

**Minutes**  
**Natrona County Conservation District**  
**Regularly Scheduled Board of Supervisors Meeting**  
**January 12<sup>th</sup>, 2010**

**Supervisors:** Tom Walters – Chairman, Tyrone Fittje – Vice Chairman, Board Member John Bentley, Treasurer Kelly Burch, Board Member Richard Hallingstad

**Others Present:** Maggie Myers– NCCD, Mary Schrader – NRCS

The meeting was called to order by Chairman Walters at 7:20 p.m.

**1. Announcements:** There were no announcements.

**2. Chairman Walters called for approval of the December 15<sup>th</sup>, 2009 minutes.** Motion made by Board Member Burch to accept the minutes as corrected to reflect the correct spelling for Ms. Farbotnik's last name. Seconded by Board Member Hallingstad to approve the minutes as corrected. Motion put and carried.

**3. Vouchers/Financial Report**

- a. Vouchers – Mrs. Myers asked the Board to reference the voucher listing handed out this date. She asked the Board to note that voucher #2083 to correct the amount by \$0.10 and voucher #2096 for the completed 4<sup>th</sup> quarter calculated sales tax for \$22.11. She also asked the Board to reference voucher #2085 for Rik Gay. She asked if he will need to receive a 1099 for this amount and the Board requested Mrs. Myers to follow up with him directly. Treasurer Burch motioned to accept the vouchers as presented. Board Member Fittje seconded. Motion carried.
- b. Mrs. Myers continued with the Financial Report and asked the Board to reference the Accounts Receivable, Status of Funds, and December 2009 Bank Reconciliations as of December 30<sup>th</sup>, 2009. Board Member Bentley moved to accept these documents as presented and to place them on file with the Financial Report. Board Member Fittje seconded. Motion passed.
- c. Mrs. Myers detailed the completed 2009 4<sup>th</sup> quarter filing requirements for the WY Dept of Revenue, the WY Department of Audit, and the IRS. Motion made by Treasurer Burch and seconded by Board Member Fittje to pre-approve payroll, consulting and tax vouchers. Motion put and carried.

**4. Mary Schrader gave the District Conservationist update:**

**Workload**

- Casper Field Office EQIP Allocation - \$234,465
  - Initial allocation – opportunity to request more dollars as applications are ranked and considered for funding. Writing plans and developing applications to fund
- Current EQIP applications
  - 4 irrigation, 1 invasive species, 1 grazing lands, 1 irrigation application after 11/1/2009 batching
- WHIP application
  - 1 application to remove Russian Olive along the North Platte River was completed but then withdrawn by the landowner.
- Application to be funding to Area Office by February 15<sup>th</sup>, 2010

- Obligate Funds to contracts by April 1<sup>st</sup>, 2010

### **Quality Assurance – Performance Results System (Progress)**

- Field Offices will start reviewing progress each quarter to identify errors and make corrections. This used to be completed at the State Office, but the new thinking is to correct each quarter's errors before larger problems occur.

### **ROOT – Audit review 1<sup>st</sup> quarter**

- Contracts for review received this week—review to be done by 1/15/2010

### **New Employee**

- Adam Dossett has been hired as a Civil Engineering Technician. He will serve Natrona, Converse, and Niobrara offices. He will be stationed in Douglas but will spend 1 day a week in other counties. He will start January 18<sup>th</sup>, 2010. His responsibility will be engineering design for technical practices.
- Degree in Agricultural Engineering, Technology and Business from Mississippi State University.
- Work experience: high concentration of survey training and experience, both land and construction survey, Trimble products, including GPS and total station as well as electronic and self leveler instruments.

## **5. Mrs. Myers gave the Grants Update and District Manager's Update:**

### **Grants Update:**

Rural Living in Wyoming

- 2010 Workshop dates (tentative)
  - Feb- Water Quality
  - March 10<sup>th</sup>-- Weeds
  - May 19<sup>th</sup> – Trees, Beetles, Urban issues
  - August 4<sup>th</sup> -- Water Conservation

### **Kendrick Watershed Implementation**

- Meeting with Mary Louis Zander of BRG on Thursday, January 14<sup>th</sup> to discuss Information and Education elements and tasks of the grant.

