MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 12/18/24	**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
		Supervisors Absent:	Shawn Shepperson

CALL TO ORDER

The meeting was called to order at 3:08 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the agenda, Ben seconded, motion passed unanimously. Joe moved to approve the minutes for the October 23rd and November 13th Board meetings, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for November / December, 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, Joe seconded, motion passed unanimously.

Blanket Voucher – November & December 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	11/30/2024	ACH	United States Treasury	941 Deposit - 4th Qtr, 2024 - Paid by EFTPS 12/13/24	-493.14
Check	11/30/2024	3519		VOID: Printer printed startup page on check after restart	0.00
Check	11/30/2024	3520	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for November '24	-400.00
Check	11/30/2024	3521	Midwest Fence Company	Invoices # 39472 & 39484	-889.80
Check	11/30/2024	3522	Steffen C Cornell {vendor}	Reimbursement for expenses	-1,375.00
Total 1000 · First Bank of Wyoming					-3,157.94
1001 · Pinnacle Bank Chk - xx01					
Check	11/30/2024	3927	Steffen C Cornell {employee}	November 2024 (168 hrs) - Paycheck - S Cornell - DM	-3,489.90
Check	11/30/2024	3928	Ashley L Coenen {employee}	November 2024 (6.7 hrs) - Paycheck - A Coenen	-108.28
Check	11/30/2024	3929	Pinnacle Bank - VISA	December payment for November transactions	-909.97
Check	11/30/2024	3930	WACD {vendor}	FY25 Plant Material Center Dues	-35.00
Check	11/30/2024	3931	CNA Surety	Treasurer's Bond # 65353696 for Matt Burkhart	-100.00
Check	11/30/2024	ACH	Empower Retirement	November 2024 - Plan #93001-02 D 354	-100.00
Check	11/30/2024	ACH	Wyoming Retirement System	November 2024 Contributions - Agency # 564	-893.76
Check	12/10/2024	ACH	Black Hills Energy	November 2024 - Acct. # 3214 4702 69	-78.58
Check	12/10/2024	ACH	Town of Meeteetse	November 2024 Utilities	-129.20
Check	12/10/2024	ACH	TCT West Inc.	November 2024 - Acct. # 00040249-3	-111.12
Check	12/10/2024	ACH	WEBT	Insurance Premiums - January 2025	-1,974.32
Check	12/27/2024	ACH	Big Horn REA {vendor}	November 2024 - Acct. # 10337-003	-290.93
Check	12/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for January '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-8,636.06
TOTAL					**-11,794.00**

POWELL NRCS FIELD OFFICE (PFO) ANNUAL REPORT

PFO worked in the following programs during CY2024: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; AGI, FTE, Payment Cap wavier requests; GCRP Vegetation Transects (MCD) and Spot Checks; Annual Programs contract reviews; Engineering and vegetative practice, Area Office on-site spot checks – no deficiencies.

62 Planned Practices in MCD included: Fence; Obstruction Removal; Fence; Herbaceous Weed Treatment; Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control; Prescribed Grazing; Reduced Till; Nutrient Management and Conservation Crop Rotation.

24 Applied Practices ($762,122) in MCD included: Fence; Obstruction Removal; Fence; Herbaceous Weed Treatment; Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control and Prescribed Grazing.

PFO completed the following Engineering tasks: Final engineering designs completed and delivered to clients (MCD); Surveys completed (3 MCD).

PFO provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; Neff Ditch planning with CCD; Sage Creek planning with CCD; Grizzly exclusion fence project planning with WGFD (Clark); USACE coordination on irrigation projects; ALE on-site interview and inspection - CCD; Migratory Big Game Initiative fence inventoried (60 miles); 30 new client contacts.

Outreach, Education, Presentations: Powell High School Natural Resources Class – 24 Seniors, on-site range management and plant ID; Employee met with Northwest College and Powell High School representatives to offer NRCS outreach and training; Meeteetse School Outdoor Lab, Wood River, Meeteetse; Farming Above 7 presentation – Cody; Weeds, Wildland, and More! workshop and booth – Cody; Presentation at Rural Living Workshop – Powell; Private Lands Conservation presenter and panel member – The Wyoming Wildlife Society conference – Cody; Ranchland Resource Forum, presenter and panel member, Cody; Fence retrofit field day with Absaroka Fence Initiative partners and Cody High School Students.

