MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 8/20/25	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:		**Supervisors Present:**	Joe Thomas, Matt Burkhart, Ben Anson, Shawn Shepperson
		Supervisors Absent:	

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the agenda and recognize guests, Ben seconded, motion passed unanimously. Shawn moved to approve the minutes for the June 18th Board meeting, Shawn 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). Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Ben seconded, motion passed unanimously.

Blanket Voucher – July & August 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2025	ACH	WY Dept. of Workforce Services	To pay 2nd Qtr, 2025 payables due - Paid 7/31/2025	-377.53
Check	07/31/2025	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2025 - Paid by EFTPS 8/15/25	-506.90
Check	07/31/2025	3544	Ashley L Coenen {employee}	July 2025 (2.6 hrs) - Paycheck - A Coenen	-42.02
Check	07/31/2025	3545	Steffen C Cornell {employee}	July 2025 (184 hrs) - Paycheck - S Cornell - DM	-3,666.03
Check	07/31/2025	3546	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for July '25	-400.00
Check	07/31/2025	3547	Pinnacle Bank - VISA	August payment for July transactions	-768.80
Check	07/31/2025	3548	Pitchfork Ranch	Reimbursement for West Well Project	-12,593.24
Check	07/31/2025	3549	Matt Burkhart	Reimbursement for Angus Suede Vest	-83.19
Total 1000 · First Bank of Wyoming					-18,437.71
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2025	ACH	Empower Retirement	July 2025 - Plan #93001-02 D 354	-100.00
Check	07/31/2025	ACH	Wyoming Retirement System	July 2025 Contributions - Agency # 564	-893.76
Check	08/10/2025	ACH	TCT West Inc.	July 2025 - Acct. # 00040249-3	-110.52
Check	08/10/2025	ACH	WEBT	Insurance Premiums - September 2025	-2,033.32
Check	08/11/2025	ACH	Black Hills Energy	July 2025 - Acct. # 3214 4702 69	-47.43
Check	08/11/2025	ACH	Town of Meeteetse	July 2025 Utilities	-219.60
Check	08/18/2025	ACH	Wyoming Retirement System	July 2025 Contributions (adjustment) - Agency # 564	-37.24
Check	08/25/2025	ACH	Big Horn REA {vendor}	July 2025 - Acct. # 10337-003	-142.53
Check	08/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for September '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-3,999.40
TOTAL					**-22,437.11**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during July: Fiscal Year 2025 Planning and Contracting and Fiscal Year 2026 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract modifications: 2 CCD, 2 PCFCD; Active contract reviews – 52 Park County

Applied Practices included: Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control; Irrigation Field Ditch; Nutrient Management; Subsurface.

Engineering: Final engineering designs – 2 CCD, 2 PCFCD; Engineering surveys – 1 CCD; On-site Construction checks 2 PCFCD; Fish Passage design meetings with SEO.

PFO provided the following Conservation Technical Assistance: On-site irrigation association siphon issues – 1 CCD; On-site irrigation advice – 2 CCD, 1 PCFCD; In-office irrigation/soils information – 2 PCFCD.

Trainings and Meetings: PCFCD, MCD monthly meetings; Monday morning Powell FO Staff Meetings; Technical Connection, TEAMS meeting; Working Lands Tour with Migratory Big Game Initiative Partners and Governor Gordon; Stream Visualization Assessment Protocol (SVAP 2) training.

Miscellaneous: Shoshone River Partners – Story Map review/edits to Cottonwood Creek Watershed.

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 Accountant for Payroll; Property maintenance, mowing and irrigating; Final Budget for FY26; Providing technical assistance to MVC; Visited with landowners in office about compost and gardening; Assisting landowners with mapping needs; Compost related product sales; Assisted partner CD with water quality equipment issues, Area III Meeting planning, AirMed Insurance renewal, WDA Base Funding documentation, Working Lands Field Tour, Software installation on laptop, Fish Passage grant closeout reports for G&F and WWDO, made lump charcoal for Biochar experiments, AFI Fence project on State Lands section on Four Bear creek; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; ARGOS checks.

OLD BUSINESS

Raven Resolution – There is no update at this time.

SWAG – Steffen reminded the Board to get an article of clothing that will be embroidered with the MCD logo to wear at various WACD and other functions. Matt has provided a vest.

NEW BUSINESS

General – Steffen will look into getting a security camera system installed due to the recent issues with vandalism on the property.

Review Calendars for August and September '25 – Phase 2 Fish Passage Field Tour on August 21st, WACD Area III Meeting in Powell on September 23rd.

MEETING ADJOURNED at 3:53 p.m. – *The next Regular Board Meeting will be Wednesday, September 17th, 2025 at 3 pm.*

Date: **November 17th, 2025** **Authorized Signatures:** _____

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