



## **Crook County Natural Resource District (CCNRD) November 5<sup>th</sup> Regular Board Meeting Minutes**

**CALL MEETING TO ORDER** The meeting was called to order at 12:01 pm by Chairman Wayne Garman at the Sundance USDA Service Center.

### **ATTENDANCE**

**Board:** Lily Altaffer, Wayne Garman, Kim Fundaun, Casey Devish (call), Wanda Burget (call)  
**Employees:** Bridget Helms, Sarah Anderson, Jessica Halverson, Carmen Horne-McIntyre (call)  
**Guests:** Jason Nehl, NRCS

### **MONTHLY UPDATES**

- A. NRCS Update** Jason gave an update on current NRCS office status and programs.
- B. Water Quality Program Updates** by Carmen & Jessica
- a. Grant updates** Jessie and Carmen gave updates on WDA, UAC and 319 grants. One WDA grant and the UAC grant have been closed out in October. Work on the Ogden Water Project has begun and a request for reimbursement from the USFS will be completed. Jessie will be looking at possible BMP project sites tomorrow. Quarterly reports have been submitted.
  - b. Water sampling** season has concluded, results will be compiled.
- C. Forestry Program Update** Sarah gave the forestry update. She conducted a site tour at North Sand on October 23. The archaeological survey in northwest Crook County is moving forward for the Cedar Creek sage grouse habitat improvement projects. Sarah's next NFAB meeting will be November 20.
- a. USFS proposed fee changes comment letter** was presented. Lily made a motion to sign the comment letter. Kim seconded. Motion carried.
  - b. Grant Updates**
    - i. CAFA agreement** Lily made a motion for Sarah to sign the CAFA agreement for the North Sand Project. Wanda seconded; motion carried.
- D. Office Manager Update** Bridget gave an update on her office duties in October. Quarterly sales tax was completed. Website updates are ongoing, the response on the rain barrel survey has been very good. Lily requested Bridget research hosting spring recycling events in other communities and Christmas lights recycling.
- a. Local Funding and Educational Function forms** Lily made a motion to sign the Local Funding and Educational Function forms, Kim seconded. Motion carried. Wayne signed the forms.
- E. Local Issues**
- a. Moskee Land Exchange** issues were discussed.
  - b. Weed & Pest- cheatgrass** issues were discussed.



## Crook County Natural Resource District

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**F. Financials** A motion to pay the bills was made by Lily and seconded by Kim. Motion carried. All checks were signed, and the reconciliation reports prepared by Bridget were reviewed and signed.

**G. Approve October 1<sup>st</sup> Minutes** A motion to approve the minutes as presented was made by Kim and seconded by Wanda. Motion carried.

### OLD BUSINESS

**A. Employee job descriptions** tabled. Staff will work on descriptions and provide budget information to December meeting.

### NEW BUSINESS

**A. Review LGLP and district bonding** Both policies were reviewed. Bridget will contact the insurance company about increasing the dishonesty bond and get estimates.

**B. Convention** Live auction item was discussed. Casey was chosen for the voting delegate at convention. Sunsetting policies were reviewed and discussed. The CCNRD will purchase any unsold raffle tickets.

Time off requests were approved.

**MOTION TO ADJOURN** was made by Kim at 3:31 pm and seconded by Lily.

Office Manager Signature:



Date: 12/3/2024

Chairman Signature:



Date: 12/3/2024