MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

August 11th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 8/11/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart, Lionel Ostrander, Joe Thomas
Supervisors Absent:
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu (absent)
Others:

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:06 p.m. by MCD Chairman Tim Morrison. Lionel moved to approve the agenda and recognize guests. Joe seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the July Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report and the Meeteetse Conservation District bills for the month. Lionel moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*

Blanket Voucher July & August 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2021	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2021 - Paid by EFTPS 8/13/21	-410.30
Check	07/31/2021	3397	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for July '21	-400.00
Check	07/31/2021	ACH	Wyoming Department of Workforce Services	To pay 2nd Qtr, 2021 payables due - Paid by EFTPS	-413.40
Total 1000 · First Bank of Wyoming					-1,223.70
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2021	3728	Orchard Trust	July 2021 - Plan #93001-02 D 354	-100.00
Check	07/31/2021	3729	Pinnacle Bank - VISA	August payment for July transactions	-274.79
Check	07/31/2021	3730	Schatz Accounting Services	June 2021 - Invoice 3754	-75.00
Check	07/31/2021	3731	Wyoming Retirement System	July 2021 Contributions - Agency # 564	-819.28
Check	07/31/2021	3732	Steffen C Cornell {employee}	July 2021 (176 hrs) - Paycheck - S Cornell - DM	-2,873.35
Check	07/31/2021	3733	Jeter Insurance Agency	Invoice #701 Dishonesty Bond	-147.00
Check	07/31/2021	3734	Busy B's Auto and Wrecker	Invoice # 3665	-80.00
Check	07/31/2021	3735	In-Situ	Invoices # 00145087 & 00144994	-415.09
Check	08/01/2021	ACH	Google {vendor}	July 2021 - conservewy.net - G Suite Business	-12.00
Check	08/10/2021	ACH	Town of Meeteetse	July 2021 Utilities	-197.00
Check	08/12/2021	ACH	Black Hills Energy	July 2021 - Acct. # 3214 4702 69	-35.39
Check	08/13/2021	ACH	VSP Vision Care	Vision Insurance for August 2021	-18.69
Check	08/16/2021	ACH	TCT West Inc.	July 2021 - Acct. # 00040249-3	-112.70
Check	08/17/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for September	-1,572.00
Check	08/25/2021	ACH	Big Horn REA {vendor}	July 2021 - Acct. # 10337-003	-91.32
Total 1001 · Pinnacle Bank Chk - xx01					-6,823.61
TOTAL					**-8,047.31**

DISTRICT CONSERVATIONIST REPORT: ***On file***

DISTRICT MANAGER REPORT: *Steffen completed the following for the month of July: 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; lawn maintenance; correspondence with G&F and NRCS for a potential water development project that could utilize SG LWG funding, provided TU with NRCS operations and maintenance documents for the Wood River Fish Ladder project; requested quotes from property and auto insurance providers, correspondence with RHAP permittee to schedule and conduct monitoring, requested summary from Merit Energy on Spring Creek water discharge project (noted high conductivity), spent time with In-Situ technical support to calibrate sensors, completed an updated Statement of Values for HUB, inquired with Cathy Rosenthal regarding sale of old Hach meter, made meeteetse@conservewy.net email address the main admin account and changed the DM account to the alias address, flew the drone at the lower sunshine discharge channel, submitted reimbursement vouchers to WDA for base funding and WQ grants and deposited funds, answered landowner questions about OSU land access requests, provided cost estimates for potential water development/storage project to landowner, ordered more drone batteries to be able to conduct longer flights, measured and entered CoCoRaHS weather data into the online reporting system.*

OLD BUSINESS: *There was discussion by the Board about how the various reserve accounts were originally funded and if some funds should be moved into different accounts (Depreciation) based on the current/future budget situation. The Board discussed the status of the YU bench fence project and requested the Manager come up with a best estimate as to how long it will take to finish. The BLM work agreement has a contract end date of 8/31/22. There are many variables that affect the time it takes to complete a section such as, proximity to the office, terrain, weather, number of braces that need repaired, etc. The status of renting out the front of the office as a means of generating some revenue was discussed and Steffen informed the Board that the Meeteetse Visitor Center has expressed interest. The Board suggested advertising the space for lease in the Bulletin as well as securing the back of the office by building a wall and installing a locking door. Steffen will contact some contractors to get quotes to put a door in. The district manager gave a talk at the Meeteetse Library to a few locals regarding District operations. The Board would like Steffen to inquire with some local engineering firms to see if there is any interest in purchasing the M210 drone.*

NEW BUSINESS: *Joe would like to do a water pipeline project with BLM in Little Buffalo Basin and would like the Manager to assist with mapping for the application. Matt moved to hire Brandon Weber as a seasonal employee to assist with the YU Bench fence project, Ben seconded, motion passed unanimously. Calendars were reviewed for August and September.*

MEETING ADJOURNED at 4:16 p.m. – *The next Regular Board Meeting will be Wednesday September 8th, 2021 at 3:00 p.m.*

Date: 10-14-21 **Authorized Signatures:**