



## **Crook County Natural Resource District (CCNRD) January 7<sup>th</sup> Regular Board Meeting Minutes**

**CALL MEETING TO ORDER** was called to order by Chairman Wayne Garman at 12:08 pm.

### **ATTENDANCE**

**Board:** Lily Altaffer, Wayne Garman, Kim Fundaun, Casey Devish. Wanda Burget (call)

**Employees:** Bridget Helms, Sarah Anderson, Jessica Halverson,

**Guest:** Carmen Horne-McIntyre (call)

**EXECUTIVE SESSION** Lily made a motion to enter executive session to discuss personnel at 12:08 pm and it was seconded by Kim. Motion carried.

Kim made a motion to leave executive session at 1:46 pm and seconded by Casey. Motion carried. Regular session reconvened at 1:51 pm.

### **MONTHLY UPDATES**

**A. Water Quality Program Updates** Jessica provided a current BMP project update.

Lily makes a motion to approve the contract for Contract #319 CCNRD10250107 seconded by Kim. Motion carried.

Reimbursement request for the Ogden project has been submitted. Performance and financial reports for the Ogden project and the NRCS grant need to be completed. The Energy Labs quote was received this morning, and costs have gone up about \$313 more each sampling event. Jessica will get the figures more accurate by next meeting. She will also see if there are other options for laboratories. Carmen reported the 319-grant extension was granted and Wayne has signed it. The WDA 23-25 grant interim report was submitted. The WDA is accepting applications for water quality projects. The deadline to apply is March 3, 2025.

**Tree sale** Tree prices are going to remain the same in 2025; When the trees on the order form are verified the sale will begin. Jessica will get more information on trucking and a possible later May date for delivery.

**B. Forestry Program Update** Sarah updated the board on current grant projects: Cedar Creek conifer removal and sage grouse habitat improvement project, WWNRT Northeast Wyoming Habitat Improvement Project, Miller Creek hazardous fuels reduction project, North Sand hazardous fuels reduction project, WWNRT North Sand project, and the NACD TA grant.

The Cedar Creek project has challenges with tribal expenses that may affect funds available for treatments. Wanda asked about the District's liability if there are no funds left for projects, Sarah said that she is communicating often with the Fish and Wildlife Service and Game and Fish.

WWNRT NWHIP is completed, closeout reports need to be submitted in January. Miller Creek projects had one project completed this month. Quarterly reporting will be done on all grants.

**NOGA** was officially withdrawn. The USFS asked if the District would support the Fort project; the public comment period is ongoing.

CCNRD was asked to assist Weston County Natural Resource District with the May 13-15 employee training in Newcastle.



Sarah will attend the NFAB meeting January 15. She is tracking House Bill 101 which was transferred to select water committee and will attend a meeting with WSFD State Forester on Friday.

- C. Office Manager Update** Bridget attended the Commissioner's meeting, prepared two subdivision reviews, researched and reissued 3 stale dated checks, attended a webinar on our website and ADA compliance, added the NRCS snow report and the NACD grant report to the website, attended a sales tax webinar with the State, processed the quarterly sales tax and 1099s today, picked up the W-2s, W-3, 941s and the new engagement letter from Mary Sell today. The district's current bond covers the Treasurers, if a separate bond is wanted the District needs to work with the insurance agent. Currently 9 positions (5 board and 4 employees are covered). If this changes the insurance company needs to be notified. Wayne signed the credit card cancellation letter for 2 cards. Lily made a motion to sign the engagement letter from Mary Sell. Kim seconded, motion carried.
- D. Local Issues** Lily heard about property tax cuts in Wyoming, this is something to watch for.
- E. Financials** A motion to pay the bills was made by Lily, seconded by Casey. Motion carried. All checks were signed, and the reconciliation reports prepared by Bridget were reviewed and signed.
- F. Minutes** A motion to approve the December 3<sup>rd</sup> Minutes was made by Lily, seconded by Casey. Motion carried. A motion to approve the December 13<sup>th</sup> Minutes was made by Lily, seconded by Casey. Motion carried.

#### **OLD BUSINESS**

- A. Employee job descriptions** Lily made a motion to accept the current job descriptions, Casey seconded. Motion carried.

#### **NEW BUSINESS**

- A. Board positions** Lily made a motion to keep positions the same: Chairman Wayne, Vice-Chair Lily, Treasurer Wanda, Secretary Kim, Member Casey. Casey seconded. Motion carried.
- B. Buckmiller No. 4 subdivision review** A motion to approve the Buckmiller No. 4 subdivision review was made by Kim, Casey seconded. Motion carried.
- C. R & A Subdivision review** A motion to approve the R & A Subdivision review was made by Casey, Kim seconded. Motion carried.

#### **TIME OFF REQUESTS-**

Sarah requested PTO for March 1-5<sup>th</sup>. The March meeting may be moved to March 7<sup>th</sup>.

#### **OTHER BUSINESS**

- Wanda made a motion to hire a water quality program coordinator, Lily seconded. Motion carried. Lily makes a motion to approve the water quality program coordinator for up to 24 hours a week at \$25 an hour until she relocates, and terms may be renegotiated. Wanda seconded. Motion carried.
- Lily made a motion to approve letter of resignation from Bridget Helms, Kim seconded. Motion carried.
- Lily made a motion to approve the conservation resource coordinator to work up to 29 hours per week with Wyoming Retirement benefits with the District only paying the employer portion. Seconded by Wanda, motion carried. Additional hours will be applied to tasks outlined in the



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position description, in particular, assisting with website and Facebook updates, attending Commissioner meetings, and completing subdivision reviews as directed by the Board. She will work Mondays or Fridays for the added hours.

- Lily makes a motion to approve a pay raise for the forestry program coordinator as long as her grants sustain the raise amount. Seconded by Wanda. Motion carried.

**Motion to adjourn** was made by Kim at 3:25 pm and seconded by Wanda.

~~Office Manager~~ <sup>SPA</sup> Signature:

Sarah D Anderson Date: 02/04/2025

Chairman Signature:

Wayne W. Loren Date: 02/04/2025