MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

April 9th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Friday, 4/9/2021
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart, Joe Thomas (14:48)
Supervisors Absent: Lionel Ostrander
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:05 p.m. by MCD Chairman Tim Morrison. Tim and Matt suggested some minor edits to the agenda. Ben moved to approve the agenda as amended and recognize guests. Matt seconded, motion passed unanimously. Ben moved to approve the Minutes from the March 10th, 2021 Regular Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the March Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report and the Meeteetse Conservation District Bills for the month. Ben moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Matt seconded. Matt suggested contacting Department of Audit to inquire about incorporating fixed assets in the balance sheet.*

Blanket Voucher March & April 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	03/31/2021	3390	Steffen C Cornell {vendor}	Mileage Reimbursement	-133.92
Check	03/31/2021	ACH	United States Treasury	941 Deposit - 1st Qtr, 2021 - Paid by EFTPS 4/15/21	-437.10
Check	03/31/2021	3391	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for March '21	-400.00
Total 1000 · First Bank of Wyoming					-971.02
1001 · Pinnacle Bank Chk - xx01					
Check	03/31/2021	3702	Orchard Trust	March, 2021 - Plan #93001-02 D 354	-100.00
Check	03/31/2021	3703	Schatz Accounting Services	March, 2021 - Invoice 3675	-25.00
Check	03/31/2021	3704	Pinnacle Bank - VISA	April payment for March transactions	-763.81
Check	03/31/2021	3705	Wyoming Retirement System	March 2021 Contributions - Agency # 564	-833.52
Check	03/31/2021	3706	Steffen C Cornell {employee}	March 2021 (184 hrs) - Paycheck - S Cornell - DM	-3,040.45
Check	03/31/2021	3707	Sheryl Dale	Office Cleaning, March 2021	-40.00
Check	04/01/2021	ACH	Google {vendor}	March 2021 - conservewy.net - G Suite Business	-12.00
Check	04/11/2021	ACH	Black Hills Energy	March 2021 - Acct. # 3214 4702 69	-108.56
Check	04/12/2021	ACH	Town of Meeteetse	March 2021 Utilities	-124.20
Check	04/15/2021	ACH	VSP Vision Care	Vision Insurance for April 2021	-18.69
Check	04/16/2021	ACH	TCT West Inc.	March 2021 - Acct. # 00040249-3	-113.08
Check	04/20/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for May	-1,572.00
Check	04/26/2021	ACH	Big Horn REA {vendor}	March 2021 - Acct. # 10337-003	-93.06
Total 1001 · Pinnacle Bank Chk - xx01					-6,844.37
1004 · Firewise - Pinn Bank					
Check	03/31/2021	1121	Vision West	Invoice # 7023-s	-60.00
Total 1004 · Firewise - Pinn Bank					-60.00
TOTAL					**-7,875.39**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of March: Fiscal Year 2021 application planning, screening, assessment and ranking (1 EQIP preapproved in MCD); planning with clients via text, email and phone (10 in MCD); On-site planning Planning; Entered 3 new EQIP applications into ProTracts; Operation/Maintenance on-site inspection; Forage and Biomass Sedding plan revision; Big Horn County WRP – planning coordination with NRCS State and Area staff; CCC-902 forms for individual applicants; HEL determination;* ***Certified Practices for the month include:*** *Pest Management Conservation System, Residue & Tillage Management, Reduced Till, Pest Management Conservation System, Irrigation Water Management.* ***Rory provided the following Conservation Technical Assistance:*** *Text, phone and email assistance (1 MCD); field visits with clients; AGI waiver request; Coordinate with partners on RCPP-Migrations project. Rory attended NRCS State training TEAMS meeting; Weekly TEAMS Staff meetings; MCD, PCFCD meetings; Engineering workload spreadsheet and phone planning with Area Engineer; Review of open obligation tool (ROOT) reviews; 2nd qrt. performance review/conversation with Area Conservationist; Seeding plan training with new employee via TEAMS; State Technical Advisory Committee Meeting – EQIP CIC priority areas; Area Conservationist/District Conservationist meetings; AFI Meetings (2); Conservation Connect meeting; Conservation Planner certification trainings; Review WY NRCS Snow Reports; VMT reporting/training; ATV training in Worland; Heart Mountain Irrigation District Shoshone Watershed Project TEAMS meeting.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of March: attended the MCD monthly Regular Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly activity report; reviewed timesheets; conducted cash flow tracking; participated in another virtual meeting for WCDEA 2021 annual training as a member of the training committee; troubleshooting computer issues caused by Windows update failures; attended the monthly PCLI session at the Cody library; measured and entered CoCoRaHS weather data into reporting system; responded to a request for technical assistance to adjust a seeding plan and calculate stocking rates for a local landowner; picked up NRCS LincPass in Cody; reviewed more water quality and planning documents for SAP development; submitted an application for WDA grant funds for water quality; researched equipment from In-Situ and OTT Hydromet for water quality monitoring purposes; correspondence with Mike Wachtendonk from DEQ regarding pressure transducers.*

OLD BUSINESS: *Steffen notified the Board that the WQ grant application was recommended for funding by the WACD Board and discussed the In-Situ product features; there was discussion about the availability of the ferret den for the community to use as a meeting space; the Board discussed the possibility of selling the M210 drone but needs a better estimate of its value; the Board briefly explored the revenue potential of performing subdivision reviews; First Bank signature cards are pending completed forms from a few Board members; PCLI graduation is on May 13th in Powell at Northwest College and Board members are encouraged to attend; Steffen will find out what the status of the Park County Title 3 funding is before the next meeting.*

NEW BUSINESS: *Steffen shared details of a new OTT flowmeter device with the Board. Discharge measurements were strongly recommended in the EDE report for calculating pollutant load. Ben moved to purchase the flowmeter equipment outlined in the quote from OTT that was presented to the Board, Matt seconded, motion passed unanimously. Tim asked the District Manager to contact past employees to find out what happened to the flowmeter / wading rod. Steffen will borrow a top-set wading rod in the event the MCD rod cannot be relocated.* ***Park County NRMP*** *– the Board discussed cooperating agency status as it relates to NEPA and the federal and county planning processes as well as the composition of the planning committee that helped in drafting the plan. Steffen demonstrated to the Board how they can find the NRM Planning document online so the members can read it. The Board reviewed the calendar for April and May. Steffen will be attending WCDEA annual training in Sheridan during the week of April 12th – 16th. Park County 4H will be using the ferret den for a meat judging meeting. WQ monitoring is tentatively scheduled to begin on May 3rd.*

MEETING ADJOURNED at 2:57 p.m. *– Next Regular Board Meeting is Wednesday May 12th, 2021 at 3:00 p.m.*

Date: MAY 19, 2021 **Authorized Signatures:** Timothy Mantle