MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 12/28/22	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	Absent
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu (phone)
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Shawn Shepperson	**Supervisors Present:**	Matt Burkhart, Ben Anson
		Supervisors Absent:	Lionel Ostrander, Joe Thomas

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:11 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously. Ben moved to approve the minutes from the November 16th Regular Board meeting and the December 22nd Special Board Meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt presented the Treasurer's Report for November / December, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted that the bank recollections look good and current oil prices may reflect us being $25,000 or $30,000 over budget on the revenue side for the Mill Levy. Ben moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Matt seconded, motion passed unanimously.*

Blanket Voucher – November & December 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	11/30/2022	3448	WWC Engineering	Invoices #224650001 - 224660001	-2,851.15
Check	11/30/2022	3449	EDE Consultants	Invoice 1122119 - Spring Creek Monitoring & Data Revi	-6,832.00
Check	11/30/2022	3450	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for November '22	-400.00
Check	11/30/2022	ACH	United States Treasury	941 Deposit - 4th Qtr, 2022 - Paid by EFTPS 12/15/22	-483.36
Check	11/30/2022	3451	Wyoming Natural Resource Foundation	Invoice 1009 - Gator Tickets	-275.00
Check	11/30/2022	3452	Steffen C Cornell {customer}	Reimbursement for Convention Expenses	-380.63
Total 1000 · First Bank of Wyoming					-11,222.14
1001 · Pinnacle Bank Chk - xx01					
Check	11/30/2022	ACH	Wyoming Retirement System	November 2022 Contributions - Agency # 564□	-819.28
Check	11/30/2022	ACH	Empower Retirement	November 2022 - Plan #93001-02 D 354	-100.00
Check	11/30/2022	3815	Pinnacle Bank - VISA	November payment for November transactions	-383.33
Check	11/30/2022	ACH	Google {vendor}	November 2022 - conservewy.net - G Suite Business	-24.00
Check	11/30/2022	3816	Kate Biaggi {employee}	November 2022 (16.8 hrs) - Paycheck - K Biaggi	-232.73
Check	11/30/2022	3817	Schatz Accounting Services	November 2022 - Invoice 4090	-12.50
Check	11/30/2022	3818	Steffen C Cornell {employee}	November 2022 - Paycheck - S Cornell - DM	-3,192.09
Check	11/30/2022	3819	CNA Surety	Treasurer's Bond # 65353696 for Matt Burkhart	-100.00
Check	12/08/2022	ACH	Black Hills Energy	November 2022 - Acct. # 3214 4702 69	-168.83
Check	12/09/2022	ACH	TCT West Inc.	November 2022 - Acct. # 00040249-3	-110.91
Check	12/12/2022	ACH	Town of Meeteetse	November 2022 Utilities	-124.20
Check	12/19/2022	ACH	WEBT	Insurance Premiums - January 2023	-1,768.32
Check	12/26/2022	ACH	Big Horn REA {vendor}	November 2022 - Acct. # 10337-003	-272.31
Total 1001 · Pinnacle Bank Chk - xx01					-7,308.50
TOTAL					**-18,530.64**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the month of November: Fiscal Year 2023 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract payment assignments - 2 CCD; Certified practices (Table 1) – 1 PCFCD
Certified Practices for the Month include: Irrigation Water
Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; HELC preliminary determinations – 2 CCD; TEAMS meeting with NRCS and Clark landowner regarding 2022 flood damage and Trip report
General: PCFCD; CCD, MCD monthly meetings; AC/DC meeting, NRCS programs presentation at WWDC Critical Aging Irrigation Infrastructure meeting, NWC Powell; IRMA report for Sage Creek NWQI; NRCS past project report for Sage Creek NWQI; Willwood Working groups 1-3 Coordination meeting, Cody; Lakeview project coordination with BLM; Programs Connection meeting; Technical Connection meeting; Paint Creek project partner meeting, WGFD, Cody; Bighorn Basin Sage Grouse Local Workgroup Meeting, Thermopolis; November DC report; Fence monitoring partnership TEAMS call; Vehicle Management Tracking (VMT) reporting and new LincPass scanner; GovDelivery Article for November FPAC newsletter; WACD meeting travel approval and hotel reservation

