



**Crook County Natural Resource District (CCNRD)  
USDA Service Center in Sundance, WY  
March 7<sup>th</sup>, 2025 Regular Board Meeting Minutes**

The March 7<sup>th</sup> CCNRD Board meeting was called to order by Vice-Chairman Lily Altaffer at 12:01 pm.

**Attendance:** CCNRD Board of Supervisors Lily Altaffer, Wanda Burget, Casey Devish and Wayne Garman (via Teams). CCNRD Employees: Sarah Anderson and Jessica Halverson  
**Guests:** Jason Nehl, NRCS Natural Resource Specialist and Carmen Horne-McIntyre, WACD Watershed Coordinator (via Teams)

**Guest Updates:** NRCS Natural Resource Specialist Jason Nehl provided program updates, including challenges relating to the forestry program. He stated that NRCS employee Sherry Burr retired and her position may not be backfilled, that NRCS currently has a travel freeze, and the State Office needs to complete the Federal Reduction in Force by March 13<sup>th</sup>.

**CCNRD Staff Updates:** Conservation Resource Coordinator Jessica Halverson provided a report and map to the Board with an update on water quality improvement, best management practices projects. Mrs. Halverson stated the contract 319, CCNRD20241206\_BLCC project was approved at the January meeting & signatures have been acquired. Two additional projects and contracts were presented to the Board for review. Wanda Burget made a motion to sign contract 319, CCNRD20250225\_MW and contract 319, CCNRD20250305\_HR; Casey Devish seconded. No discussion. Motion approved. Lily Altaffer requested that producers provide verification of correspondence with the Office of State Lands and Investments if it becomes available to the producer.

Mrs. Halverson provided a projected budget for the remaining WDEQ 319 water quality funds.

Mrs. Halverson conveyed the 2025 tree sale order form is open and we have received three orders thus far. The Board discussed advertising the sale in the newspaper or providing fliers. Lily Altaffer requested Mrs. Halverson provide fliers to the newspaper the last week of March or first week of April. The Board discussed volunteer help and Wanda Burget made a motion to provide a ten percent discount to all volunteers and CCNRD staff and Board members; Casey Devish seconded the motion. No discussion. Motion carried. Mrs. Halverson informed the Board that she was contacted by a local Girl Scout Troop regarding planting a tree as part of their mission. Wayne Garman made a motion to offer the Girl Scout Troop a ten percent discount or provide a tree to them at cost; Wanda Burget seconded. No discussion. Motion carried.

Mrs. Halverson stated she was considering selling pre-ordered 55-gallon rain barrels. The Board discussed options, and Lily Altaffer made a motion to sell pre-ordered 55-gallon rain barrels for \$99 each or a discounted rate of \$85 each if ten or more were purchased; Casey Devish seconded. The Board discussed having all orders collected by April 2<sup>nd</sup>. Motion carried.

Mrs. Halverson communicated she was considering a cost-share program for living snow fences. She discussed a program with State Forestry that provided opportunities along State roads. The Board discussed maintenance and liability. Mrs. Halverson stated she would look into it more and consider a program for 2026.

Program Coordinator Sarah Anderson updated the Board on hazardous fuels reduction projects, fuel treatments, and fuel breaks. Funding available for wildlife and forest health improvement projects may be

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**Board of Supervisors**

Chairman: Wayne Garman Vice Chairman: Lily Altaffer Treasurer: Wanda Burget Secretary: Kim Fundaun Member: Casey Devish



## Crook County Natural Resource District

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secured if landowner contracts are signed soon. Mrs. Anderson conveyed she is communicating with landowners and partnering agencies regarding project objectives and timelines.

Mrs. Anderson has been helping with the Office Manager roles and updated information through the Wyoming Retirement System and will update paperwork with the Department of Revenue.

**Local Updates:** The Board discussed the status of rare earth minerals and the local processing plant.

**Financials:** The Board reviewed financial documents and the reconciliation report for February. Lily Altaffer made a motion to pay the bills; seconded by Wanda Burget. No discussion. Motion carried.

Wanda Burget made a motion to remove Bridget Helms from the Sundance State Bank account and approve Sarah Anderson for authorization to receive information; Casey Devish seconded the motion. No discussion. Motion carried.

The Board discussed accounting procedures and upcoming financial documents that will need to be submitted. Wanda Burget made a motion that Sarah Anderson request a consultant contract from Ashley Coenen to help with accounting; Casey Devish seconded. No discussion. Motion carried.

**Minutes:** Casey Devish made a motion to approve the February 4<sup>th</sup>, 2025 Minutes; Wanda Burget seconded. No discussion. Motion carried. Casey Devish made a motion to approve the February 10<sup>th</sup>, 2025 Minutes; Wanda Burget seconded. No discussion. Motion carried.

**Old Business:** The Board discussed quotes for the decals on the trailer. Lily Altaffer requested that Mrs. Halverson communicate with the Sundance School to provide vocational students the opportunity to utilize their skills and create decals for the trailer.

**New Business:** The Board discussed hosting the NRCS local working group meeting and a water quality joint Board meeting with the Campbell County Conservation District in May or June.

Wanda Burget made a motion to enter executive session at 2:26pm; Casey Devish seconded. No discussion. Motion carried. Wanda Burget made a motion to exit executive session at 2:28pm; Lily Altaffer seconded. Motion carried.

Wanda Burget made a motion to offer Sherry Burr a part-time position, not to exceed 24 hours per week, at a pay rate of \$21.00 per hour; Casey Devish seconded. No discussion. Motion carried.

**Upcoming Schedule:** The next Board meeting is scheduled for April 1<sup>st</sup>, 2025. The May Board meeting has been scheduled for May 12<sup>th</sup>, 2025. WCDEA is hosting an employee training in Weston and Crook Counties May 5-8, 2025.

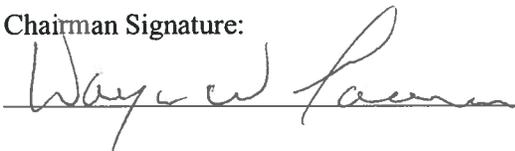
**Adjournment:** Wanda Burget made a motion to adjourn at 3:10 pm; seconded by Lily Altaffer. Motion carried.

Minutes Submitted by Sarah Anderson (Signature):



Date: 04.01.2025

Chairman Signature:



Date: 4/1/2025