MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

February 10th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 2/10/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart, Joe Thomas
Supervisors Absent: Lionel Ostrander
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:05 p.m. by MCD Chairman Tim Morrison. Joe moved to approved the agenda and recognize guests. Ben seconded, motion passed unanimously. Joe moved to approve the Minutes from the January 18th, 2021 Regular Board meeting, Ben seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the January Treasurer's Report prior to the meeting, which includes the Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report and the Meeteetse Conservation District Bills for the month. He suggested that some format improvements to the current reports would be useful to the Board. Tim advised that the Treasurer work with the District Manager to make those improvements together. Matt moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously. Ben moved to approve the Resolution of the Board naming the officers as signatories on accounts with First Bank and Pinnacle Bank.*

Blanket Voucher January & February 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2021	ACH	United States Treasury	941 Deposit - 1st Qtr, 2021 - Paid by EFTPS 2/12/21	-382.50
Check	01/31/2021	3387	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for January '21	-400.00
Total 1000 · First Bank of Wyoming					-782.50
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2021	3684	Orchard Trust	January, 2021 - Plan #93001-02 D 354	-100.00
Check	01/31/2021	3685	Pinnacle Bank - VISA	February payment for January transactions	-125.89
Check	01/31/2021	3686	Schatz Accounting Services	January, 2021 - Invoice 3641	-162.50
Check	01/31/2021	3687	Wyoming Retirement System	January 2021 Contributions - Agency # 564	-761.04
Check	01/31/2021	3688	Steffen C Cornell {employee}	January 2021 (168 hrs) - Paycheck - S Cornell - DM	-2,725.25
Check	01/31/2021	3689	Kincheloe Plumbing	Boiler Repair	-594.44
Check	01/31/2021	3690	WACD {vendor}	2020-2021 District Dues	-6,820.06
Check	01/31/2021	3691	Park County Clerk	2020 Cost of Election Fee & Notary recording fee	-81.00
Check	01/31/2021	3692	Vision West	Invoice # 6926-s	-42.50
Check	02/01/2021	ACH	Google {vendor}	January 2021 - conservewy.net - G Suite Business	-11.99
Check	02/10/2021	ACH	Black Hills Energy	January 2021 - Acct. # 3214 4702 69	-179.64
Check	02/11/2021	ACH	Town of Meeteetse	January 2021 Utilities	-146.60
Check	02/15/2021	ACH	VSP Vision Care	Vision Insurance for February 2021	-18.69
Check	02/16/2021	ACH	TCT West Inc.	January 2021 - Acct. # 00040249-3	-124.15
Check	02/17/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for March	-1,572.00
Check	02/25/2021	ACH	Big Horn REA {vendor}	January 2021 - Acct. # 10337-003	-241.86
Total 1001 · Pinnacle Bank Chk - xx01					-13,707.61
TOTAL					**-14,490.11**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of January: Fiscal Year 2021 application planning, screening, assessment and ranking; planning with clients via text, email and phone (3 in MCD); mailed annual practice reminder letters; mailed ineligible letters to 8 applicants; telephone calls and emails to ineligible applicants; Nutrient Management plan; Contract Cancelation; Certified Practices for the month include: Irrigation Water Management, Nutrient Management and Cover Crop. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance (2 MCD); field visits with clients; Irrigation project proposal cost incentive estimate; Water rights verifications emailed; National Resource Inventory data entry; AFI GIS Fence inventory data editing and development; WY OSLI – MCD project correspondence; Site visit with WW#3 at old eroding bentonite mine near Diamond Creek; BLM correspondence and planning for North Fork project; Level 1 Watershed application, PCFCD, special meeting. Rory attended TEAMS training – CD plus CART project assessments and rankings; TEAM staff meetings; PCFCD, CCD meetings; Area Conservationist/District Conservationist meetings; CCD employee field tour and training; Telematics training; LincPass request for MCD and CCD employees; VMT reporting; Correspondence with SBHCD for LWG meeting.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of January: attended the MCD monthly Regular Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly activity report; reviewed timesheets; conducted cash flow tracking; participated in another virtual meeting for WCDEA 2021 annual training as a member of the training committee; participated in another virtual meeting as part of the Technical Committee for the Absaroka Fence Initiative; submitted Chapter 33 report to WY G&F; Assisted Ashley Henderson with planning for NRCS Division 1 LWG meeting in Basin; coordinated repair of the boiler for building heat; attended the monthly PCLI session at Northwest College; measured and entered CoCoRaHS weather data into reporting system; prepared year-end tax reports for Tana and filed with IRS; coordinated with Brian Russel from State Forestry and Jerry Parker from Park Co. Fire on a grant application for forest health treatments and defensible space assessments.*

OLD BUSINESS: *The Board reviewed the results of the NRCS Priority Resource Concern survey and selected rankings to be taken to the LWG meeting in Basin. In the future, NRCS definitions will be used for resource category rankings. The Board elected to hold an Open-House on March 8th at 6pm in lieu of a community survey. Steffen will highlight some of the projects outlined in the Annual Report and Plan of work and then members of the community can ask questions. An announcement will go in the Meeteetse Community Bulletin. Steffen is moving forward with obtaining an NRCS LincPass and will have to travel to Casper for fingerprinting. There will be a meeting with State Forestry and Park Co. Fire to further discuss a collaborative grant application on Feb. 17th at 11am in the Ferret Den, Joe will try to attend. There was some brief discussion regarding how to raise funds for District Operations, including the possibility of selling some equipment. Steffen updated the Board on the status of the YU Fence project which is all tied up until July.*

NEW BUSINESS: *The Board reviewed the calendar for January and February. Steffen reminded the Board of the upcoming WACD Supervisor training on the 24th and 25th of February. The District will pay the registration fees for the two supervisors to attend the training. Steffen will be using extensive vacation time throughout March and April.*

MEETING ADJOURNED at 5:26 p.m. – *Next Regular Board Meeting is Wednesday March 10th, 2021 at 3:00 p.m.*

Date: 3-10-2021 **Authorized Signatures:**