MINUTES OF THE MARCH 19, 2026 MEETING OF THE
CONVERSE COUNTY CONSERVATION DISTRICT (CCCD) BOARD OF SUPERVISORS

Present: Sharon Lovitt, Shelly Falkenburg, Susan Downs, Patricia Taboga, Stan Mitchem, Michelle Huntington, Anna Gray, Stephanie Paul

Chairman, Sharon Lovitt, called the meeting to order at 4:30 p.m.

Per the board's request to learn more about virtual fence, Emery Fine and two other representatives from Halter gave a presentation on virtual fence, highlighting their Halter product. Supervisors were provided with a copy of "Virtual Fencing – A Landowner's Quick Guide" and were made aware of several other opportunities to educate themselves on virtual fence.

Minutes

Shelly Falkenburg moved to approve the February 19, 2026, meeting minutes as read. Patricia Taboga second, motion carried.

Treasurer's Report

The Treasurer's Report and the bills to be paid were presented. The supervisors had the opportunity to review the February bank reconciliations. Stan Mitchem moved to approve the Treasurer's Report and pay the bills. Patricia Taboga second, motion carried.
Michelle reported that WACD is changing their billing for Delta Dental so there won't be a bill/payment in April 2026. The new billing will start May 1, 2026.

NRCS Report

Stephanie reported that they continue to assess and rank applications prior to the April 17, 2026 deadline. There are still many unknowns as to what the funding will look like for Converse County since the funding pools have changed to a total of five and the state funds are being dispersed area wide versus division or county allocations.
Forrest Keizer continues to cover the Casper office four days a week.

District Report

Anna presented a Resource Enhancement application for conversion of a livestock well to solar and setting of new tanks. Susan Downs moved to approve the Horn application as presented. Shelly Falkenburg second, motion carried.
Anna presented a Resource Enhancement application for the conversion of a livestock well to solar. Patricia Taboga moved to approve the Deer Creek Grazing Association application as presented. Stan Mitchem second, motion carried.
Anna presented three Community Canopy applications that had public benefit verified. Patricia Taboga moved to approve the McCullough, Baum and Combs applications as presented. Shelly Falkenburg second, motion carried.
Anna presented a Community Pride Enhancement Grant from the Glenrock Flower Club for their summer beautification of downtown Glenrock. Susan Downs moved to approve the application in the amount of $600. Stan Mitchem second, motion carried.

Anna presented a Community Pride Enhancement from Main Street Douglas for the summer beautification of downtown Douglas with their flower plantings. Susan Downs moved to provide the flowers, potting soil, sponsorship signs and fertilizer in the amount of $4,060.00. Stan Mitchem second, motion carried.
Anna presented a Septic Improvement application for replacement of a cracked septic tank and leach field replacement. Susan Downs moved to approve the Caldwell application as presented and process the reimbursement upon receipt of the approved permit from Converse County Special Projects. Patricia Taboga second, motion carried.

Old Business

Discussion continued regarding changing the Windbreak Cost-Share Program. The request for consideration of allowing for reimbursement of irrigation development for windbreaks was removed by staff. Supervisors instructed staff to provide a draft of the new application that allows for application every year and removes the provision that board members are not allowed to apply with the changes to be effective on July 1, 2026.
The 2026 Wyoming Legislative session ended on March 11, 2026 and a final recap from WACD was emailed to board supervisors. Final interim topics have yet to be determined.
The draft financial report and representation letter for the CCCD audit submitted by Porter Muirhead, Cornia & Howard was reviewed. Shelly Falkenburg moved to approve the drafts with the verbiage changes that Michelle submitted for the budget portion in the financial report and authorized Michelle to sign any required documents on behalf of the Converse County Conservation District Board of Supervisors. Stan Mitchem second, motion carried. The final documents will be submitted to the Wyoming Department of Audit and will be made available to board members.
The Action Plan drafted by the WACD Board of Directors and staff was reviewed as it has been requested that conservation districts provide input and feedback on the document. The draft comment letter provided by Michelle was reviewed and discussed. Susan Downs moved to approve the draft and have it submitted directly to WACD President, Ryan Fieldgrove as well as through the comment portal. Patricia Taboga second, motion carried.

New Business

The updated Scope and Plan of Work for the LaPrele Creek Realtime Monitoring and Flood Warning Proposal for 2026-2028 was reviewed and will be used when preparing the budget.
Michelle reported that office staff will be preparing an office SOP as well as a “Board Book” that can be used by supervisors and staff as a living document and reference for years to come. Drafts will be presented to the board when they are available.
Discussion was held regarding changing the July board meeting and Annual BBQ and Awards Night date so as not to conflict with Converse County Fair activities. Further research on dates of other summer events will be done before final determination is made.

Other Business and Correspondence

Upcoming:

- April 16, 2026 – CCCD Board Meeting
- May 12, 2026 – Spring Well Water Testing Day
- May 21, 2026 – CCCD Board Meeting
- September 19, 2026 – Household Hazardous Waste Day
- Week of November 16, 2026 – WACD Annual Convention held jointly with Wyoming Water Association

Seeing no further business, Sharon Lovitt adjourned the regular meeting at 6:31 p.m.

Respectfully submitted,
Michelle Huntington