



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

The meeting was called to order at 12:00 pm by Chairman Wayne Garman.

### **ATTENDANCE**

**Board:** Lily Altaffer, Wayne Garman, Kim Fundaun, Casey Devish, Wanda Burget

**Employees:** Sarah Anderson, Jessica Halverson, Carmen Horne-McIntyre (call), Bridget Helms

**Executive Session** Wanda made a motion to enter executive session to discuss personnel at 12:00 pm, Lily seconded. A motion to leave executive session was made at 2:38pm by Wanda and seconded by Lily.

Regular session was called to order by Chairman Wayne Garman at 2:46 pm.

### **MONTHLY UPDATES**

**A. Water Quality Program Updates** Carmen has submitted the 319-grant extension. If granted the extension will go through Oct 31, 2025. The new WDA agreement has been received. Due to staffing changes an extension will be requested for this grant to move the deadline to September 2026. Lily made a motion to sign the new WDA grant agreement and the extension letter. Kim seconded; motion carried. Carmen has also completed reporting for 319 and WDA grants. Staff will meet next week to go over the 319-grant budget and duties. No current updates on the TMDL. Jessie has been working with two landowners on possible BMP projects. Jessie will begin working on the tree sale order form, Lily offered to help if needed. Wanda asked that we request a later delivery date. Jessie completed the final report for the UAC grant, she will get the article to Bridget to put on the website. The Ogden pipeline reimbursement request to the USFS is in progress.

**B. Forestry Program Update** Sarah gave an update on the Cedar Creek project, the first payment will be made today to the archaeologist. A 20-acre wildlife and forestry project was completed yesterday. Lily made a motion to sign check 6446 in payment for this project. Kim seconded. Motion carried. One unit remains and the WWNRT grant will be completed. Two CAFA hazardous fuels projects have been completed. Sarah is drafting a new contract for CAFA agreements to meet new compliance guidance. Sarah will try to attend one of the BLM public meetings coming up. The NFAB meeting she attended last month was well attended and productive. Sarah spoke with Governor Gordon's office regarding delegation and transition team recommendations; CCNRD was asked who to recommend for Chief of the USDA Forest Service and Sarah recommended Jackie Buchanan, the current USFS Pacific Northwest Regional Forester. The board agreed and Sarah will contact WACD and draft a letter of support. CCNRD received a request for a letter of support for the WSFD Rural Forestry Assistance Program Manager; the board is in support of the candidate and Sarah will draft a letter. Sarah spoke with Senator Ogden Driskill this morning; he asked her for project updates and a funding request amount.

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### **Board of Supervisors**



Crook County Natural Resource District

- C. Office Manager Update** Bridget has completed the District base funding requirements for 2024. She advised the board on upcoming website changes and fee increases. Bridget checked on adding e-cycling dates/locations. Christmas lights are being collected at the office for recycling in Rapid City. Bridget is waiting to hear more on district bonding. She received a 5-lot subdivision review for the Buckmiller No. 4 minor subdivision and will have it completed for approval in January.
- D. Financials** A motion to pay the bills was made by Lily and seconded by Wanda. Motion carried. All checks were signed, and the reconciliation reports prepared by Bridget were reviewed and signed. Lily made a motion to give all employees a Christmas bonus of \$250. Casey seconded. Motion carried.
- E. Approve November 5<sup>th</sup> minutes** A motion to approve the minutes as presented was made by Lily and seconded by Wanda. Motion carried.

**OLD BUSINESS**

- F. Employee job descriptions** The board will have a special meeting at 10:00 am on December 13 for a work session to discuss personnel.

Time off requests for employees were approved.

**Motion to adjourn** was made by Lily at 3:36 pm and seconded by Wanda.

Office Manager Signature:

Bridget Date: 11/7/2025

Chairman Signature:

Wayne Date: 11/7/2025