MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 8/21/24	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Leanne Correll (phone)	**Supervisors Present:**	Shawn Shepperson, Matt Burkhart, Ben Anson
		Supervisors Absent:	Joe Thomas

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for July / August, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Ben moved to accept the Treasurer's Report and place the Report on file for audit, Shawn seconded, motion passed unanimously.

Blanket Voucher – July & August 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2024	3506	WWC Engineering	Invoice # 224660017	-3,239.00
Check	07/31/2024	ACH	WY Dept. of Workforce Services	To pay 2nd Qtr, 2024 payables due - Paid 7/31/24	-381.60
Check	07/31/2024	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2024 - Paid by EFTPS	-497.44
Check	07/31/2024	3507	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for July '24	-400.00
Check	07/31/2024	3508	Cody Power Tools	Power Washer repair	-110.00
Check	07/31/2024	3509	Kennedi H Johnson {vendor}	Reimbursement for Mileage / travel	-44.89
Total 1000 · First Bank of Wyoming					-4,672.93
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2024	3911	Sue Boutelle	Purchase of 2019 Ram 1500 Pickup Truck (7/22/24)	-31,500.00
Check	07/31/2024	ACH	Wyoming Retirement System	July 2024 Contributions - Agency # 564	-856.52
Check	07/31/2024	3912	Steffen C Cornell {employee}	July 2024 (184 hrs) - Paycheck - S Cornell - DM	-3,522.85
Check	07/31/2024	3913	Ashley L Coenen {employee}	July 2024 (6.4 hrs) - Paycheck - A Coenen	-103.43
Check	07/31/2024	ACH	Hobbes Plumbing	Invoice #1084, Plumbing for irrigation system	-1,236.55
Check	07/31/2024	3914	SunAgri, LLC	Invoice 2121	-988.50
Check	07/31/2024	3915	WCDEA	Employee Dues for FY '25	-25.00
Check	07/31/2024	ACH	Empower Retirement	July 2024 - Plan #93001-02 D 354	-100.00
Check	07/31/2024	ACH	WEBT	Insurance Premiums - September 2024	-1,974.32
Check	08/10/2024	ACH	TCT West Inc.	July 2024 - Acct. # 00040249-3	-110.17
Check	08/12/2024	ACH	Black Hills Energy	July 2024 - Acct. # 3214 4702 69	-46.30
Check	08/12/2024	ACH	Town of Meeteetse	July 2024 Utilities	-298.85
Check	08/21/2024	ACH	Pinnacle Bank - VISA	August payment for July transactions	-9,242.50
Check	08/26/2024	ACH	Big Horn REA {vendor}	July 2024 - Acct. # 10337-003	-126.74
Check	08/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for September '24	-417.00
Total 1001 · Pinnacle Bank Chk - xx01					-50,548.73
TOTAL					**-55,221.66**

DISTRICT CONSERVATIONIST REPORT

Rory reviewed six conservation plans for landowners with the Board that involved a variety of practices to address various resource concerns within the Meeteetse Conservation District.

Ben moved to approve and sign the conservation plan for producer 1, Matt seconded, Shawn abstained, motion passed unanimously.
Shawn moved to approve and sign the conservation plan for producer 2, Ben seconded, motion passed unanimously.
Ben moved to approve and sign the conservation plan for producer 3, Matt seconded, motion passed unanimously.
Shawn moved to approve and sign the conservation plan for producer 4, Ben seconded, motion passed unanimously.
Ben moved to approve and sign the conservation plan for producer 5, Shawn seconded, motion passed unanimously.
Shawn moved to approve and sign the conservation plan for producer 6, Ben seconded, motion passed unanimously.

DISTRICT MANAGER REPORT

During the month of July, 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; Area III Meeting Minutes distribution; Final Budget for FY'25; Plumbing for irrigation system; Correspondence with Firewise Landowner and Park Co. Fire; Visit with landowner regarding water rights; Assisting local business owner with phone app issues; Drone flight planning and flight for shooting range project, imagery processing; Holiday (8), Sick (2) & Vacation (16); Land Use Plan update work and correspondence and meetings with Leanne Correll; Fixed Map to make land ownership acres match NRCS soils map; Sage Grouse narrative; Regular worm bin maintenance and feeding; Research on Emlid RS3 survey kit, UgCS upgrade, ordered equipment; Received load of wood chips from Blue Ribbon; NRCS workplace violence training; WDA Grant - Interim report; Rating curve generation and updates for MC03 and SC02; Water Quality monitoring on 7/8 & 7/23; Correspondence with consultant for data analysis work agreement; Collected data, and entered data into CoCoRaHS reporting system; Updates/Uploads to website; Correspondence with Karl; ARGOS checks; Sharing WWDO documents with Fish Passage project partners and other correspondence.

OLD BUSINESS

MCD Long Range Plan (LRP) & Land Use Management and Resource Conservation Plan (RCP) – Tim opened the public hearing to accept oral comments for the draft Long Range Plan. There were no members of the public present. Shawn moved to close the public hearing, Matt seconded, motion passed unanimously. The public comment period is still open until the September 13th and members of the public may still submit written comments until then.
The Board then reviewed and discussed specific policy expectation statements and made edits with Leanne.

NEW BUSINESS

General – Raffle tickets are available to purchase for the Wyoming Natural Resource Foundation, 1st prize is a 2024 Polaris Ranger 570SP side by side.

Insurance Policy Review – the insurance policy review was tabled until a future meeting.

WY Department of Agriculture Base Funding Forms – The Board reviewed the completed "Proof of Bonding" and "Risk Management Practices" forms from the WDA. Matt moved to approve and sign both forms for submission, Shawn seconded, motion passed unanimously.

Work Vehicles – Steffen shared with the Board his experiences using the new work truck thus far. The truck could use some additional ground clearance as well as towing capacity. He will have manual air bags installed to reduce the squatting from heavier loads and will further investigate the benefits of a leveling kit for off-road purposes. The Board did not take a formal action but it was also suggested that when the time comes to purchase a trailer, we consider a gooseneck type as opposed to a bumper-pull type for the same reasons and since the truck already has a proper hitch installed.

Approve and Sign G&F Agreement for the Upper Greybull River Improvement Projects – MCD will grant $140,000 of Small Water Program Project funds to G&F to perform construction activities directly related to the four fish passage projects

(Dumpling Diversion, Francs Fork Irrigation, Greybull Ditch, Rock Creek Ditch). Shawn moved to approve and digitally sign the agreement, Matt seconded, Ben abstained, motion passed unanimously.

Approve and Sign Grant Amendment #4 for the Greybull River Fish Enhancement Project – G&F is adding $47,520 to the agreement to use as match for the two stock water well projects that were partially funded by WWDO. Shawn moved to approve and digitally sign the agreement, Matt seconded, Ben abstained, motion passed unanimously.

Approve and Sign Work Agreement with WWC for Water Quality Data Analysis – MCD will employ WWC Engineering to conduct an analysis on the water quality data collected for the past two years as part of our grant contract with WY Department of Agriculture. Ben moved to approve and digitally sign the agreement, Shawn seconded, motion passed unanimously. Steffen then briefly reviewed some of this year's preliminary sampling data with the Board.

Review Calendars for August and September '24 – The filing period for the general election is August 7th to August 26th. Steffen is attending a 'Living with Beavers' workshop in Cody on September 16th. The Area III Meeting is scheduled for September at the Holiday Inn in Cody.

MEETING ADJOURNED at 3:23 p.m. – *The next Regular Board Meeting will be Wednesday, September 18th, 2024 at 1p.m.*

Date: September 23rd, 2024 **Authorized Signatures: _____**

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