MINUTES OF THE APRIL 16, 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, Stephanie Paul

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

Minutes

Susan Downs moved to approve the March 19, 2026, meeting minutes as read. Shelly Falkenburg 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 March bank reconciliations. Shelly Falkenburg moved to approve the Treasurer's Report and pay the bills. Stan Mitchem second, motion carried.
Michelle requested that there be a transfer of funds from the IMMA into the CCB General Fund account.

NRCS Report

Stephanie reported that Friday, April 17, 2026, is their deadline for assessment and ranking of applications received. They expect to be informed of the allocation and funded applications in the coming week.
Information for the Local Work Group meeting being held on May 21, 2026 was reviewed and discussed.

District Report

Board supervisors instructed Michelle to advertise to change the May board meeting location to EWC, Room 133, to be held right after the Local Work Group meeting.
Michelle presented five Community Canopy applications that had public benefit verified. Susan Downs moved to approve the Mizner, Felton, Schaffner and Brown applications as presented and to approve the James application without cost share on the Ash tree at the front of the house. Patricia Taboga seconded, motion carried.
Michelle presented a Septic Maintenance application. Shelly Falkenburg moved to approve the Keizer application as presented. Patricia Taboga second, motion carried.
Michelle presented a Community Pride Enhancement Grant application from Converse County Aging Services that included beautification projects for Glenrock and Douglas Senior Centers, Douglas Housing Authority/Irwin Towers, Glenrock Housing Authority/Barber Apartments and Riverside Plaza I & II. Patricia Taboga moved to approve the grant in the amount of $6,646.00. Susan Downs second, motion carried.

Old Business

Board supervisors reviewed the final draft of the revised Windbreak Cost-Share Program. Susan Downs moved to adopt the new cost-share program document to be effective July 1, 2026. Stan Mitchem second, motion carried.

Discussion continued regarding changing the July board meeting and Annual BBQ and Awards Night date so as not to conflict with Converse County Fair activities. The decision was made to keep the events on the 3rd Thursday of the month as always.

Michelle reported that the 2026 Wyoming Legislative Interim Topics document has been provided to all board supervisors.

New Business

The Wyoming Department of Agriculture Risk Management Practices and Pursuing Local Funding documents required for Base Funding were reviewed. Stan Mitchem moved to approve the base funding requirements for 2026 and have the chairman sign where required. Shelly Falkenburg second, motion carried.
The draft FY 2026/2027 Budget was reviewed for the first time. Board supervisors will have another opportunity to review at the May meeting before final adoption at the June meeting. No action was taken.
Michelle reported on the work that she and her husband have been doing on the Kasco No-till Drill and the plan to purchase some replacement parts to have on hand should future repairs be necessary.
Board supervisors reviewed the draft position announcement and proposed salary base for hiring of a Program Assistant. (Anna Gray left the district on April 10, 2026) Michelle will notify the supervisors when qualified applications are received so interviews can be scheduled.

Other Business and Correspondence

Upcoming:

- May 8, 2026 – Seedling Tree Distribution Day
- May 12, 2026 – Spring Well Water Testing Day
- May 21, 2026 – Converse Local Work Group Meeting – 2p.m. @ EWC
- May 21, 2026 – CCCD Board Meeting – 4:30 p.m. EWC
- June 18, 2026 – CCCD Board Meeting – 4:30 p.m.
- 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 5:40 p.m.

Respectfully submitted,
Michelle Huntington