MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 8/17/22	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**NRCS DC:**	Rory Karhu
Place:	1906 State St, Meeteetse, WY	**Presiding Officer:**	Joe Thomas
Meeting Type:	Regular	**Supervisors Present:**	Ben Anson, Matt Burkhart, Tim Morrison
Others:		**Supervisors Absent:**	Lionel Ostrander

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:20 p.m. by MCD Vice-Chairman Joe Thomas. Matt moved to approve the agenda and recognize guests, Ben seconded, motion passed unanimously. Ben moved to approve the minutes from the July 13th Regular Board meeting and Budget Hearing, Ben 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), Balance Sheet, Bank Reconciliations and Transaction Detail Report. Tim moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher – July & August 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2022	3432	Pix4D	Pix4Dmapper desktop, support & upgrade	-749.00
Check	07/31/2022	3433	Steffen C Cornell {vendor}	Expense Reimbursement	-240.00
Check	07/31/2022	3434	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for July '22	-400.00
Check	07/31/2022	3435	John H Frey {employee}	July 2022 (7 hrs) - Paycheck - J Frey - RT	-103.44
Check	07/31/2022	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2022 - Paid by EFTPS 8/15/22	-462.98
Total 1000 · First Bank of Wyoming					-1,955.42
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2022	3794	Pinnacle Bank - VISA	August payment for July transactions	-2,136.11
Check	07/31/2022	3795	Schatz Accounting Services	July 2022 - Invoice 4000	-100.00
Check	07/31/2022	3796	Steffen C Cornell {employee}	July 2022 - Paycheck - S Cornell - DM	-3,192.09
Check	07/31/2022	3797	Vision West	Invoice # 7455-s	-340.00
Check	07/31/2022	3798	ESRI	Invoice # 94286875	-50.00
Check	07/31/2022	3799	CNA Surety	Dishonesty Bond # 70156804	-147.00
Check	07/31/2022	3800	HUB International	Property & Auto Insurance Premiums for FY23	-1,743.00
Check	07/31/2022	3801	Wyoming Retirement System	July 2022 Contributions (Adjustments) - Agency # 564	-37.24
Check	07/31/2022	ACH	Wyoming Retirement System	July 2022 Contributions - Agency # 564	-782.04
Check	07/31/2022	ACH	Empower Retirement	July 2022 - Plan #93001-02 D 354	-100.00
Check	07/31/2022	ACH	Google {vendor}	July 2022 - conservewy.net - G Suite Business	-12.00
Check	08/10/2022	ACH	Black Hills Energy	July 2022 - Acct. # 3214 4702 69	-42.90
Check	08/10/2022	ACH	Town of Meeteetse	July 2022 Utilities	-202.60
Check	08/15/2022	ACH	TCT West Inc.	July 2022 - Acct. # 00040249-3	-113.66
Check	08/18/2022	ACH	WEBT	Insurance Premiums - September 2022	-1,768.32
Check	08/25/2022	ACH	Big Horn REA {vendor}	July 2022 - Acct. # 10337-003	-82.51
Total 1001 · Pinnacle Bank Chk - xx01					-10,849.47
TOTAL					**-12,804.89**

DISTRICT CONSERVATIONIST REPORT: Rory shared details of two Conservation Plans within the MCD. Tim moved to approve the two Conservation Plans, Ben seconded, motion passed unanimously.

Rory worked in the following programs for the month of July: Fiscal Year 2023 Planning; Fiscal Year 2022 EQIP Beginning Farmer Rancher (BFR) contracting (4 approved); Fiscal Year 2022 Agricultural Management Assistance (AMA) contracting (1 approved); Bitter Coon Trail Watershed, Bureau of Reclamation (BOR) WaterSMART application – 10 million request over the next 5 years; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Final Engineering Designs – 1 PCFCD; Certified practices (Table 1) – 5 MCD (Attachment A shows solar pumping array)

Certified Practices for the Month include: Livestock Pipeline; Pumping Plant; Structure for Watering Facility.

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In-office/on-site assistance; Lake View project planning; Streambank Team on-site on Greybull River and Sage Creek; Preliminary HEL Determinations – 2 MCD; Meeting with Heart Mt Irrigation District staff to discuss funding and upcoming projects

General: Weekly Staff meetings; AC/DC TEAMS meeting; EQIP Big Game Initiative weekly meetings; PCFCD, CCD and MCD meetings; Technical Connection meeting; Willwood Workgroup #3 meeting; Vehicle Mangement Tracking (VMT) reporting; GovDelivery Article for July FPAC newsletter; Podcast with Rachel Vardiman about NRCS; June and July DC report; Aglearn training.

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of July:***

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; Prepared Final Budget for FY'23; Correspondence with Tana; Correspondence with Pay Meyer regarding calculation for revenue estimate; Correspondence with Mike Riley to get Water Rights geographic files; GIS work, georeferencing maps, digitizing ditches, points of diversion, point of use, etc. in preparation for meeting; Meeting with G&F, Property Manager, SEO for Fish Passage project as it relates to water rights; Set up Public Purchase account for posting RFP; Distributed Barnyards and Backyards publication; Holiday (8) and PTO (18) time; Park County Land Use Plan meeting to discuss criteria for classifying lands suitable for development; Ordering software for new computer; Installing programs and drivers on new computer

Troubleshooting issues related to Windows 11 (scanner in particular); Office Cleaning; Zeedyk Structure Workshop in Buffalo; Correspondence with Justin Caudill and Cathy for WQ grant funds and in-kind contributions; Correspondence with consultant for WQ grant project (SAP); Collected data, and entered data into CoCoRaHS reporting system; Picked up trail cameras and recon on the segment near Dry Creek to determine materials needed; Coordinated with BLM on terms of the agreement.

OLD BUSINESS:

Admin Assistant Announcement – Additional candidate applications were reviewed and qualifications were discussed after the previous candidate who was offered employment had withdrawn herself from consideration. Joe moved to offer the position to the candidate from Meeteetse, Ben seconded, motion passed unanimously.

General – Steffen shared the status of the Water Quality Grant project which is awaiting signatures from WDA and the AG to be fully executed before funds can be expended. Cathy Rosenthal has resigned from the role of Watershed Coordinator with WACD and will take over as the District Manager for the Lower Wind River Conservation District in September. The YU Bench Fence Project agreement will be complete as of August 31st. The BLM staff are satisfied with the amount of work completed and any future work will be completed under a new working agreement.

NEW BUSINESS:

FY23 Annual Plan of Work – The Board felt that the lengthy POW is a little too wordy and needs to be overhauled. Steffen showed some various examples of other Conservation Districts' POW and the Board suggested reformatting MCD's to make it more concise and succinct. Steffen will work on a reformatted draft and email it to the Board in a file format that they can edit.

Calendar review – The August and September calendars were reviewed. The WACD Area III Meeting will be hosted by Hot Springs CD on Thursday, September 15 at 8:30am at the Fire Hall in Thermopolis. Election Filings are due by August 29th. Ann Trosper is going to tag along for Water Quality Monitoring to observe how the AquaTroll 600 works.

MEETING ADJOURNED at 4:57p.m. – *The next Regular Board Meeting will be Wednesday September 21st, 2022 at 3:00 p.m.*

Date: September 21st, 2022 **Authorized Signatures: _____**

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