MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
February 9th, 2022

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Wednesday, 2/9/2022
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Matt Burkhart, Joe Thomas, Lionel Ostrander
Supervisors Absent: Ben Anson
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 1:03 p.m. by MCD Chairman Tim Morrison. Lionel moved to approve the agenda and recognize guests, Joe seconded, motion passed unanimously. Joe moved to approve the Minutes from the January 12th, Regular Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the January 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 irregular expenditures related to the building of the new walls/doors. Matt 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 - January & February 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2022	ACH	United States Treasury	941 Deposit - 1st Qtr, 2022 - Paid by EFTPS 2/15/22	-376.50
Check	01/31/2022	ACH	WY Dept. of Workforce Services	To pay 4th Qtr, 2021 payables due - Paid by EFTPS	-383.70
Check	01/31/2022	3415	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for January '22	-400.00
Check	01/31/2022	3416	Powell Tribune	Inv #2355441	-144.34
Total 1000 · First Bank of Wyoming					-1,304.54
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2022	3769	Pinnacle Bank - VISA	February payment for January transactions	-812.21
Check	01/31/2022	3770	Schatz Accounting Services	January 2022 - Invoice 3873	-125.00
Check	01/31/2022	3771	Wyoming Retirement System	January 2022 Contributions - Agency # 564	-782.04
Check	01/31/2022	3772	Steffen C Cornell {employee}	January 2022 (168 hrs) - Paycheck - S Cornell - DM	-2,720.75
Check	01/31/2022	3773	WEBT	Life Ins Payment for 1st & 2nd Quarters, 2022. WACD-BL-534802	-27.75
Check	01/31/2022	ACH	Empower Retirement	January 2022 - Plan #93001-02 D 354	-100.00
Check	01/31/2022	ACH	Google {vendor}	January 2022 - conservewy.net - G Suite Business	-12.00
Check	02/09/2022	ACH	Black Hills Energy	January 2022 - Acct. # 3214 4702 69	-185.65
Check	02/10/2022	ACH	Town of Meeteetse	January 2022 Utilities	-124.20
Check	02/11/2022	ACH	VSP Vision Care	Vision Insurance for February 2022	-18.69
Check	02/15/2022	ACH	TCT West Inc.	January 2022 - Acct. # 00040249-3	-121.80
Check	02/16/2022	ACH	BCBS of Wyoming	Health Insurance Premium for March 2022	-1,572.00
Check	02/25/2022	ACH	Big Horn REA {vendor}	January 2022 - Acct. # 10337-003	-256.87
Total 1001 · Pinnacle Bank Chk - xx01					-6,858.96
TOTAL					**-8,163.50**

DISTRICT CONSERVATIONIST REPORT: ***Rory was involved in the following programs for the month of January:*** FY'22 EQIP/AMA application screening and ranking; contract modifications (1 MCD); Planning with clients via text, email, and phone (5 MCD); Planning and installation in person on-site/office.
Certified Practices for the Month include: Irrigation System, Surface and Subsurface.
Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance (11 MCD); In office/on-site assistance, Soil Test (PH and EC) for producer, presented alternative back country food/carcass storage draft design/ideas to USDAFS and WGFD managers, germination test for pollinator seed mix.
General: Weekly Staff meetings and DC/Area Staff Meeting; Conservation District Meetings (1 MCD); Conservation Connect Meetings (1); 2nd quarter ROOT review; Willwood Workgroup #3 Meeting; Lakeview Irrigation District Meetings (3 total, 1 on-site with partners); Bridger Plant Materials Committee Meeting; NRCS Supervisors meeting; Northwest crop symposium; review Wyoming Migrations Initiative new video "Barriers" (includes NRCS project footage collected by MCD) watch here: https://www.youtube.com/watch?v=wv5pzwbfH2k; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for January FPAC newsletters; AgLearn training 1; Building/Lease issues and correspondence; Internal Email responses sent – 71

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of January:*** 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; compiled year-end tax reporting information and sent to Tana; gathered tools and materials and constructed walls and installed doors in the office; correspondence with the attorney regarding the office lease; research and correspondence with WACD, WASD and other CD partners regarding Senate File 60; attended the Big Horn Basin all county legislators meeting in Cody to discuss SF60 and Mill Levy funding; updated the ad for NRCS Division 1 LWG meeting and the resource concern ranking sheet and distributed to other CDs and Board members for ranking; completed NRCS mandatory online training; requested copies of the new Wyoming thistle guide from Sublette Co. Weed & Pest; collected CoCoRaHS data and entered into online reporting system; worked with VisionWest to rebuild the website.

