MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 8/23/23	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu (phone)
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Justin Thomas (NRCS)	**Supervisors Present:**	Matt Burkhart, Joe Thomas, Shawn Shepperson
		Supervisors Absent:	Ben Anson

CALL TO ORDER: Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. There were no guests or members of the public present. Joe moved to approve the agenda, Shawn seconded, motion passed unanimously. Matt moved to table the minutes from the July 19th Regular Board meeting, Joe seconded, motion passed unanimously.

TREASURER'S REPORT: Matt briefly reviewed the Treasurer's Report for July / August, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report but not the Profit & Loss Statements (Budget vs. Actual) since the approved FY24 Budget numbers had not yet been entered into Quick Books. Matt will give a more in-depth summary of the monthly financials during the September meeting. Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Joe seconded, motion passed unanimously.

Blanket Voucher – July & August 2023

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2023	3476	WWC Engineering	Invoices #224650007, #224660007, #224650008 & #224660008	-29,240.51
Check	07/31/2023	3477	Louella Cornell {vendor}	Contract Labor for 15 hours	-150.00
Check	07/31/2023	3478	WACD {vendor}	Plant Material Center Dues	-35.00
Check	07/31/2023	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2023 - Paid by EFTPS 8/15/23	-459.50
Check	07/31/2023	3479	Steffen Cornell {employee}	HSA # 2200003620413 - Contribution for July '23	-400.00
Total 1000 · First Bank of Wyoming					-30,285.01
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2023	3855	Pinnacle Bank - VISA	August payment for July transactions	-840.53
Check	07/31/2023	3856	Schatz Accounting Services	July 2023 - Invoice 4262	-90.00
Check	07/31/2023	3857	Steffen C Cornell {employee}	July 2023 (168 hrs) - Paycheck - S Cornell - DM	-3,340.75
Check	07/31/2023	ACH	Empower Retirement	July 2023 - Plan #93001-02 D 354	-100.00
Check	07/31/2023	ACH	Wyoming Retirement System	July 2023 Contributions - Agency # 564	-819.28
Check	07/31/2023	ACH	Google {vendor}	July 2023 - conservewy.net - G Suite Business	-12.00
Check	08/10/2023	ACH	Town of Meeteetse	July 2023 Utilities	-129.20
Check	08/11/2023	ACH	Black Hills Energy	July 2023 - Acct. # 3214 4702 69	-44.08
Check	08/14/2023	ACH	TCT West Inc.	July 2023 - Acct. # 00040249-3	-110.81
Check	08/17/2023	ACH	WEBT	Insurance Premiums - September 2023	-1,899.32
Check	08/25/2023	ACH	Big Horn REA {vendor}	July 2023 - Acct. # 10337-003	-117.74
Total 1001 · Pinnacle Bank Chk - xx01					-7,503.71
TOTAL					**-37,788.72**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the months of June & July: Fiscal Year 2023 Planning and contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Grassland Conservation Reserve Program on-site vegetation sampling – 1 MCD; Final Engineering Designs; Wetland Reserve

Program annual monitoring; Contract transfer – 1 MCD; Contract cancellations; Certified practices (Table 1) – 11 MCD; Active contract reviews; Active contract reminder letters;
Certified Practices for the Month include: Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control; Obstruction Removal; Fence; Structures for Wildlife.
Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; HELC preliminary determinations (12 total fields); Cheatgrass mapping TEAMS discussion with Brian Mealor and Blaise Allen.
General: PCFCD, CCD and MCD monthly meetings; NRCS Programs Connection Meeting; NRCS Technical Connection meeting; AC/DC meetings; Shoshone River Partners meetings x 2; Absaroka Working Group Big Game Meeting – Cody; Big Horn Basin Sage Grouse Local Working Group Meeting – Worland; Arthur Middleton TEAMS meeting about Big Game Initiative; NRCS Fencing Draft Publication edits; Pollinator Training – Meeteetse; Northwest Leadership Development Program Zoom meeting; Federal Employees View Survey; University of Wyoming graduate student – in person interview about Big Game program; Information Security Awareness AgLearn Training; GovDelivery Articles for June and July; Field Day with Supervisor (Chet Fitzgerald); New Work Cell phone.

DISTRICT MANAGER REPORT: Report on file.

OLD BUSINESS:
Public Officer Training – Each Board member and staff will need to have WY Dept. of Audit approved training before July of 2024. The Board prefers to view the WACD-provided training videos on Wednesday, September 6th. Steffen will check with WACD and DOA and get back with the Board before then.

MCD Website – Steffen worked with Eric to change how documents such as Board Meeting minutes are uploaded to the website. He demonstrated the changes to the Board.

MCD Apparel – The Board would like Steffen to provide a recommendation for 2 or 3 options a mid-weight fleece type jacket and possibly baseball caps for Board members and staff.

WDA Base Funding Forms – Joe moved to approve and sign the completed WDA base funding forms titled, "Pursuing Local Funding", "Bonding" and "Risk Management Practices". Shawn seconded; motion passed unanimously.

NEW BUSINESS:
Property and Vehicle Insurance Policies – MCD received notification that the carrier is getting out of the market for the particular type of policy that MCD has but will offer a prorated 1-month extension. Matt suggested putting together a list of all insurance policies, who the carrier is, what is covered and for how much, etc. Steffen will work with the agent at HUB to get applications submitted to other carriers for property and vehicle coverage.

Dog at large – Steffen notified the Board that local patrons of neighboring businesses regularly allow their dogs to run loose on MCD property, where they are causing issues. The Board would like Steffen to get quotes from local contractors to install a privacy fence between the MCD lot and the adjacent property.

Review Calendars for August and September 2023 – Area III Meeting, hosted by MCD on September 9th. Last day of water quality sampling for the season is September 28th. Joe won't make the October Board meeting.

MEETING ADJOURNED at 4:18 p.m. – *The next Regular Board Meeting will be Wednesday September 20th, 2023 at 3:00 p.m.*

Date: **September 20th, 2023** **Authorized Signatures:** _____

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