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of November:*** Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking (w/ Kate); 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; WDA Annual Report and Annual Plan of Work; Voting; Correspondence with School staff on Sign Design Contest; Correspondence with WWC on Fish Passage Project; Holiday (16), Sick (16) and Vacation (27) time; Park County Land Use Plan meeting; Sage Grouse EIS correspondence with BLM; Picked up Can-Am in Cody after repair work; Documented property damage from Trailer move-in with Law Enforcement; Legislative Meeting in Cody with BHB elected officials; Picking up coffee grounds in Cody for compost; Shredded cardboard and topped of composter; Picked up Can-Am in Cody after repair work; Documented property damage from Trailer move-in with Law Enforcement; Collected data, and entered data into CoCoRaHS reporting system; GIS work to complete final performance reports and form 425; Agreement closeout with State and Cody BLM

OLD BUSINESS:
FY'23 Annual Report and Plan of Work – Steffen reorganized the Annual Report to read similar to the Plan of Work. The Annual Report will be listed on the Website once it's fixed. The website has been more difficult to maintain since the developer updated plugins recently and needs some additional work. The Board was pleased with the new layout of the Annual Report. Matt moved to approve and sign the Annual Report, Ben seconded, motion passed unanimously.
Steffen presented the FY' 23 Annual Plan of Work and outlined the changes that had been made, including the Admin section of the Plan of Work having been moved to the end of the report and some grammar corrections. Matt moved to approve and sign the Plan of Work, Ben seconded, motion passed unanimously.

General – Diamond Wings Bird Farm in Powell donated a Sage grouse rooster and hen and Nature's Design Taxidermy in Cody donated the work to create a mount which was taken to Annual Convention in Casper where the proceeds benefited the Wyoming Natural Resource Foundation. Governor Gordon was the winning bidder of the mount for $2,100 which ended up bringing in more money than each of the other 50+ auction items.

Vehicle – The truck was towed to Busy Bees Auto after a new battery didn't fix the starting issue. The truck needs to be towed to Fremont in Cody. The tow was quoted around $300-$350 by Busy Bees from Busy Bees Auto to Fremont Motors. The Board agreed to use the local Busy Bees' towing service.

NEW BUSINESS:

Participating in the NEPA Process – Steffen will email documents to the Board for review. It was discussed that this participation was standard for the MCD and that the planning process may amend policy on how BLM land will be managed in relation to sage-grouse. Citations, Names, and Titles will be added in a Word document. Ben moved to approve and sign the MOU with the discussed changes, Matt seconded, motion passed unanimously.

Dept. of Audit, Chapter 10. Public Officer Training – Steffen discussed Chapter 10 of the Department of Audit which outlines training requirements for both Board members and other employees of special districts who manage the District's financials.

American Stewards of Liberty – Steffen presented a letter from American Stewards of Liberty, which he described as a private property advocacy group, and proposed that the board make a donation or contribution. He will send the letter via email to the board.

NACD Membership – The MCD is currently contributing the minimum amount of $100 for membership. With the coming budget amendment, the Board can make a decision to continue or increase their membership.

Review Calendars for December and January 2022 – There are no significant dates set for the December or January Calendars as of yet. Steffen would like to try to schedule an Area 3 Employee Meeting to discuss current projects for January or February. Ben may be gone for the January meeting.

Executive Session - Matt moved to enter into executive session to discuss personnel, Ben seconded, motion passed unanimously. Matt moved to come out of executive session, Ben seconded, motion passed unanimously.

Ben moved to provide a small Christmas Bonus to each employee, Matt seconded, motion passed unanimously. Matt moved to increase the Administrative Assistant's hourly rate by $1/hr, Ben seconded, motion passed unanimously.

MEETING ADJOURNED at 4:30 p.m. – *The next Regular Board Meeting will be Wednesday January 18th, 2023 at 3:00 p.m.*

Date: January 18th, 2023 **Authorized Signatures: _____**

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