

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
October 9, 2018**

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:01 p.m.

Attendees were: BJ Clark, Chair; 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. Guests in attendance were Tanner and Autumn Clark.

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, 2018, was **\$47,893.29**. The September 2018 deposit was **\$33.00**. Interest earned on FIB funds was **\$3.35**. 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 **\$36.35**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of September 2018 were **(\$34,345.67)**. As of September 30, 2018, the FIB checking account balance was **\$13,584.03**.

The Wyoming Government Investment Fund (WGIF) account balance as of August 31, 2018, was **\$111,201.88**. The September 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$167.82**. Total income was **\$167.82**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of September 30, 2018, the WGIF account balance was **\$111,189.70**.

The Grant Checking account balance as of August 31, 2018, was **\$56,587.57**. The September 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 September 2018 were **(\$41,587.57)**. As of September 30, 2018, the Grant Checking account balance was **\$15,000.00**.

The BHYC Checking account balance as of August 31, 2018, was **\$4,795.89**. The September 2018 deposit was **\$67.00**. Interest earned on BHYC funds was **\$0.57**. Total income was **\$0.52**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of September 2018 were **\$(0.00)**. As of September 30, 2018, the BHYC account balance was **\$4,863.98**.

The Authorized Voucher Report including checks from FIB Checking #9416 through #9425, 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 September 11, 2018 meeting. Lindsay Wood seconded. Motion approved.**

NRCS REPORT:

**EQIP:** NRCS is working on modifications, designs and job sheets for existing contracts. NRCS is holding an EQIP sign-up for RCPP and national initiatives including High Tunnels and SGI. The

deadline to sign up for this is November 2<sup>nd</sup>. NRCS National Headquarters will be releasing a new ranking tool in February called CART.

**RCPP:** The five RCPP applications were obligated. Brandon continues to assist these producers with implementing the contracts.

**CSP:** NRCS obligated one CSP contract for FY2018. None of the 2014 CSP participants chose to renew.

**AMA:** Wyoming received an allocation for AMA. NRCS approved two high tunnel contracts with this funding.

**CTA:** Marlon Winger was here on September 25 to meet with the PSI cover crop participants in the field. The Ranching for Profit workshop was a success. Brandon has been working with a few producers on maps and grazing systems.

**OTHER:** Tim and Lauren will be attending the all employees meeting and NCPP Listening Session October 16 & 17. Tim will be attending WACD Convention November 14, 15 & 16.

WACD REPORT:

No new information to report.

CCCD STAFF REPORTS:

**Jennifer Hinkhouse, District Manager**

- September 13 - TSI Contractor Inspection
- September 14- USFS Teleconference on the Dickenson Project
- September 17-20 NACD Southwest Regional Meeting Kennewick, WA
- September 24- Meeting with City of Gillette
- September 25- WDA Prairie Dog Meeting in Douglas
- September 26- BMP meeting with Waste Water Treatment Plant and City engineer
- September 27- Little Powder Watershed Steering Committee Meeting
- October 1- Mackey Road Wetland Assessment
- October 3- SAIT meeting in Casper
- October 8- Holiday

**Debbie Hepp, Program Assistant**

- September 12 – Took registrations at Ranching for Profit Workshop
- September 17 and 27 – Monitor Little Powder River
- September 18 – Attended Area I Meeting in Moorcroft
- September 20 – Monitor Donkey/Stonepile Creek
- September 27 – Attended Little Powder Watershed meeting
- October 1 – Attended staff meeting
- October 4 and 5 – Annual leave

Working on:

- Annual Report and Annual Plan documents
- Newsletter
- 2019 winter training committee

**Crystal Kellebrew, Education Coordinator**

- August 29-September 14 – Mallo Camp
- September 18 – Attended Area I Meeting in Moorcroft
- September 25 – Homeschool, Energy activity, 42 attended
- October 1 – Vacation
- October 2 – staff meeting on board agenda and calendar

- October 8 - Holiday  
Working on:
  - Compile and input data from Mallo Camp water samples to database.
  - Submitted application for Project Learning Tree Steering Committee.
  - Colorcycle Program

OLD BUSINESS:

