MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
December 8th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Wednesday, 12/8/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Matt Burkhart, Lionel Ostrander, Ben Anson
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu (phone)
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, Ben seconded, motion passed unanimously. Ben moved to approve the Minutes from the November 10th, Regular Board meeting, Lionel seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the November 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. Matt noted the Mill Levy deposits from the Park County Treasurer for November & December as well as the payment to WACD for annual dues. Ben moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously.*

Blanket Voucher - November & December 2021

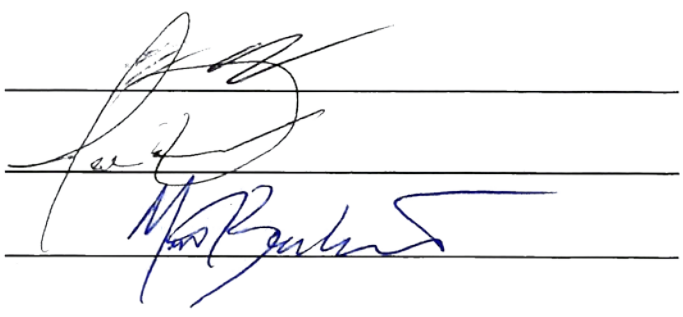
Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	11/30/2021	ACH	United States Treasury	941 Deposit - 4th Qtr, 2021 - Paid by EFTPS 12/15/21	-471.22
Check	11/30/2021	3409	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for November '21	-400.00
Check	11/30/2021	3410	John H Frey {employee}	November 2021 (25.7 hrs) - Paycheck - J Frey - RT	-379.74
Check	11/30/2021	3411	Thom Nave	YU Fence, Contract Labor (16.2 hrs)	-243.00
Check	11/30/2021	3412	In-Situ	Invoice # 00147650	-32.00
Total 1000 · First Bank of Wyoming					-1,525.96
1001 · Pinnacle Bank Chk - xx01					
Check	11/30/2021	ACH	Orchard Trust	November 2021 - Plan #93001-02 D 354	-100.00
Check	11/30/2021	3756	Pinnacle Bank - VISA	December payment for November transactions	-441.11
Check	11/30/2021	3757	Schatz Accounting Services	November 2021 - Invoice 3832	-75.00
Check	11/30/2021	3758	Wyoming Retirement System	November 2021 Contributions - Agency # 564	-819.28
Check	11/30/2021	3759	Steffen C Cornell {employee}	November 2021 (176 hrs) - Paycheck - S Cornell - DM	-2,873.35
Check	11/30/2021	3760	WACD {vendor}	Invoices 5792 & 5797 - 2021 Convention Registrations	-170.00
Check	11/30/2021	3761	WACD {vendor}	2021-2022 District Dues	-4,609.43
Check	11/30/2021	3762	WNRF	Invoice 949 - Gator Tickets	-200.00
Check	11/30/2021	3763	CNA Surety	Treasurer's Bond # 65353696 for Matt Burkhart	-100.00
Check	12/01/2021	ACH	Google {vendor}	November 2021 - conservewy.net - G Suite Business	-12.00
Check	12/10/2021	ACH	Black Hills Energy	November 2021 - Acct. # 3214 4702 69	-108.49
Check	12/10/2021	ACH	Town of Meeteetse	November 2021 Utilities	-124.20
Check	12/15/2021	ACH	VSP Vision Care	Vision Insurance for December 2021	-18.69
Check	12/16/2021	ACH	TCT West Inc.	November 2021 - Acct. # 00040249-3	-110.24
Check	12/17/2021	ACH	BCBS of Wyoming	Health Insurance Premium for January	-1,572.00
Check	12/23/2021	ACH	Big Horn REA {vendor}	November 2021 - Acct. # 10337-003	-183.20
Total 1001 · Pinnacle Bank Chk - xx01					-11,516.99
TOTAL					**-13,042.95**

DISTRICT CONSERVATIONIST REPORT: ***Rory was involved in the following programs for the month of November:*** FY'22 EQIP/AMA application planning; Coronavirus Agricultural Relief Payment (CARP) modifications and payments; Planning with clients via text, email, and phone (2 MCD); Planning and installation in person on-site/office (2 MCD).
Certified Practices for the Month include: Irrigation Water Management; Irrigation Pipeline; Irrigation System, Surface and Subsurface; Grassland Conservation Initiative.
Rory provided the following Conservation Technical Assistance: Preliminary HEL Determinations; Text, phone, and email assistance (14 MCD); In office/on-site assistance (2 MCD).
General: Weekly Staff meetings and DC/Area Staff Meeting; Conservation District Meetings (2 MCD); FSA County Committee Meeting; Conservation Connect Meetings (2); CARP/CD/CART Training; Absaroka Fence Initiative Meeting; Willwood Workgroup #3 Meetings (2)/ Lakeview Irrigation District Meetings (2); Project tour with Area Conservationist; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for November and December FPAC newsletters; Employee 2022 Individual Development Plans (IDP's) and Performance Plans; BOR, Willwood Irrigation District, Lake View Irrigation District, Trout Unlimited, WGFD partner project coordination; Email responses sent – 229

DISTRICT MANAGER REPORT: *Steffen completed the following for the month of November:* attended the MCD monthly Regular Meeting; completed monthly bookkeeping, bank reconciliations and all financial reports; monthly activity report; reviewed timesheets; conducted monthly cash flow tracking; WACD Annual Convention in Cody; prepared Carbon resolution response to WACD Board; conducted post-use Landscape Appearance monitoring in a local BLM allotment for the RHAP project; RHAP final report; completed a soils report for a subdivision within the district and sent to county planner; completed progress reports and submitted to BLM for YU fence project; collected CoCoRaHS data and entered into online reporting system; continued fence modification work on the east end of YU Bench including pick-up of materials in Cody.

OLD BUSINESS: *Front office space* **–** Steffen informed the Board that Scott Koltpitcke recently responded that he will be able to assist with drafting a contract to move forward with a lease agreement with the MVC. Tim will donate a door for the renovation if it is adequate and the Board prefers that all other materials be acquired as locally as possible. The manager will check in Meeteetse for lumber before going to Cody and will try to complete the renovations before the next meeting. Funds were not specifically budgeted for the renovation but the additional income received over the remainder of the fiscal year should pay for the materials and labor. Steffen will check with HUB for property insurance issues related to a lease and WY LGLP for liability.
YU Fence project – Only one additional day of work was completed on the fence since the last meeting due to the Thanksgiving Holiday break, Annual Convention, weather and other priority projects. The manager will provide an updated estimate of the time it should take to complete the remaining sections before the next meeting. *WACD Annual Convention* – Convention was attended by the manager, Matt and Ben. The WACD director resigned just before convention but everything went well. Matt would like to inquire with Reg Phillips from WASD regarding reserve funds as a portion of an entity's budget and shared the outcome of the proposed Carbon Resolution. *General* – the regularly scheduled time for Monthly Board meetings was changed to 1:00 p.m. until further notice.

NEW BUSINESS: Matt moved to approve a request from the MVC to use the Ferret Den for the annual Christmas in Meeteetse event. Lionel seconded, motion passed unanimously. A special meeting was scheduled for Wednesday, December 22nd at 2:00 p.m. to formally approve the last requirements for Wyoming Department of Agriculture Base Funding. The manager will update the FY'22 Annual Plan of Work and FY'21 Annual Report with track changes and distribute to the Board for feedback before the meeting.

MEETING ADJOURNED at 4:05 p.m. – *The next Regular Board Meeting will be Wednesday January 12th, 2022 at 1:00 p.m.*

Date: 1/12/22 **Authorized Signatures:**