

**CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)
BOARD OF SUPERVISORS
MEETING MINUTES
601 4-J Court, Suite D
Gillette, WY 82716
September 11, 2018**

CALL TO ORDER:

BJ Clark, Chair called the meeting to order at 4:06 p.m.

Attendees were: BJ Clark, Chair; Casey Elkins, Supervisor; Lindsay Wood, Supervisor; Jaime Tarver, Supervisor; Jennifer Hinkhouse, District Manager; Debbie Hepp, Program Assistant; Clay Wood, Water/Range Technician and Tim Kellogg, District Conservationist.

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 July 31, 2018, was **\$60,597.30**. The August 2018 deposit was **\$34,011.13**. Interest earned on FIB funds was **\$6.20**. 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 **\$34,017.33**. Funds transferred from FIB checking to WGIF account was **\$(0.00)**. Funds transferred to Grant Checking **\$(0.00)**. Expenditures for the month of August 2018 were **(\$46,721.34)**. As of August 31, 2018, the FIB checking account balance was **\$47,893.29**.

The Wyoming Government Investment Fund (WGIF) account balance as of July 31, 2018, was **\$110,847.75**. The August 2018 deposit was **\$0.00**. Interest earned on WGIF funds was **\$174.13**. Total income was **\$174.13**. Funds transferred to FIB checking account from the WGIF account were **\$(0.00)**. As of August 31, 2018, the WGIF account balance was **\$111,021.88**.

The Grant Checking account balance as of July 31, 2018, was **\$97,500.00**. The August 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 August 2018 were **(\$40,912.43)**. As of August 31, 2018, the Grant Checking account balance was **\$56,587.57**.

The BHYC Checking account balance as of July 31, 2018, was **\$4,795.89**. The August 2018 deposit was **\$0.00**. Interest earned on BHYC funds was **\$0.57**. Total income was **\$0.57**. Funds transferred from FIB account to BHYC Checking were **\$0.00**. Expenditures for the month of August 2018 were **(\$0.00)**. As of August 31, 2018, the BHYC account balance was **\$4,796.46**.

The Authorized Voucher Report including checks from FIB Checking #9401 through #9415, Grant Checking #1011 through #1012 and online payments were presented for review and approval by the Board.

Lindsay Wood moved to approve the amended authorized voucher report. Jaime Tarver seconded the motion. Motion approved.

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 August 14, 2018 meeting. Lindsay Wood seconded. Motion approved.

NRCS REPORT:

EQIP: NRCS is wrapping up obligating and finalizing applications this week. They will be working on designs and job sheets starting next week so participants can start on the projects this fall.

RCPP: Brandon finished up all the planning and contracting documents for the 5 RCPP applications. NRCS hopes to have them obligated by Friday.

CSP: NRCS is working with the State Office to finalize the 2 CSP applications by Friday. There is 1 renewal application from 2014 contracts that they are working on, to see if it is eligible.

AMA- Wyoming received an allocation for AMA. The Gillette Field Office has 2 high tunnel applications that are approved for this funding and obligation is pending.

CTA: Marlon Winger will be coming to Gillette on September 25 to meet with the PSI cover crop participants in the field. The Ranching for Profit workshop is tomorrow. Tim and Brandon have worked with a few producers on seeding recommendations for fall seeded cover crops.

OTHER: Tim will be attending the Area I meeting in Moorcroft on September 18, The Area DC meeting and NCPP Listening Session October 15 & 16 and WACD Convention November 14, 15 & 16. Tim and Brandon both plan on taking leave in October.

Additional information:

Jaime requested additional information concerning the NRCS/Farm Service Agency procedure of categorizing areas during drought conditions. Discussion followed suggesting ideas where the CCCD could be of assistance to the process and producers.

WACD REPORT:

No new information to report.

CCCD STAFF REPORTS:

Jennifer Hinkhouse, District Manager

- Aug. 15- Black Hills National Forest Advisory Board Annual Field Tour, Bearlodge Ranger District
- Aug. 16-21 Vacation
- Aug. 23- Staff meeting
- Aug. 28- WDA Prairie Dog meeting in Douglas
- Aug. 29- Cooperating Agency Meeting with BLM on greater sage-grouse
- Aug. 30- WCDEA Executive Meeting
- Aug. 31- Contractor Inspection on TSI project
- Sept. 5- Monitored Deep Pot Cottonwood Project
- Sept. 6- Sampled Little Powder River
- Sept. 10- NACD Forestry RPG teleconference
- Sept. 11- USFS cooperating agency meeting on greater sage-grouse

Debbie Hepp, Program Assistant

- August 16 and 27 – monitor Donkey/Stonepile Creek
- August 23 – monitor Little Powder River
- August 23 – attend staff meeting
- August 28 – attend Little Powder Watershed Committee meeting
- September 5 – collect cottonwood deep pot data on Bitter Creek and Spotted Horse
- September 6 – monitor Little Powder River
- September 10 – monitor Donkey/Stonepile Creek
 - Working on Annual Report and Annual Plan documents

Crystal Kellebrew, Education Coordinator

- August 17 – Worked WACD State Fair Booth
- August 20 – Vacation
- August 21-22 – Sick leave

- Working on:
 - Submitted County Community Public Recreation District grant for BHNRYC
 - Prepared for Mallo Camp with the CCSD
 - ColorCycle Program Contest

Clay Wood, Water/Range Technician

- August 16 – Water sampling on Donkey Creek
- August 17 – State Fair Youth Education Booths (FFA Education Area and WACD Booth)
- August 23 – Water sampling on Little Powder River
- August 27 – Water sampling on Donkey Creek
- August 28 – Little Powder River Watershed Steering Committee Meeting
- August 30 – Bulbous bluegrass site visit with US Forest Service and Weed and Pest
- August 31 – Inspect contractor progress on Horse Creek TSI project
- September 3-7 – Vacation
- September 10 – Water sampling on Donkey Creek

Additional information:

- Deep Pot Cottonwood Project: Following the collection of data last week, there are 12 surviving seedlings at the Spotted Horse site and 20 surviving seedlings at the Bitter Creek site.
- National Conservation Planning Partnership (NCP): Jennifer has been invited by NRCS to participate in the panel discussion in Casper on October 16.

