

**Meeting Minutes**  
Regularly Scheduled Board of Supervisors' Meeting  
**Tuesday, June 14th, 2011**

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

1. **Announcements** – Chairman Fittje called for any announcements. There were no announcements.
2. **Minutes** – Chairman Fittje called for discussion regarding the meeting minutes for May 10th, 2011. Hearing none, he called for a motion to approve the minutes as presented. Kelly Burch made the motion to accept the minutes as presented, and Richard Hallingstad seconded. With no other discussion, motion passed.
3. **Unapproved Vouchers/Status of Funds** - Lisa Ogden presented the Unapproved Vouchers for discussion. Vouchers were reviewed and discussed. Kelly Burch made a motion to approve the vouchers for payment, and Andy Anderson seconded. Motion passed. The Status of Funds was presented and discussed along with the bank statements and reconciliations for each account. Board of Supervisors reviewed the statements. Lisa Ogden asked for a motion to pre-approve miscellaneous expenses that would occur in the following week regarding the WyRED camp in June. Kelly Burch made a motion to pre-approve expenses for the WyRED camp, and Richard Hallingstad seconded. Motion passed.
4. **District Conservationist Update** – Adam Wyant gave the District Conservationist Update:

**Week of May 9<sup>th</sup>** – Met with [REDACTED] to discuss EQIP and potential WRP site on his property. Friday attended Weed and Pests invasive weed day at Bessemer Bend.

**Week of May 16<sup>th</sup>** – Worked on getting [REDACTED] EQIP contracts finished up and getting copies of leases etc... for land.

**Week of May 23<sup>rd</sup>** – Tuesday attended Toolkit training in Wheatland. Wednesday went to Platte River Revival Meeting with Mary. Thursday met with [REDACTED] with Tyrel West (NRCS Engineer) to discuss his operation and working with us on determining runoff containment for renewal of CAFO permit. Friday went to Hat Six Ranch with [REDACTED] and measured fence for his EQIP contract.

**Week of May 30<sup>th</sup>** – Thursday attended Range Monitoring Workshop at Jim Price's put on by Women in Ag. Friday met Willow Hibbs our new HEB who took Brian Jensen's place.

**Week of June 6<sup>th</sup>** – Monday met with [REDACTED] to discuss issues with the EQIP project on the airport. Monday Shantel and I were out with [REDACTED] land for grazing plan for GRP applications. Tuesday met with [REDACTED] to look at his finished EQIP pivot and also [REDACTED] who has 80 acres at BB Brooks. Wednesday checked out progress of pivots at [REDACTED] and attended the Platte River Revival Meeting. Friday completed some required Aglearn trainings.

As always working on EQIP contract management and other day to day activities. I have been having Cindy work on better organizing our files and cleaning up around the office every Tuesday.

**Upcoming events**

Sage Brush Establishment Training 6/17/11

Black Footed Ferret/Prairie Dog Meeting 6/22/11 at WGFD Office  
WRP & Wetland Training 6/27/11  
7/11-15/11 National Civil Rights Review

### **New NRCS Business**

Discussed Civil Rights according to the MOU between NRCS and NCCD –

“The parties will be in compliance with the nondiscrimination provisions contained in Titles VI & VII of the Civil Rights Act of 1964, as amended. The Civil Rights Restoration Act of 1987 (public Law 100-259) and other nondiscrimination status, namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, and in accordance with regulations of the Secretary of Agriculture (7 CFR 15, Subparts A & B) which provide that no person in the United States shall, on the grounds of race, color, national origin, age, sex, religion, marital status or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Agriculture or any agency thereof.”

Topics discussed at the meeting:

- Civil Rights Compliance in Program Delivery
- Program Delivery Complaint Process
- Reasonable Accommodations
- Equal Opportunity and the use of the EO Statement
- Sexual Harassment
- Location of required posters in the office
- Upcoming National Civil Rights Review and questions for board members review

Discussed & Signed conservation plans for new EQIP contracts

Discussed EWP = Emergency Watershed Protection Program

5. **Grants Update** –Lisa Ogden gave the Grants Update:
  - a. Kendrick Implementation Grant – The final KIG newsletter will go out at the end of June. Lisa will finalize the grant and request reimbursement of all grant expenditures. Final report is due by July 31, 2011. Lisa Ogden will be meeting with Jennifer Zygmunt, of DEQ, on June 16<sup>th</sup>, to discuss final report, as well as direction for a new 319 grant to be submitted.
  - b. Board of Agriculture Water Testing Grant – Bi-Monthly water sampling has continued with InterTech for 2011.
  - c. 319 Grant Application – Discussion with Jennifer Zygmunt will occur June 16<sup>th</sup>. Waiting to speak with RESPEC regarding implementation plan to lead the grant proposal.
  
