



Crook County Natural Resource District (CCNRD) March 5th Regular Board Meeting Minutes

CALL MEETING TO ORDER by Vice Chairman Lily Altaffer at 12:02 pm.

ATTENDANCE

Board: Lily Altaffer, Kim Fundaun, Wanda Burget, Casey Devish (call)

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

Guests: Keela Deaton, NRCS; Hope Keller, FSA; Jim Geis

MONTHLY UPDATES

A. Guest Update Jim Geis gave an update to the Board.

B. FSA Update Hope Keller, program assistant for FSA introduced herself to the board. While the FSA office is going through changes, the Gillette office staff has been assisting the Sundance office.

C. NRCS Update Keela said her office has 21 contracts: 9 forestry, 7 cover crops, and 5 high tunnel projects. There will be many conservation plans to sign in the future, and there is still funding to be allocated. The building may undergo some maintenance that could have the offices moved out of the building for a short term to complete the interior work in May. The issues with the NRCS forestry plan were discussed.

D. Water Quality Program Updates by Carmen & Jessica. Carmen gave an update on the 319 grant budget tracking. She will be submitting a lab funds supplemental funding request to purchase lab supplies or a transducer for sample site flow collection. Funding from 319 or WDA could also be used. Wanda made a motion that we purchase the transducer, and it was seconded by Kim. Motion carried. A joint board meeting date is still being coordinated. This year we will meet virtually; a doodle poll will be sent to find a date that works for most. Carmen has been tracking legislative updates.

Grant updates The shadeball pilot project has been set up and Jessie has started tracking water loss and measuring temperature difference. She would like to create a spreadsheet with this data to share on the website.

UAC grant- the community needs assessment is on the website; a dozen responses have been received so far. The results will help with workshop planning. The planter boxes in the geodome are under construction. Sara Fleenor is working with a master gardener for a container gardening workshop.

Upcoming educational events with CCCD Campbell county ag expo will be rescheduled and Jessie plans to attend. A workshop will also be planned for the spring or summer.

Water sampling The sampling season permissions are in place and supplies have been ordered.

2024 Tree Sale Kim made a motion to provide a 10% discount on trees for employees, staff, and previous years volunteers. Wanda seconded the motion. Motion carried. To date, there are 22 orders and 159 trees sold.




- E. Forestry Program Update** by Sarah. **Grant updates** Two projects were paid this month. 93.10 acres are pending inspections and invoicing, 425.80 acres are in progress, and 600.40 acres are now completed. Sarah met with the USFS about the North Sand project for hazardous fuels reductions. CCNRD has been asked to work with adjacent landowners on a CAFA grant project. Sarah is expediting this proposal; it would be a very large project with 7,000 acres slated. The Board of Supervisors reviewed a letter of support for this project. Kim made a motion to sign the letter of support as edited, seconded by Casey. Motion carried. Sarah also contacted WWNRT about this proposal in regard to wildlife funding. A letter of support for WWNRT was reviewed and a motion to approve signing the letter of support was made by Wanda and seconded by Kim. Motion carried.
- F. Office Manager Update** by Bridget. A letter was received from the Department of Revenue regarding a change in sales tax reporting. We will be required to report quarterly now instead of annually. Bridget met with Mary Sell to learn to file the reports. Two public records requests were received and processed. Updates to the website were made including the Community Needs Assessment Survey, over a dozen responses have been received so far. We have exceeded the threshold and will be required to do a financial review for FY 2024. **Procurement for Financial Review** Kim made a motion to approve the procurement for financial review, seconded by Wanda. Motion carried.
- G. Local Issues** are continuing to be monitored.
- H. Financials** A motion to pay the bills was made by Wanda and seconded by Kim. Motion carried. All checks were signed, and the reconciliation reports prepared by Bridget were reviewed and signed.
- I. Approve February 6th Minutes** A motion to approve the minutes as presented was made by Kim and seconded by Wanda. Motion carried.

NEW BUSINESS

- A. Procurement Policy** Sarah went over the current procurement policy and the possible need for an updated policy needed soon. Research will be done on changes needed and policy changes will be presented at that time.

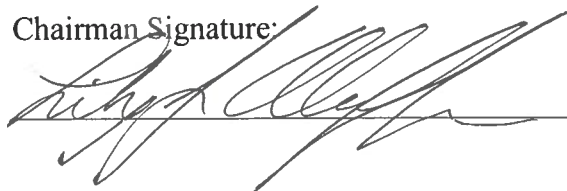
Motion to adjourn was made by Kim at 2:27 pm.

Office Manager Signature:



Date: 4/2/2024

Chairman Signature:



Date: 4-2-2024