



## **Crook County Natural Resource District (CCNRD) September 3<sup>rd</sup> Regular Board Meeting Minutes**

**CALL MEETING TO ORDER** The meeting was called to order at 12:05 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:** Jim Geis

### **MONTHLY UPDATES**

**A. NRCS Update-** Jason was unable to attend today, but staff is very busy with design and applications.

**B. Water Quality Program Updates** Carmen- The Board of Ag meets next week to go over applications- we applied to updated TMDL/watershed plan. It will be a longer wait for the 319 RFP. Extension request is in on the current 319 grant. The NACD TA RFP is out, Lily made a motion to allow staff to apply for the NACD TA grant, seconded by Kim. Motion carried. WDA funding will be available in spring to cover monitoring expenses. Campbell County CD has a new district manager, Carmen will be working with her on the Gillette Fishing Lake study.

**Water sampling-** water was low last week; three sites were not able to be sampled due to low/no flow.

**TMDL Update-** Not much progress on this, data entry is almost completed with the new form received mid-July except for checking on the R limit Energy Labs is using. Carmen found that they have changed it. Ron is not coming up in fall as originally planned.

**C. Guest update:** Jim Geis gave an update on septic pumping.

**D. Forestry Program Update** Sarah shared the open comment period until November 29 for USFS OHV proposed fee changes and cabin rentals. Discussion. Sarah will work on comments for next month's meeting. NOGA comment period: Lily made a motion to have Sarah draft comments for the NOGA letter. Kim seconded. Motion carried. Sara is working with WACD on agreement with the USFWS project money. The hazardous fuels reduction projects are delayed until October 1 due to the Northern Long Eared Bat concern. Sarah has received two applications for the North Sand project already.

**E. Office Manager Update** Bridget has been working on the Area 1 meeting planning, electronics recycling planning, sponsorships and advertising, working with Ketel Thorstenson on the financial review, completing the annual report and plan of work, assisting with the UAC grant- watching NACD webinars and listening to urban ag podcasts to gain a better understanding of projects/areas we can work in the future. Jessie and Bridget would like to attend an ag conference in Rapid City in September that has an urban ag focus.

**F. Local Issues-** UW extension has applicants for the 4H position and is hosting a meet and greet on Wednesday evening.

---

### **Board of Supervisors**



**G. 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.

**H. Approve August 6<sup>th</sup> Minutes** A motion to approve the minutes as presented was made by Lily and seconded by Kim. Motion carried.

**OLD BUSINESS**

**A. Employee job descriptions** – tabled.

**B. Personnel Policy-** Wayne suggested that the personnel policy and job descriptions have a work session with Board involvement to assist employees in finishing these. The first workday will be September 10 at 10:00 am.

**NEW BUSINESS**

**A. Annual Plan of Work/Annual Report-** The report was reviewed, and updates were suggested. Casey made a motion to approve the annual report and plan of work with minor edits as discussed. Kim seconded. Motion carried.

**B. WACD Cooperator award-** Lily made a motion to nominate Dru Bower for the WACD Cooperator award, in conjunction with WCNRD. Kim seconded. Motion carried.

**C. WACD leadership team discussion** on turnover within WACD staff. This will be brought to the WACD Board.

**D. NRCS DC discussion-** NRCS says it is a priority to fill this position, but it's still not advertised. Discussion.

**E. Convention auction items** Discussion. Items need to be provided as soon as possible.

**Motion to adjourn** was made by Kim at 2:57 pm and seconded by Lily.

Office Manager Signature:

*Bridget Helm*

Date: 10/11/2024

Chairman Signature:

*Wayne*

Date: 10/11/2024