6. **District Manager Update** – Lisa Ogden gave the District Manager Update.
  - a. Tree Orders - Tree season was successful with sales of 3,837 trees. With trees and freight alone, total income was \$6099.67, expenses were \$4956.40, for a net profit of \$1143.27. With total retail sales, including polymer, rain barrels and a composter, total retail income was \$7634.88, with expenses being \$5173.02, for a total retail sales profit of \$1461.86 for FY 2011.
  - b. Platte River Revival – Lisa Ogden has attended one of the Platte River Revival meetings as an NCCD representative. Hopefully, NCCD can contribute through the new 319 grant to the project. If the board members could put it on their calendar, it would be nice to have a few volunteers on September 17<sup>th</sup> for the clean-up day. Tree canopies will be measured.

- c. Rural Acreage Workshop Update – 2011 Rural Acreage workshops are complete. The Forest Health workshop was cancelled due to the low number of people who had RSVP'd. Lisa will finalize the grant for Historic Trails RC&D, and turn in the final report and reimbursement request before June 30, 2011.
- d. WGIF Update – Ms. Ogden spoke with Dick Waggoner, of WGIF, about the interest that is being paid on the WGIF account. There were no penalties or minimum amount that was acceptable in the WGIF account, and unless there is over \$100,000 in the account, the interest rate that was being paid was the best that WGIF could do. Ms. Ogden transferred \$50,000.00 to the HNB savings account to see if the interest earned on that account could raise the overall interest earned on the money.
- e. Dept of Revenue Update – Ms. Ogden has received correspondence from the Department of Revenue that indicates that the Sales Tax payments are to be made by electronic deposit after July 1, 2011. She will set the account up and take care of the switch.
- f. Storage Shed – Ms. Ogden spoke with the building managers about putting a storage shed behind the building to hold NCCD's excess paperwork, water quality equipment, etc. The request was denied due to the restrictions in the codes for the building. She also spoke with Interstate Storage Solutions about renting a unit there, and moving from the Fairgrounds Storage to save on mileage to the storage shed. Items need cleaned out of the back room and to the storage, as well as some of the Historic Trails items. Interstate Storage is full at the moment, but will notify Lisa if there are any vacancies. The board approved the proposal of switching storage shed locations.
- g. T-Shirt Order – The order has been made for the NCCD polo's and button-up shirts. Lisa will notify the board when they arrive and pass on the costs to the board members.

#### 7. Old Business

- a. WyRED update – WyRED is June 20<sup>th</sup>-24<sup>th</sup>, 2011. Chairman Fittje has worked with Natrona County School District to plan the meals and lodging. Lisa Ogden has ordered the clothing and hats for the event, and worked with the registrations, coordinators of the workshops, and speakers, to ensure a successful week of range camp. Laramie County Conservation District is donating 14 books that were already paid for last year, thus saving the District about \$350.00. NCCD also received a donation of \$25.00 from Sam's Club, and \$100 from Walmart East toward the camp expenses.
- b. Budget Planning for 2012 – Our next board meeting will be the budget session to finalize FY 2011's budget and approve FY 2012's budget. The meeting will be advertised as required by the State Department of Agriculture. The meeting will be held at 7:00 p.m. on July 19<sup>th</sup>, 2011.
  - i. Capital Construction & Litigation Fund – It was decided by the board that due to the tightening budget constraints, that NCCD would not contribute to the Capital Construction Fund or the Litigation Fund for FY 2011. FY 2012 will be decided in the spring of 2012.

#### 8. New Business

- a. Area IV Meeting/State Conference Meeting – Ms. Ogden asked the board members who might attend the Area IV meeting in Saratoga, September 9<sup>th</sup>. It was indicated that Richard Hallingstad and Lisa Ogden will attend. As for the State Conference in Lander, Tyrone Fittje, Kelly Burch, John Bentley, and Lisa Ogden will possibly attend.
- b. Upcoming opportunities were discussed.
  - i. ArcGIS Training – June 14<sup>th</sup>-15<sup>th</sup>, Casper – Lisa Ogden will be attending this training.
  - ii. Water Quality Training Module III, July 26<sup>th</sup>-28<sup>th</sup>, Buffalo
  - iii. BMP Training, August 23<sup>rd</sup>-26<sup>th</sup>, Thermopolis
- c. The budget meeting and next regular board meeting was scheduled for July 19<sup>th</sup>, at 7:00 p.m.

Chairman Fittje asked for any other discussion. Hearing none, Kelly Burch moved to adjourn the meeting and Richard Hallingstad seconded. Meeting was adjourned at 8:30 a.m.

Respectfully Submitted,

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Lisa Ogden, District Manager

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Date

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Supervisor

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Date

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Supervisor

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Date