OLD BUSINESS:

A. Grants Update:

- Wyoming State Forestry Division:

The contractor continues to make progress. He has completed an additional 7 acres. He still has 5 units to cut, all other areas are cut and awaiting piling. An RFP has gone out for additional bark beetle dollars. We are considering applying for an additional 100 acres to be utilized on adjacent landowners in the Collins Road area. Applications are due September 30th.
- Water Quality (WDA and WDEQ):
 - Jennifer relayed the 2018 Wyoming Watershed Progress report and Story Map has been published and is available on the WACD website.
 - The staff has been gathering information on future BMP projects. The City and County Park departments have ordered the supplies and will soon be installing pet waste receptacles. The College and Master Gardeners plan to break ground this fall on the rain garden. WDEQ funding ends June 30, 2020. WDA funding expires Oct. 31, 2019. If the current projects are completed we should utilize all of the WDA funding, but will have \$98,564.50 of the WDEQ funding to be spent by 2020. The CCCD will be meeting with the Waste Water Treatment Plant manager, city engineer, and NRCS staff to review potential projects. The board felt this would be a beneficial project to partner with the City.
 - WDA has an RFP out for additional funding. The opportunity exists to conduct some BMPs in the Little Powder River watershed or expand the MST monitoring in the Little Powder River watershed. Both ideas have been discussed by the Watershed Steering Committee.
- US Forest Service Agreement:

Clay and Jen met with the USFS-TBNG range staff to look at the Dickinson hay field project that was previously proposed for rehabilitation. Jen sent a letter to the USFS stating the District did not feel it was in the best interest of the resource to complete a project on that site. A conference call is scheduled with the USFS this Friday to discuss projects.

- B. Campbell County Fair Booth:
- Options for moving the booth to the livestock area, having an educational tent, or keep with the current booth location were discussed. It was concluded the staff will research the Fair layout and activity areas during Fair in 2019 and submit a proposal to the Fair Board in the fall of 2019 for a possible booth relocation in 2020. The staff will research other urban recognition avenues such as participating in the Home Show or other trade shows in Gillette.
- C. Public Planning Involvement:
- BLM Greater Sage-Grouse - Provided comments on the EIS document.
 - USFS Greater Sage-Grouse - The planning process has begun. Jennifer attended the second meeting this morning. The NEPA process is being shortened and draft EIS copies were emailed to them today. They have until the end of the week to comment.
- D. Prairie Dog Update:
- The first meeting was August 28th, and focused on the vegetative aspects of prairie dog management on the Thunder Basin National Grassland (TBNG) within the plan. The next meeting will be September 25th and the discussion will revolve around prairie dogs and ferrets.

NEW BUSINESS:

- A. Base Funding Requirements:
- The WDA documents were reviewed and signed by the Chair.
- B. Meeting with the City of Gillette:
- The meeting with the City of Gillette is scheduled for September 24 at 1:30 p.m., Jen, Clay, Jaime, and Bob will attend the meeting. The intended focus will be water quality.
- C. WACD State Convention:
- There was discussion concerning the sponsorship of convention, associate board member costs, auction item costs, and if any board member will be able to attend and be the voting delegate.

Casey Elkins made a motion for the District to provide a \$500 sponsorship to WACD for the Convention in Evanston. Lindsay Wood seconded the motion. Motion approved.

Casey Elkins made a motion for the District to provide registration fees and hotel costs for Associate Board members attending the WACD Convention in Evanston. Lindsay Wood seconded the motion. Motion approved.

- D. November Board Meeting Date:
- The scheduled board meeting date of November 13 will need to be changed due to WACD Convention being held during that week. November 7 will be the rescheduled date.
- E. WDEQ Water Quality Standards Review:
- A public hearing will be held in Casper on September 24th as part of the WDEQ scoping process for the triennial review for surface water quality standards, update water quality criteria, and address issues identified by WDEQ and the public.
- F. Area I Meeting:
- The proposed WACD Board Resolution – EPA National Rivers and Streams Assessment program, was discussed with all in favor of the resolution.

- G. Upcoming Events:
- a. Ranching for Profit – September 12
 - b. Area I Meeting – September 18, Crook County
 - c. CCCD Board meeting October 9

ANY OTHER NEW BUSINESS:

A draft bill out of the Joint Corporations committee on Public Records was reviewed. This will be discussed at the Area I meeting. It was suggested the board would like the legislators to discuss this during the annual CCCD breakfast meeting in December.

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 9, 2018 at 4:00 p.m. in the District/NRCS Conference Room.

ADJOURN:

BJ Clark adjourned the meeting at 6:15 p.m.

APPROVAL:

These September 11, 2018 minutes of the Board are submitted for approval by: _____

These minutes are hereby approved on October 9, 2018:

