



Crook County Natural Resource District (CCNRD)
July 8th Regular Board Meeting Minutes and Budget Hearing
12:00 pm Sundance USDA Service Center

Attendance: CCNRD Board of Supervisors: Wayne Garman, Lily Altaffer, Wanda Burget, Kim Fundaun, Casey Devish (via Teams). CCNRD Employees: Sarah Anderson, Jessica Halverson, Guests: Carmen McIntyre, WACD Watershed Coordinator (via Teams).

The July 8th Board meeting and budget hearing was called to order by Chairman Wayne Garman at 12:07 pm.

Guest Updates: Sarah Anderson provided a Conservation Plan for the Board to review and sign on behalf of Jason Nehl with the Sundance NRCS Field Office. **Lily Altaffer made a motion to approve the NRCS Conservation Plan; seconded by Kim Fundaun. No discussion. Motion carried.**

Staff Updates: Jessica Halverson provided an update regarding WDEQ 319 projects. The Board reviewed a water quality improvement project for a pipeline and tank. **Kim Fundaun made a motion to approve the 319 BMP Project- 319-CCNRD20250708-JR; seconded by Wanda Burget. No discussion. Motion carried.** The Board discussed future projects and Carmen McIntyre stated that the next RFP is planned to be disseminated at end of month and applications are due in late September. The Board discussed the closeout of the WDEQ 319 funding. **Lily Altaffer made a motion requesting that Carmen McIntyre assist Sherry Burr with close-out reports; seconded by Wanda Burget. No discussion. Motion carried.**

Ms. Halverson provided a tree sale voucher draft for the Board to review to honor a 10% discount to volunteers who helped with the event.

Ms. Halverson stated the electronic recycling event is tentatively scheduled for September 13th, pending availability with the recycling company.

The Board reviewed a soil and subdivision report. **Lily Altaffer made a motion to approve the Bunny Bar XI Subdivision Soil Report; seconded by Wanda Burget. No discussion. Motion carried.**

A virtual fence symposium is tentatively scheduled for January 8th in Gillette. The CCNRD will continue to help plan and start advertising soon.

Ms. Halverson plans on displaying a table at the County Fair. The Board suggested creating fliers to distribute program related information.

Sarah Anderson stated that hazardous fuels reduction projects are on schedule. One defensible space has been completed, and she will inspect a 5-acre fuel treatment later this week. A 40-acre fuel break has been designed on property adjacent to USFS property that was recently logged. Ms. Anderson provided an update on wildlife-forestry projects in northwestern Crook County. She sent a contract for a conifer removal project in sage-grouse habitat areas to remove raptor and predator habitat and is waiting to hear back from the landowner.

Ms. Anderson met with Crook County's Y2 consultants to discuss their upcoming Land Use Plan and will continue to engage throughout the process.

A shared-position budget and work plan was submitted to WACD for an opportunity to fund a full-time position to assist with conservation plans and water related projects.



Ms. Anderson provided state funding criteria documents for the Board to review and sign. **Lily Altaffer made a motion to approve and sign the state funding criteria packet, which includes Risk Management Practices, Certificate of Good Standing WC Dept. of Workforce Services, Certificate of Good Standing UI Dept. of Workforce Services, Local Government Liability Insurance and a CNA Surety Bond; seconded by Wanda Burget. No discussion. Motion carried.**

Local Updates: Ms. Anderson stated that a decision has been made on the North Sand Forest Management Project. Wayne Garman stated that the Carrie Rogaczewski from the Sheridan County Conservation District presented at the WDEQ 319 Nonpoint Taskforce recently and he encouraged the staff to watch her recorded presentation. The Board spoke about her presentation and agreed to watch it at an upcoming Board meeting after the Program Coordinator is hired.

Financials: The Board reviewed financial documents for June. **Wanda Burget made a motion to pay the bills; seconded by Kim Fundaun. No discussion. Motion carried.** The Board reviewed the FY2026 budget. **Lily Altaffer made a motion to approve the fiscal year 2026 budget as presented; seconded by Wanda Burget. No discussion. Motion carried.**

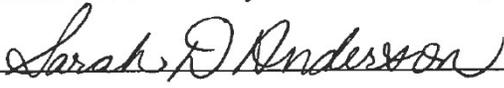
Minutes: The Board reviewed the Minutes from June. **Lily made a motion to approve June 5th, 2025 Minutes; seconded by Kim Fundaun. No discussion. Motion carried.**

New Business: The Board conducted two interviews for bookkeeping and program coordinator roles. **Wanda Burget made a motion to enter into executive session at 3:00pm to discuss personnel; seconded by Kim Fundaun. No discussion. Motion carried. Wanda Burget made a motion to exit executive session at 3:29pm to discuss personnel; seconded by Casey Devish. No discussion. Motion carried. Lily Altaffer made a motion to hire Justice Miller for the full-time Program Coordinator position; seconded by Casey Devish. No discussion. Motion carried. Lily Altaffer made a motion to hire Holly Pierce for the part-time Administrative Assistant position; seconded by Kim Fundaun. No discussion. Motion carried. Lily Altaffer made a motion to promote Sarah Anderson to the CCNRD District Manager position; seconded by Wanda Burget. No discussion. Motion carried.**

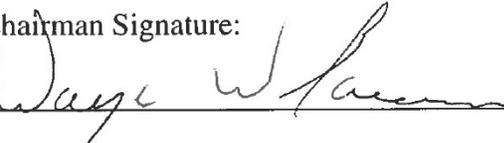
Upcoming Schedule: The next Board meeting is scheduled for August 5th at 12:00pm.

Adjournment: **Kim Fundaun made a motion to adjourn at 4:30 pm; seconded by Wanda Burget seconded. Motion carried.**

Minutes Submitted by Sarah Anderson (Signature):

 Date: 07/31/2025

Chairman Signature:

 Date: 8/05/2025