

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
October 10, 2017

CALL TO ORDER:

BJ Clark, Vice-Chair called the meeting to order at 4:05 p.m.

Attendees were: BJ Clark, Vice-Chair; Casey Elkins; Bob Maul, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant and Jay Quintanilla, Water/Range Technician.

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 August 31, 2017, was \$90,499.16. The September 2017 deposit was \$1,829.15. Interest earned on FIB funds was \$5.39. 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 \$1,834.54. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant Checking \$(0.00). Expenditures for the month of September 2017 were (\$43,505.27). As of September 30, 2017, the FIB checking account balance was \$48,828.43.

The Wyoming Government Investment Fund (WGIF) account balance as of August 31, 2017, was \$109,565.07. The September 2017 deposit was \$0.00. Interest earned on WGIF funds was \$76.14. Total income was \$76.14. Funds transferred to FIB checking account from the WGIF account were \$(0.00). As of September 30, 2017, the WGIF account balance was \$109,641.21.

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

The BHYC Checking account balance as of August 31, 2017, was \$4,952.85. The September 2017 deposit was \$125.71. Interest earned on BHYC funds was \$0.36. Total income was \$136.07. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of September 2017 were (\$0.00). As of September 30, 2017, the BHYC account balance was \$5,078.92.

The Authorized Voucher Report including checks from FIB Checking #9200 through #9214 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. Bob Maul seconded the motion. Motion approved.

ACCOUNT RECONCILIATION/BANK STATEMENTS:

The Board reviewed the bank statements and account reconciliation from July 2017 – September 2017.

Casey Elkins made a motion to approve the account reconciliation from July 2017 – September 2017. Bob Maul seconded the motion. Motion approved. Casey Elkins made a motion to approve the bank statements from July 2017 – September 2017. Bob Maul seconded the motion. Motion approved.

MINUTES:

Casey Elkins moved to approve the minutes of the Board as written from the September 5, 2017 meeting. Bob Maul seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS is currently taking applications for 2018. The sign-up deadline to submit applications for 2018 is November 17, 2017. There is already interest in the soil health subaccount for planting cover crops. After feedback at the State Technical Committee most of the state subaccounts have been eliminated and the divisions will have more control over how applications are ranked.

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

CSP: One new CSP application was obligated in 2017, all renewal applications were cancelled.

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 after October 1, 2017.

CTA: Brandon has been doing CTA planning with several producers. Tim and Brandon will be attending the Soil Health Workshop on October 12. Tim is the 'Acting' Area Resource Conservationist and Brandon is the 'Acting' District Conservationist until November 13, 2017.

CCCD STAFF REPORTS

A. Crystal Kellebrew:

1. August 30 – September 1, Mallo Camp with 5th graders from Campbell County.
2. September 6-8, Mallo Camp with 5th graders from Campbell County.
3. September 11-15, Mallo Camp with 5th graders from Campbell County.
4. September 18, Homeschool education at Gillette Fishing Lake, World Water Monitoring Challenge test kits.
5. September 26, applied 85 storm drain stickers.
6. September 29, applied 90 storm drain stickers.
7. October 10, sage brush ecosystem education webinar.

B. Debbie Hepp:

1. September 7, sampled Donkey Creek.
2. September 11, sampled Little Powder.
3. September 12, attended Area I Meeting in Newcastle.
4. September 14, met with UW Extension to discuss proposed Generational Awareness/Estate Planning Workshop for February 2018.
5. September 15, attended WPLI.
6. September 18, sampled Donkey Creek.
7. September 21, sampled Little Powder.
8. September 22, site visit to deep pot cottonwood trees and collected data.
9. September 28, sampled Donkey Creek.
10. October 4-6, bereavement leave.

C. Jay Quintanilla:

1. September 7, sampled Donkey Creek.
2. September 11, sampled Little Powder.
3. September 13, truck maintenance.
4. September 15, attended WPLI.
5. September 18, sampled Donkey Creek
6. September 19, cost share program meeting with Master Gardeners.
7. September 21, sampled Little Powder.
8. September 26, traveled to Sheridan for TMDL meeting.
9. September 28, sampled Donkey Creek.