A. Grants Update:

- Wyoming State Forestry Division: Final inspections have been completed and the bond has been released along with final payments to the contractor. Jen is in the process of completing the final report and submitting it to WSFD by October 30. CCCD has also been approved to use the project funds as match for the RCPP Grant.
- Water Quality (WDA and WDEQ): WDEQ quarterly report is due for the 319 grant at the end of month. The MBE/WBE forms have been completed and submitted. District staff continues to work on the 9 Element Plan for the Little Powder River, draft sections of the plan will be going out to the committee this week. Jen and Clay met with the Waste Water Treatment Plant on potential projects that could utilize BMP dollars. District staff and the LPWSC discussed moving forward on a new WDA grant specifically for water quality information on Little Powder, there are two different scenarios being researched.
- US Forest Service Agreement: The District currently has an agreement with USFS to perform restoration on the Dickenson pasture within the Spring Creek unit in the amount of \$20,000.00. The District conveyed our concerns with moving forward with the original idea due to the presence of noxious weeds. The project will be moving forward, and will be utilizing solarization techniques to burn off undesirable plants and reseed the area with native seeds in hopes of creating a seed bank for the area. There will be another call on October 26.
- BLM Agreement: District staff is in the process of completing annual reporting which is due December 30.

B. Prairie Dog Update:

- Jen met with County Commissioners September 20<sup>th</sup> to review the proposed changes that were brought forth by WDA. The District will continue to review the ferret and prairie dog sections at the next meeting. It has also been brought to everyone's attention that Western Watersheds has interest in the prairie dog issue. The next meeting is October 30.

C. Meeting with City of Gillette:

- Jaime, Bob, Clay and Jen met with the City of Gillette on September 24. During the meeting the District highlighted the Water Quality Progress report, discussed the water quality results from this field season and talked about opportunities for future partnering. The City Administrator suggested another meeting in January to discuss funding possibilities.

NEW BUSINESS:

A. Board Member Application:

- The Board reviewed the draft board member application, discussion followed with a few additions to the application.

B. WACD State Convention:

- The Board was given pre-convention handouts to take home and review, we will be discussing the information at the next meeting.

C. Annual Plan/Annual Report:

- The Board reviewed the Annual Plan/Annual Report.

**Lindsay Wood moved to approve the Annual Plan/Annual Report. Casey Elkins seconded the motion. Motion approved.**

D. Commissioner's Contract for Service:

- The Board reviewed the contract and sign the contract and survey. The District will meet with the County Commissioners on November 6<sup>th</sup>. The District received first half of funding today for this year.

**Casey Elkins made a motion for the Board to sign the Campbell County Commissioners contract for service and survey. Bob Maul seconded the motion. Motion approved.**

E. Public Records Rule:

- There were no comments received on the rule, discussion followed.

**Casey Elkins moved to accept the Public Records Rule. Lindsay Wood seconded the motion. Motion approved.**

F. FY19 Wages and Benefits:

- The Board reviewed the FY19 wages and benefits form for District employees.

G. Seedling Tree Program:

- Debbie stated tree prices have stayed the same from last year. Discussion followed.

**Bob Maul moved for the District to charge 20% above wholesale for seedling trees. Casey Elkins seconded the motion. Motion approved.**

- 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.**

H. Shiplap Estates Subdivision Review: The Board reviewed and signed the Shiplap Estates Subdivision review, discussion followed.

I. Upcoming Events:

- a. NCPP – October 16, 2018
- b. State Tech Meeting – October 23, 2018
- c. Board Training – October 23 or 24, 2018
- d. LPWSC – October 25, 2018
- e. CCCD Board meeting November 7, 2018 (Library)

**ANY OTHER NEW BUSINESS:**

**EXECUTIVE SESSION:**

**Casey Elkins made a motion at 6:15 p.m. to enter into Executive Session to discuss personnel. Bob Maul seconded the motion. Motion approved.**

**Casey Elkins moved to end the executive session at 6:22 p.m. Bob Maul seconded. Motion approved.**

**Casey Elkins moved to close the District Office on December 24 and 31, 2018 as paid Holidays for District Employees. Bob Maul 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 November 7, 2018 at 4:00 p.m. in the Campbell County Public Library.

ADJOURN:

**BJ Clark adjourned the meeting at 6:23 p.m.**

APPROVAL:

These October 9, 2018 minutes of the Board are submitted for approval by: \_\_\_\_\_

These minutes are hereby approved on November 7, 2018:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_