OLD BUSINESS:
Front office space – Steffen finished building the new walls and installing the doors to secure the back of the office from the front but still needs to paint and apply some trim around the doors at a later time. The Board discussed the draft lease agreement provided by the attorney and suggested some minor changes. Lionel moved to approve the lease agreement with changes discussed. Joe seconded, motion passed unanimously.
Admin / Personnel – There was continued discussion regarding the hiring of a part-time employee to assist with some of the regular monthly administrative type duties in an effort to free up some of the Manager's time so he can work on operations tasks. Current fiscal year funding constraints may prohibit the immediate filling of a position but Steffen will draft a detailed job description for Board review in order to move forward. Tim noted that it may also be necessary to reexamine certain tasks to determine if they are being appropriately classified in the accounting system, as it's possible some time being reported to admin would be more appropriate in an operations class or a new accounting class altogether.
General – Steffen conveyed to the Board that he would like to explore potential Beaver Dam Analogue (BDA) project sites and logistics by working with G&F habitat biologists and others who have done similar projects. Westi-Ag Days will take place in Worland on February 15th and 16th. Given the increase in Ferret Den usage by the public, the Board would like Steffen to get an estimate of what it would cost to replace the tables and chairs as well as post a donation box near the entrance. Due to the constant exploitation of sage grouse by special interest groups in their efforts to eliminate a variety of uses of public lands, the Board discussed the topic of having future dialogue with partners regarding the management of ravens for the benefit of sage grouse.

NEW BUSINESS: Steffen demonstrated the new monthly agenda format to the Board which will reside on the MCD Google Drive and be shared with each supervisor so that it will always be current since edits are live and immediate and can be viewed at any time. ***Watershed Improvement District*** – There was an inquiry from an MCD landowner regarding the formation of a WID. WIDs operate under the guidance of Conservation District Boards and Steffen will continue to provide assistance to the landowner if they want to move forward with a petition to create a WID. ***Senate File 60 (2021)*** – Steffen, after attending the Big Horn Basin 4-county legislators meeting and speaking with WASD, gave an overview of S.F. 60 (monthly ad valorem tax revisions) and how it could potentially affect the District's Mill Levy cash flow. He notified the Park County Commission that MCD may need to borrow money, as permitted under the legislation, depending on what happens during the first few months of the new system. Matt volunteered to have conversations with each of the O&G companies with fields within the District to try and project which may or may not defer 18 months of tax payments until December of 2023. ***BLM Sage Grouse EIS*** – Joe moved to respond to the BLM sage grouse coordinator's invitation with a written letter, asserting that MCD will participate in the NEPA process as a Cooperating Agency. Lionel seconded, motion passed unanimously. ***Ecosystem Protection Act*** – The

MCD objects to additional Wilderness designations and management of non-Congressionally designated wilderness as *de facto* wilderness. Steffen will identify which areas nominated for wilderness designations are within the MCD jurisdiction. Joe moved to draft a letter to our legislative representatives to notify them of our stance on wilderness issues. Lionel seconded, motion passed unanimously. ***Park County Land Use Plan*** – Steffen will attend a Conservation District Focus Group meeting in Cody with Park County planning staff, Clarion and other CD personnel to address potential CD concerns as the plan is developed. ***Preliminary NRCS Division 1 LWG resource concern rankings & Priority Watershed nomination*** – Ben and Matt both provided their rankings prior to the meeting. The other Board members provided their rankings as a group and the three rankings were averaged for a final MCD ranking (below). A priority watershed was not nominated.

1 Field Sediment, Nutrient and Pathogen Loss
2 Soil Quality Limitations
3 Long-term Protection of Land
4 Livestock Production
5 Storage and Handling of Pollutants
6 Degraded Plant Condition
7 Terrestrial Habitat
8 Source Water Depletion
9 Concentrated Erosion
10 Pest Pressure
11 Wind and Water Erosion
12 Air Quality Emissions
13 Inefficient Energy Use
14 Aquatic Habitat
15 Salt Losses to Water
16 Field Pesticide Loss
17 Fire Management
18 Weather Resilience

Calendar review – The February and March calendars were reviewed.

MCD boundary signage – The current signs are well outdated and the Board discussed the need to have them updated. Steffen will start coordinating with the three adjacent Districts and check with Rovena Signs for design work.

MEETING ADJOURNED at 2:55 p.m. – *The next Regular Board Meeting will be Wednesday March 9th, 2022 at 1:00 p.m.*

Date: March 9th, 2022 **Authorized Signatures:**