D. Jennifer Hinkhouse:

1. September 11, call with DEQ about current grant.

2. September 11-14, attended Regional Convention in Tucson, AZ.
3. September 18, worked RCPP with cooperators and attended part of the Grazing Association Meeting.
4. September 19, budget meeting with County Commissioners.
5. September 20, attended NFAB.
6. September 22, site visit to deep pot cottonwood trees and collected data.
7. September 26, staff meeting.
8. September 27, attended STAC meeting in Casper.
9. October 3, met with County Commissioners on EWPP.
10. October 5, on KIML with Tm to promote soil health workshop.

OLD BUSINESS:

- A. Grants update:
 - a. BLM: CCCD reviewed the cooperative agreement with BLM for Little Powder Watershed Enhancement.

Bob Maul moved for the Board to approve and sign the cooperative agreement with BLM for the Little Powder Watershed Enhancement. Casey Elkins seconded the motion. Motion approved.

- b. WSFD: Bark beetle grant application submitted on September 25, for \$50,000.00 should know by late October if we received the grant.
- B. Regional Meeting: Jen attended regional meeting in Tucson, AZ on September 11-14 and presented on forestry issues.
- C. Area I Meeting: Debbie attended Area I Meeting in Newcastle, she provided an update on the meeting and distributed WACD Annual Report.

NEW BUSINESS:

- A. WACD Convention: 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 discussed sponsoring convention again this year. The Board reviewed sunseting policies and resolutions.

Bob Maul moved for CCCD to sponsor WACD Convention in the amount of \$500.00. Casey Elkins seconded the motion. Motion approved.

- B. WPLI: Debbie and Jay attended the WPLI meeting on October 2. BLM will review the list and review and existing categories to see if ours will fit or will need a new designation title. The committee received 2 written comments from the public that align with our designation choices. The committee voted for a permanent designation, the CCCD Board does not agree with this designation.
- C. GALI Presentation: Jay and Crystal will be presenting to the Gillette Area Leadership Institute on October 18 on water quality.
- D. NACD Convention: Convention will be held in Nashville, TN on January 27-31, Jen and Bob will be attending for the District.
- E. Wyoming State Fair: Joint Ag Committee will be hosting listening sessions on improving WY State Fair. State Legislatures want input from the public.
- F. Workers Comp: Workers comp had a slight increase this year.
- G. Wyoming Educators Benefit Trust: The Board reviewed the agreement for insurance for the CCCD employees.

Casey Elkins moved for the Board to approve and sign the agreement with Wyoming Educator Benefit Trust on insurance for the CCCD employees. Bob Maul seconded the motion. Motion approved.

H. Crook County NRD Letter of Support: The Board discussed sending a letter of support for Crook County NRD for DEQ Grant Proposal.

Casey Elkins moved for the District to write a letter of support for the Crook County NRD for DEQ Grant Proposal. Bob Maul seconded the motion. Motion approved.

- I. NACD Survey: NACD distributed their annual survey, Jen will fill it out and submit for the District.
- J. Board Training: The Campbell County Commissioners host a Board Training that is mandatory for all elected official Boards, all current CCCD Board members have been through the training.
- K. PR Plan: The Board reviewed a proposed PR Plan and will discuss it further.
- L. Board Meeting: The Board discussed not offering food at the District Board Meetings.

Bob Maul moved to discontinue offering food at Board Meetings. Casey Elkins seconded the motion. Motion approved.

M. Memberships: Due to budget cuts to Fiscal Year 18 the Board removed memberships. The Board discussed approving CCCD to pay membership dues to Bridger Plant Material Center and to the Chamber of Commerce, for low-cost advertisement.

Bob Maul moved for the District to pay membership dues to Bridger Plant Material Center in the amount of \$31.62. Casey Elkins seconded the motion. Motion approved.

Casey Elkins moved for the District to pay memberships dues to the Chamber of Commerce in the amount of \$150.00. Bob Maul seconded the motion. Motion approved.

- N. Upcoming Events:
- a. Soil Workshop – October 12, 2017
 - b. Module I – October 23-26, 2017
 - c. Gabe Brown Workshop, Sheridan – November 10, 2017
 - d. CCCD Board Meeting – November 14, 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 October 10, 2017 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

BJ Clark adjourned the meeting at 6:33 p.m.

APPROVAL:

These October 10, 2017 minutes of the Board are submitted for approval by: Robert Z Maul

These minutes are hereby approved on November 14, 2017:

Casey Elkins
BJ Clark

Robert Z Maul
Bob Maul