

## **Minutes**

### **Tuesday, May 10, 2011, 7:00 p.m.**

Chairman Tyrone Fittje called the meeting to order at 7:01 p.m. Also in attendance was Richard Hallingstad – Treasurer, John Bentley – Vice Chairman, Andy Anderson – Supervisor, Adam Wyant – NRCS, Shantel King – NRCS, and Lisa Ogden, NCCD. Kelly Burch was excused.

1. Announcements – There were no announcements.
2. Minutes – Chairman Fittje called for discussion regarding the meeting minutes for April 5, 2011. Hearing none, he called for a motion to approve the minutes. Andy Anderson made a motion to accept the meeting minutes as presented. Richard Hallingstad seconded. Motion passed.
3. Lisa Ogden presented the Unapproved Vouchers for discussion. Vouchers were reviewed and discussed. Richard Hallingstad made a motion to accept the unapproved vouchers for payment. Andy Anderson seconded. Motion passed. The status of funds was presented along with the bank statements and reconciliations for each account. Board of Supervisors reviewed the accounts.

4. Adam Wyant gave the District Conservationist Update:

**Week of April 4<sup>th</sup>** – Wednesday I attended the Healthy Horses-Healthy Grasses workshop. Thursday was the LWG meeting from 7-9. Worked on EQIP applications and contracting all week long. This was also the week with all the budget issues so some time was lost to dealing with the potential shutdown etc...

**Week of April 11<sup>th</sup>** – I worked on finishing up all the EQIP applications to move to contracts. 8 out of the 10 are finished and at the state office. 2 need some paperwork back from the producers.

**Week of April 18<sup>th</sup>** - Finished minutes from the LWG meeting and forwarded recommendations to the State Technical Committee. Completed PRS quality assurance quarterly process. Worked on EQIP applications for the area office approval deadline.

**Week of April 25<sup>th</sup>** – Completed Root review of only 3 contracts (quarterly audit of contracts with no activity in 12 months). Went to [REDACTED] with Sue to check CRP seeding and it was starting to sprout so I could certify that it was in fact planted and FSA could then pay them for the reseeding. April 27<sup>th</sup> attended the Edible Gardens Workshop

**Week of May 2<sup>nd</sup>** – Monday I moved into my apartment, Tuesday I worked half day and was on annual leave the rest of the week.

Since last meeting I have been working on EQIP applications and getting familiar with existing contracts and working with customers as they come in or call on a daily basis.

Next meeting we will be discussing Civil Rights and signing conservation plans for new EQIP contracts.

5. Lisa Ogden gave the Grants Update:
  - a. Kendrick Implementation Grant – The final newsletter for the Kendrick Implementation Grant will be going out soon. The final grant report will be submitted in early July.
  - b. There is nothing new to report on the Board of Agriculture Water Testing Grant.
6. Lisa Ogden gave the District Manager Update:
  - a. The tree orders are up to 3847 to date. Estimated delivery is May 11<sup>th</sup> with May 12<sup>th</sup> tentatively set to sort.

