MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 4/16/25	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	
Meeting Type:	Regular	**Presiding Officer:**	Joe Thomas
Others:	Leanne Correll	**Supervisors Present:**	Shawn Shepperson, Ben Anson, Matt Burkhart
		Supervisors Absent:	Tim Morrison

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by MCD Vice-Chairman Joe Thomas.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for March / April, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Matt noted the downturn in crude oil prices and how that might affect the next fiscal year's budget. Ben moved to accept the Treasurer's Report and place the Report on file for audit, Shawn seconded, motion passed unanimously.

Blanket Voucher – March & April 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	03/31/2025	ACH	United States Treasury	941 Deposit - 1st Qtr, 2025 - Paid 4/15/25	-479.32
Check	03/31/2025	3531	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for March '25	-400.00
Check	03/31/2025	3532	Midwest Fence Company	Invoices # 39661	-183.00
Check	03/31/2025	3533	Copenhaver, Kitchen & Kolpitcke, LLC	Professional Services for empty lot lease agreement	-200.00
Total 1000 · First Bank of Wyoming					-1,262.32
1001 · Pinnacle Bank Chk - xx01					
Check	03/31/2025	3943	Steffen C Cornell {employee}	March 2025 (168 hrs) - Paycheck - S Cornell - DM	-3,494.90
Check	03/31/2025	3944	Ashley L Coenen {employee}	March '25 (3.4 hrs) - Paycheck - A Coenen	-54.94
Check	03/31/2025	3945	Pinnacle Bank - VISA	April payment for March transactions	-3,203.39
Check	03/31/2025	ACH	Empower Retirement	March 2025 - Plan #93001-02 D 354	-100.00
Check	03/31/2025	ACH	Wyoming Retirement System	March 2025 Contributions - Agency # 564	-893.76
Check	04/10/2025	ACH	Black Hills Energy	March 2025 - Acct. # 3214 4702 69	-95.66
Check	04/10/2025	ACH	TCT West Inc.	March 2025 - Acct. # 00040249-3	-114.60
Check	04/10/2025	ACH	WEBT	Insurance Premiums - May 2025	-1,974.32
Check	04/10/2025	ACH	Town of Meeteetse	March 2025 Utilities	-134.20
Check	04/28/2025	ACH	Big Horn REA {vendor}	March2025 - Acct. # 10337-003	-275.14
Check	04/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for May '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-10,755.91
TOTAL					**-12,018.23**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during March: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract modifications; Practice Commencement Delay waiver; Unliquidated Obligations -Tool for Certifications quarterly reporting; Contract preapproval letters – 6 MCD; Nutrient, Irrigation and prescribed grazing management plan development.

Engineering: Amended engineering designs; Preliminary engineering designs; Engineering surveys; On-site Construction checks 1 MCD.

PFO provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; Assisted Cody landowner with drainage issues.

Outreach, Education, Presentations: Mentoring Powell FFA Environmental and Natural Resources team; South Fork Fish Screen coordination meeting with WGFD.

Trainings and Meetings: PCFCD, CCD, MCD monthly meetings; Leadership Team meeting, Casper; Monday reports to HR; Monday morning Powell FO Staff Meetings; NRCS "Town Hall" TEAMS meeting with WY State Conservationist; NWLDP Action Teams meeting with State Conservationist; Staffing efficiency meetings (2); Employee appreciation TEAMS meeting; Partners coordination meeting with Park County Open Lands.

Miscellaneous: Continued correspondence with local partners about planned and existing projects.

DISTRICT MANAGER REPORT

During the month of March, Steffen worked on: Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking; Documenting Daily Activities and Monthly activity report, banking in Cody; Monthly Board Meeting and then follow-up items, mailing bills, posting notices; Review of monthly timesheets and submitting to Tana for Payroll; Scheduling Ferret Den use for the Public; Spring Cleanup around building; Correspondence with County Assessor and Treasurer, research on tax district boundaries; Correspondence with Town of Meeteetse; Tested residential water sample for local resident; Coordinating with speakers on topics and scheduling for Spring Workshop; Correspondence with Leanne and GIS mapping for RCP; G&F Season Setting Meeting; Research on Regenerative Soil Microscopy courses; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Preparing compost for Spring Workshop; Harvested, prepped, sold and delivered worm castings; Correspondence with partners on Fish Passage Project; YU Bench Fence wildlife friendly fence conversion work; WY Water Development Commission Meeting for Small Water Project Applications (Fish Passage); ARGOS checks.

OLD BUSINESS

Land Use Management & Resource Conservation Plan (RCP) update – Leanne and Steffen incorporated edits to the plan based on feedback and comments from the Board since the March meeting. The Board reviewed the final version of the document to be put out for Public Review and Comment. Matt moved to approve the document as presented for public review, Ben seconded, motion passed unanimously. Steffen will draft a Public Notice to be posted at various locations around town, the MCD website, the Meeteetse Messenger and will also send a copy to other partners and entities which will commence the 45-day public comment period.

Empty Lot Lease Agreement – The Board made a few last minor adjustments to the Lot Lease Agreement. Shawn moved to approve and sign the agreement as amended, Matt seconded, motion passed unanimously.

Community Garden/Compost Workshop – MCD is hosting a Spring Workshop for the community on May 10th, that is focused around gardening/soil health and will include an additional presentation on Raising Backyard Chickens.

Raven Resolution – there is no update at this time.

NEW BUSINESS

General – no business

NRCS LWG Resource Concern Rankings – The Board reviewed, discussed and ranked Natural Resource Concern priorities for this year's Local Work Group meeting in Cody on April 22nd. Ben moved to keep the rankings the same as the previous year, Shawn seconded, motion passed unanimously.

Regenerative Soil Microscopy (RSM) – Steffen enrolled in 20-week online training for RSM to be able to evaluate soil health biologically.

Park County Open Lands Annual Picnic, sponsorship request – After discussion, the Board decided to not sponsor the Open Lands picnic this year.

Review Calendars for April and May '25 – The NRCS LWG meeting will be in Cody on April 22nd at 10 am.

MEETING ADJOURNED at 4:28 p.m. – *The next Regular Board Meeting will be Wednesday, May 21st, 2025 at 3 pm.*

Date: June 18th, 2025 **Authorized Signatures: _____**

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