### **District Manager's Update:**

- Website: We have lift-off! New website under construction [www.natronacountyconservationdistrict.org](http://www.natronacountyconservationdistrict.org) Please be patient while the pages are constructed. Suggestions for content: Mission Statement, History, Grants and Programs, Contact Information, Meeting Information, Biography Page for Board of Supervisors/Employees (e.g. backgrounds, interests, why serving, etc.). There are five email accounts available for use with the website address (e.g. [info@natronacountyconservationdistrict.org](mailto:info@natronacountyconservationdistrict.org))
- Bio-solids
  - One contract in process, landowner soils information being reviewed by Bonda Habets
  - Request to pursue possibility of having bio-solids as part of reclamation on Summit Elementary
- Rain Barrels
  - Orders to be taken at Home and Garden show. NCCD will purchase a rain barrel for an example to have on hand for a sample.
- Information and Education
  - Home and Garden Show sign-up: Dates, March 19<sup>th</sup>-21<sup>st</sup>, 2010 (Fri-Sun)

- Subdivision Review suggestion from Supervisor Training (for the future)
- Examples: Mention of 303d listed streams, more brochures for developer, fee schedules, etc.

Discussion was held about the possibilities of an “Administrative Fee” for subdivision reviews in the future similar to the fees other Districts are charging for their services and time in preparing these reviews. Mrs. Schrader noted that NRCS can no longer be involved in the process if a fee is charged for the information. Board Member Hallingstad offered to help the District Manager in making the field visits and compiling data through Web Soil Survey (if applicable). Wyoming State Statute has Conservation Districts as the go-between with the County Planning check-lists for land developers. Mrs. Myers was asked to follow-up with the County to find out if we are on the developers check list and requirements the County would like to see in the future.

- Trees
  - 1555 seedling trees sold to date!
- Personnel
  - Mrs. Myers presented the Proposal for a transitional teleworking agreement until a new District Manager is hired. Discussion was held about the specifics and questions the Board had for Mrs. Myers duties if approved.

## **7. Old Business**

- a. Kendrick Watershed Monitoring
  - The new NCCD water quality consultants from InterTech Environmental completed monitoring on January 11<sup>th</sup>. They also created excellent maps to the sampling locations for NCCD use in the future. They will be compiling the data electronically and sending the field data sheets to us also.
- b. Mrs. Myers completed all necessary State Funding Requirements (final) in mid-December and hand delivered them to the WACD and WDA. The District is in compliance to continue receiving WDA funding.
- c. Board Member Burch updated the Board about the special project to bring Olympic Champion Rulon Gardner to Casper to speak to youth with his powerful message and natural resources background. Board Member Burch also informed the Board about the potential fee for hosting Rulon and potential partners FFA Alumni Association and Farm Credit Services who may be interested in helping cover costs. The NCCD is in favor of contributing \$1000 of special project funds to make this a reality.
- d. Chairman Walters, Treasurer Burch, and Board Member Hallingstad attended the WY Dept. of Agriculture Supervisor Training held in Casper this date. Each Board Member recounted the most influential learning points.

## **8. New Business**

- e. Chairman Walters called for Election of the Officers for 2010.
  - Chairman: Board Member Bentley moved to nominate Chairman Walters for another term. Seconded by Treasurer Burch. All were in agreement by Unanimous Vote. the Oath of Office to Board Member Hallingstad.
  - Vice Chairman: Treasurer Burch nominated Vice Chairman Fittje for another term. Seconded by Board Member Bentley. Vote was unanimous in agreement for Vice Chairman Fittje.
  - Treasurer: Board Member Bentley nominated current Treasurer Burch. Seconded by

- Board Member Fittje. Unanimous agreement for Treasurer Burch.
- o Secretary: Board Member Bentley nominated Board Member Hallingstad. Board Member Fittje seconded. Unanimous agreement for Hallingstad.
- f. Mrs. Myers handed out the WACD Re-organization Form that needs to be completed for the WACD Directory for 2010.

There was no other new business.

**9. The next NCCD meeting was set for Tuesday, February 9th at 7:00 p.m.**

Chairman Walters called for a motion to adjourn the meeting. Board Member Fittje moved and seconded by Board Member Bentley to adjourn the meeting. The meeting was adjourned at 9:33 pm.

Respectfully submitted,

K. Maggie Myers, NCCD District Manager

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Supervisor

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Supervisor