- b. Kelly Burch and Lisa Ogden attended the CAID Meeting on April 8<sup>th</sup>, 2011. Kelly expressed NCCD's concern over the hiring of the new manager for CAID. Lisa spoke to the board about the potential 319 moneys that NCCD will be applying for, and how they could impact CAID, if they are interested in partnering.
- c. Lisa attended the Module II Water Quality Training in Lander, April 13-15<sup>th</sup>. The training was very helpful in understanding the role of the Standard Analytical Procedure that needs re-written for the Kendrick Implementation Grant, as well as how to set up the analysis plan.
- d. Tyrone, John and Lisa attended the City of Casper - CPU Board Meeting on April 27<sup>th</sup>. We presented the role of NCCD, and discussed the need for our funding to be returned to the previous amount of \$25,000, for the 2013 fiscal year. Grant potentials were discussed with the Board to determine if the City would be interested in partnering with NCCD in the Russian Olive removal efforts along the Platte River going through town.
- e. Tom Walters, Deena McDaniel and Lisa met with the Groundwater Guardian's Board on April 28<sup>th</sup> to discuss the Children's Water Festival property that is being stored at the Regional Water Facility. There will be a date set in the near future to inventory the items being stored and to discuss the future potentials to utilize the educational items.
- f. The Rural Acreage Workshops have continued. Lisa has been put in charge of the Rural Acreage grant since NRCS is no longer funding the RC&D Coordinator. Historic Trails RC&D will reimburse Lisa for the extra hours spent coordinating the final workshops, and to complete the grant.
- g. NRCS has withdrawn funding from the RC&D Program, so Shelly Anderson is no longer the RC&D coordinator. Historic Trails will continue to function as a non-profit, but with no "official" coordinator.
- h. New signature cards were signed by the board members for Hilltop National Bank Checking and Savings accounts.
- i. Dan Coriel, from the City of Casper, had called regarding prairie dog control within the City limits. After speaking with Weed and Pest, as well as Kelly Burch, it was clarified that the moneys for the prairie dog CRM were contributed by the Natrona County Commissioners for County work. These moneys were contributed in 2009 in addition to the normal county allotment to NCCD.
- j. Daniel Fulton, from the Casper Area Visitors Bureau, had called regarding NCCD's interest in the Visitors Bureau proposal to Southwest Regional CD Convention Group. He wanted to verify that NCCD would even be interested in being host to the Southwest Regional Convention. The board made the decision to support the Casper Area Visitors Bureau's efforts.
- k. Lisa discussed the potential for paying Leo Riley & Associates to assist her to "clean up" the QuickBooks files in order for everything in the program to be 100% up to date, with no lingering accounts receivables, old postings, etcetera. After some discussion, Tyrone called for a motion to proceed. John Bentley made the motion to approve Lisa Ogden to contact Leo Riley & Associates for assistance with the QuickBooks program for no more than \$300.00 worth of work. Richard Hallingstad seconded the motion. Motion passed.

#### 7. Old Business

- a. The shirt order form was passed around for board members to order shirts with logos. Each board member will pay for their own shirts.
- b. A budget update was distributed to all board members, as well as a suggested budget for FY 2012. Board members were asked to review and be open to discussion at the next board meeting. Actual budget hearing won't be until July 19<sup>th</sup>, 2011. (Within 5 days of the third Thursday in July).

#### 8. New Business

- a. Proposals for the North Platte River Environmental Restoration Master Plan were brought to the office by Joleen Martinez of the City of Casper for NCCD to review and make comments. Each board member took two proposals to review with instructions to return comments to Lisa by Wednesday, May 18<sup>th</sup>. Comments are to be submitted to the City by May 20<sup>th</sup>.
- b. Request to monitor(s) by DEQ were presented to the board for their information.

- c. Wyoming Game & Fish Dept 2010 Annual Report Strategic Habitat Plan Accomplishments is available at <http://gf.state.wy.us/habitat/AnnualRpts/index.asp> \*
- d. Upcoming opportunities were presented:
  - i. Wy Invasive Weed Awareness Week–Hosted by NC Weed & Pest, May 13<sup>th</sup>, Noon–2:00 p.m.\*
  - ii. Tree Planting Volunteer Workshop - May 14<sup>th</sup>, 10:00 a.m., Vista West Park \*
  - iii. Limit the Threat-Bark Beetles & Firewood, May 25<sup>th</sup>, 6-8 p.m., UW Ag Extension
  - iv. Range Monitoring Workshop, June 2<sup>nd</sup>, 15520 Hwy 487, Casper 9:00 a.m. – 3:00 p.m.
  - v. Forest Health, June 8<sup>th</sup>, 10a.m.-4p.m., Casper Mountain
  - vi. ArcGIS Training – June 14<sup>th</sup>-15<sup>th</sup>, Casper
  - vii. Water Quality Training Module III, July 26<sup>th</sup>-28<sup>th</sup>, Buffalo
  - viii. BMP Training, August 23<sup>rd</sup>-26<sup>th</sup>, Thermopolis
- e. The next NCCD board meeting will be June 14<sup>th</sup>, at 7:00 p.m.

Chairman Fittje asked for any other discussion. Hearing none, Richard Hallingstad moved to adjourn the meeting and Andy Anderson seconded. Meeting was adjourned at 8:48 p.m.

Respectfully Submitted by Lisa Ogden.

\_\_\_\_\_  
Lisa Ogden

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCCD Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCCD Supervisor

\_\_\_\_\_  
Date