, Office Closed
- October 19 – PLT Meeting, Friends and Family Event
- October 31 – Submitted CCPRD Grant and Final Report for BHNRYC
- October 28-31 – Newsletter

Working on:

- Organizing of the backroom
- Ordering Plinko Board
- WWMC Data compilation and input online for Mallo Campers
- Presentation at NACD

Additional Information:

- CCCD has a signed MOU with the BLM on the Wyoming Pipeline Corridor Initiative, this make the district a cooperating agency on this project moving forward.
- BLM has a final supplemental EIS for the Buffalo RMP that was out for public comment. CCCD participated in the development of this plan and submitted no comments.
- Public record legislation: draft language is out; an online depository would be sited to encourage use and minimize time in responding to records requests.

OLD BUSINESS:

A. Grants Update:

- WYDEQ
 - CCCD submitted the quarterly report for WDEQ 319 project. The report was accepted and will be receiving a reimbursement of \$34,812.54. The District is actively working on BMP's with the help of NRCS and will be contracting once the engineering is complete. Staff reviewed the other areas of this grant and will be working over the next several months to wrap up the various project areas.
 - Jen will be presenting to the NPS Task Force on November 19 on our request for water quality funding through the 205(j) programs. CCCD received notes from Jennifer Zygmunt on the grant application and will be utilizing some WDA lab funds to perform BMP monitoring.
- WDA
 - The Districts WDA water quality grant was finalized and closed out. CCCD was able to utilize the full \$20,000.00 for BMP implementation in the Donkey Creek Watershed.
- RCPP
 - The District submitted the quarterly report to NRCS. Jen met with the partners to regain focus on forest stewardship plans. The District has a draft ad and are working on applications. Advertisement will go out this month and taking applications through the end of December. The applications will be ranked and will move forward with putting out an RFP. Contracting is tentative for late February.
- BLM
 - CCCD met with NRCS and BLM to review the last water development project that was installed, reporting will be done in December. Some of the funds from BLM were also utilized to assist with cost share on one of the recent BMP projects on Little Powder.

NEW BUSINESS:

A. District Staffing

- Advertisement is out for the Watershed Coordinator position; 32 applications have been submitted to date. The job applications will be reviewed at the end of November, if no suitable applicant is found the job announcement will continue to stay open.
- B. Board Meeting Time
- The Board discussed meeting dates and times, it was decided to leave the board meetings to the second Tuesday of each month at 4 p.m.
- C. Board Appointment
- CCCD has received two applications for the vacant supervisor position, discussion followed.

Richard Hauber moved to recommend Keith Eisenbraun to fulfill the Rural position through 2020 to Board of Ag. Casey Elkins seconded the motion. Motion approved.

- D. Aging Check
- The district has an aging check from a couple of years ago. Discussion followed.
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Casey Elkins moved to write off the check. Richard Hauber seconded the motion. Motion approved.

- E. WACD State Convention
- WACD State Convention is November 13-15 in Buffalo, WY. The Board reviewed the 2 resolutions.
- F. NRCS STAC
- Jen relayed the concerns of poor sound quality while on the STAC conference calls.
- G. Long Range Plan Surveys
- The Board reviewed the old survey. District staff will work on updating the survey and having it available for review at the next board meeting.
- H. Health Insurance
- The Board reviewed the plans that will be offered from WACD, discussion followed. The Board decided to offer the same plan of \$1,500.00 deductible, traditional plan to employees.
- I. WQ Update
- The Board reviewed the results from Donkey Creek 2019 sampling.
- J. NACD Convention
- Crystal and Amanda from Clear Creek Conservation District have been accepted as speakers for NACD convention in Las Vegas. Crystal has applied for a scholarship with WCDEA to fund \$1,000.00 of the trip.
- K. Upcoming Events:
- Holiday Office Closed – November 11, 2019
 - WACD State Convention – November 13-15, 2019
 - Holiday Office Closed – November 28-29, 2019
 - USDA Service Center Open House – December 6, 2019
 - Legislative Breakfast – December 18, 2019
 - Holiday Office Closed – December 25, 2019

ANY OTHER NEW BUSINESS:

EXECUTIVE SESSION:

Casey Elkins made a motion at 6:06 p.m. to enter into Executive Session to discuss personnel. Richard Hauber seconded the motion. Motion approved.

Casey Elkins moved to end the executive session at 5:29 p.m. Richard Hauber seconded. Motion approved.

Richard Hauber moved to give each employee two PTO days to use between Thanksgiving and Christmas. Casey Elkins seconded the motion. Motion approved.

GOOD OF THE ORDER:

There being no further business the Chair stated the next regular Board meeting will be held December 3, 2019 at 4:00 p.m. at 601 4J Court, Suite D in Gillette, WY.

ADJOURN:

Lindsay Wood adjourned the meeting at 5:30

APPROVAL:

These November 5, 2019 minutes of the Board are submitted for approval by: *Casey Elkins*

These minutes are hereby approved on December 3, 2019:

[Signature]
Jaimie L. Lavoie

[Signature]
Richard Haub