Trainings and Meetings: PCFCD, CCD, MCD monthly meetings; WY NRCS Technical Connection weekly meetings; NRCS/WGFD Coordination Annual meeting; Northwest Leadership Development Program meetings/trainings; Shoshone River Partners monthly meetings; WY NRCS Leadership Team Meetings – Casper; Summer intern (Pathways Student) training and welcome – Casper; Range Training, Riverton; WY Aglearn on-line trainings; Rocky Mountain Area Irrigation Water Management Training, Riverton; NRCS Operational and Technical Meeting, Lander; NWLDP Graduate Panel Discussion with 2025 Class; “Your Leadership Edge” training in Casper; Nutrient Management training – TEAMS; Staff ATV operation and safety training; CD Area III meeting – 2 Powell Field Office employees attended; Lakeview Design meetings; Absaroka Fence Initiative meetings; IRA funding and sprinklers - Rocky Mountain Area meeting; Aglearn Defensive Driving Training; NRCS/FSA Conservation Compliance training; WY NRCS Conservation Stewardship Program training; WY Invasive Weed Task Force Meeting; WY NRCS State Technical Advisory Committee meeting; Willwood Irrigation District meeting; WY NRCS Employee Appreciation TEAMS meeting; Tool for Certification Training (replaced ROOT); WY NRCS soil health webinar; Agricultural Conservation Easement Program – Agriculture Land Easement (ACEP-ALE) Hazardous Waste training.

Miscellaneous: Pickup new vehicles in Riverton; Summer Pathways Student – Logan Holey; Bitter Coon Trail WaterSMART application - $10 million request; Interviews for Multi-County Range Conservationist – Pinedale; Employee quarterly conversations, performance summaries and Individual Development Plans; Park County article for the WY NRCS Tumbleweed publication; Continued to build and maintain partnerships with Cody CD, Meeteetse CD, Powell Clarks Fork CD, Willwood Irrigation District, Shoshone Irrigation District, Heart Mountain Irrigation District, Lakeview Irrigation District, Cody Canal, Neff Ditch, Castle Rock Ditch Users Association, NezPerce Irrigation Association, The Nature Conservancy, East Yellowstone Collaborative, Greater Yellowstone Coalition, Park County Open Lands, Powell Economic Partnership, Legacy Works Group, Beyond Yellowstone, Absaroka Fence Initiative, Wyoming Game and Fish Department, Bureau of Land Management, Shoshone National Forest, Trout Unlimited, University of Wyoming, Western Landowners Alliance, Shoshone River Partners, Wyoming Department of Environmental Quality, Park County Weed and Pest, Meeteetse, Cody and Powell Schools and Northwest College.

DISTRICT MANAGER REPORT

During the month of November, 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; Correspondence with Pinnacle Bank and Visa; Vehicle Maintenance; Winterizing Building and Property; Correspondence

and scheduling with Plumber for bad zone valve; Office cleaning; Sharing soil sample results with landowner; Correspondence with HWA regarding employees for Windmill surveys near Frannie; Subdivision Review for Landowner, including correspondence with Engineer and mapping; Correspondence with Leanne and GIS mapping for RCP; Annual Convention in Jackson; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Made minor improvements to the migration chamber, sifted castings; Correspondence with WWC for Data Analysis; Data Entry; Correspondence with Flume manufacturer for proper winter maintenance; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; Fish Passage applications; Correspondence with BLM and other partners on YU Bench Fence Project, ordering materials; ARGOS checks.

OLD BUSINESS

Fish Passage Project Update – Ben notified the Board that the contractor working on the West Well is trying to work with the pump and solar system manufacturer to resolve the low-flow rate issues. Steffen will draft a "paid when paid" agreement between the District and Landowner to move forward with these small water projects in the future. The Board requested the landowner to provide a copy of the Well Log from the contractor. Steffen will find out when the next Water Development Commission meeting is in order to cancel the East Stock Tank project application with plenty of lead time if the flow rate isn't resolved on the West Well. Steffen will also consult with project partners and WDA to find out who incurs the financial risk if the project isn't completed to WY Water Development's satisfaction.

YU Bench Fence Project, Phase 2 – Steffen has started converting a 1-mile section of woven-wire fence on BLM land to 3-wire, wildlife friendly specifications in order to enhance antelope migration. The brace work is nearly finished and he expects to need a few more days until the entire stretch is completed. Rory was able to contribute time, helping cut clips in order to re-space the top two strands.

NEW BUSINESS

General – Steffen was notified that the bird farm may want to try and collect more sage grouse eggs this spring but will keep the Board informed as he finds out more information.

Review and Approve WDA Base Funding Form – Joe moved to approve/sign and submit the 'Pursuing Local Funding' form to WDA, Ben seconded, motion passed unanimously.

Review Calendars for December '24 and January '25 – A special meeting will be held on December 30th at 3 pm to approve WDA Base Funding documents.

MEETING ADJOURNED at 4:10 p.m. – *The next Regular Board Meeting will be Wednesday, January 15th, 2025 at 3 pm.*

Date: January 15th, 2025 **Authorized Signatures: _____**

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