

**Minutes**  
Regularly Scheduled Board of Supervisors Meeting  
***Tuesday, November 8, 2011***

Chairman Fittje called the meeting to order at 7:06 p.m. Also in attendance were John Bentley – Vice-Chairman, Richard Hallingstad – Treasurer, Kelly Burch – Supervisor, Andy Anderson – Supervisor, Adam Wyant – NRCS DC, Shantel King – NRCS, and Lisa Ogden – NCCD District Manager.

**1. Announcements –**

There were no announcements.

**2. Minutes –**

The minutes from October 11, 2011, were reviewed and discussed. Kelly Burch moved to approve the minutes as presented, and Richard Hallingstad seconded. With no further discussion, motion passed.

**3. Unapproved Vouchers/Status of Funds –**

The Unapproved Vouchers were presented and each expense was discussed individually. The expense for the Legislative Breakfast was discussed as to whether or not to have next year's breakfast catered. After some discussion, it was moved by Richard Hallingstad and seconded by John Bentley to approve the vouchers for payment. The status of funds was presented and discussed, and the bank statements were reviewed by the board.

**4. District Conservationist Update –**

- Adam Wyant gave the District Conservationist Update. It was as follows:

**Week of October 10-14**

Monday the office was closed for Columbus Day. Tuesday & Wednesday, engineering spot checks were made by area office for all engineering practices certified within the last 12 months. Shantel and I met with customer to discuss his well and pipeline location for his EQIP contract.

**Week of October 17-21**

Adam & I staked out the pivot project at the airport for customer. I met with customer and his contractor to go over pivot and pipeline designs. I met with Willow to discuss potential applicants for SGI, WHIP, & WRP. Thursday, Shantel and I met with customer to get information needed for writing the grazing plan for customer's GRP application.

**Week of October 24-28**

Worked on cleaning up office and disposing of old office furniture, my new desk was delivered Thursday. Shantel and I attended the legislative breakfast on Thursday morning. I took leave on the afternoon of Thursday and all day Friday.

**Week of October 31 – November 4**

Monday, Shantel's new desk was delivered and we assembled it. I took an EQIP application for customer for wells and tanks. Worked on WRP application. Friday Willow and I met with another ranch to discuss the SGI for EQIP.

As always, Shantel and I have been working on EQIP contract management and taking applications for FY2012 EQIP applications and other programs. Also, both of us have been working on AgLearn trainings and completing the requirements of our conservation planner certification.

### **Upcoming events**

Friday November 11<sup>th</sup> – Office Closed for Veteran’s Day  
November 15-17 WACD Convention (I will be attending)  
Thursday November 24<sup>th</sup> – Office Closed for Thanksgiving  
December 1<sup>st</sup> – Deadline for all Program Applications  
December 5<sup>th</sup> – 8<sup>th</sup> NRCS Quality Assurance Review (QAR)

**Adam Wyant also discussed and reviewed the state level Cooperative Working Agreement between the USDA NRCS and the Natrona County Conservation District and the Mutual Agreement with the Secretary of Agriculture and NCCD.**

### **5. Grants Update –**

- Lisa Ogden gave the Grants Update. It was as follows:
  - i. Department of Agriculture Water Testing Grant* – November sampling occurred on November 7, 2011, with Sean McGuire from InterTech. Mr. McGuire has given notice to InterTech, and Todd Ordahl will be taking over management of the sampling process for NCCD, including the yearly report for 2011. A yearly grant report is due to the Department of Agriculture by the end of December 2011. Lisa will ensure that this occurs in a timely manner.
    - A draft I&E from BRG for the DoA grant is attached to the agenda. NCCD Board discussed and decided that BRG will take care of the I&E portion of the DoA grant for the agreed upon price.
- **Level I Watershed Study Application** – Lisa Ogden and Richard Hallingstad presented to Wyoming Water Development Commission and the Select Water Committee on November 3, 2011, at the Oil & Gas Commission for the Level I Watershed Study.
  - i. An article was published in the Casper Star Tribune on Sunday, Nov. 6, 2011, as well as a news report on channel 13, at 6:00 p.m. Monday, Nov. 7<sup>th</sup> regarding the Study.*
- **TMDL Implementation Grant** (North Platte River Watershed Project Implementation Plan – Segment I) –
  - i. Lisa Ogden is going to present the grant in Laramie on November 9, 2011 to the 319 DEQ Task Force, and will be staying overnight to attend the second day of meetings when they grant the moneys.*

### **6. District Manager Update –**

- Lisa Ogden gave the DM Update. It was as follows:
  - i. The Department of Agriculture Requirements for yearly funding are almost complete. Everything is complete except the Self Audit. Richard Hallingstad will attend the self-audit and Ms. Ogden will inform him of the date and time.*
- The Legislative Breakfast had twenty one attendees. The presentation was received well by the attendees, as well as the breakfast. The board discussed the use of a catered breakfast, and the potential for misperception by the public. The subject will be considered again before the 2012 breakfast.
- An irrigator within the Casper Alcova Irrigation District called regarding our partnership with CAID to see if we had any jurisdiction to assist with his issues with CAID. The irrigator is already working with NRCS, so will be informed of our relationship and NRCS will continue working with the irrigator.
- The 2012 Rural Living Workshop Grant was discussed with the board. The grant applications are due by December 5, 2011. The board elected not to apply this year and to review the subject again next year.
- Lisa Ogden has WNRF Raffle Tickets for sale if anyone is interested.
- The LGLP Ballot was passed among the board members for their perusal.
- The colored printer for the office is in need of an imaging unit. NRCS funds are restricted until the federal budget is approved. Since NCCD is allowed use of the copy equipment, printers, and paper products, Ms. Ogden presented the potential of utilizing some of the office supply budget to purchase the imaging unit for \$180.00 from the internet. After some discussion, the board approved the expense to cover the imaging unit.
- The NACD and WACD Yearly Membership Dues have been billed. It was discussed whether to pay the entire amounts invoiced, or some portion thereof, due to the restricted budget for the fiscal year. After

some discussion, the board elected to pay the full amounts due to both NACD and WACD. Kelly Burch made the motion to pay the invoices as submitted and Richard Hallingstad seconded. The motion passed. Checks were made out to WACD for \$3062.00 and to NACD for \$775.00.

- Signatures were obtained for the Yearly Plan/Yearly Report/Budget Update.
- Discussion was held regarding accepting credit cards for the trees, rain barrels, and ground cover. After some minor discussion, it was discussed not to proceed with this option and continue taking checks and cash only.

**7. Old Business**

- There was no old business to discuss.

**8. New Business**

- Upcoming opportunities were discussed;
  - i. WACD State Conference, November 15-17, Lander, Wyoming.
- The date for the next NCCD board meeting was set on December 13, 2011 at 6:00 p.m. Note: time changed due to winter hours.

Motion was made by Kelly Burch to adjourn the meeting and Andy Anderson seconded. Meeting was adjourned at 8:25 p.m.

Submitted by Lisa Ogden,

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Lisa Ogden, NCCD District Manager

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Date

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Supervisor, NCCD

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Date

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Supervisor, NCCD

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Date