MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 2/21/24	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Dicksie Hildebrand
Meeting Type:	Regular	**Presiding Officer:**	Joe Thomas
Others:		**Supervisors Present:**	Matt Burkhart, Shawn Shepperson, Ben Anson, Tim Morrison
		Supervisors Absent:	

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by MCD Vice-Chairman Joe Thomas. Guests were recognized - Dicksie Hildebrand is the acting Park Co. DC while Rory is on detail in Riverton. Matt moved to approve the minutes from the January 17th Regular Board meeting, Shawn seconded; motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for January / February, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). There was discussion about how the FY24 Mill Levy revenue is tracking behind quite a bit compared to FY23 and what might be the cause for that, as well as how to develop the best budget possible going forward. Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Ben seconded; motion passed unanimously.

Blanket Voucher – January & February 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2024	3493	WWC Engineering	Invoices #224660012 & 224650013	-6,454.00
Check	01/31/2024	ACH	United States Treasury	941 Deposit - 1st Qtr, 2024 - Paid by EFTPS 2/15/24	-465.46
Check	01/31/2024	3494	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for January '24	-400.00
Check	01/31/2024	ACH	WY Dept of Workforce Services	To pay 4th Qtr payables due - EFTPS on 1/31/24	-404.57
Total 1000 · First Bank of Wyoming					-7,724.03
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2024	3884	Steffen C Cornell {employee}	January 2024 (184 hrs) - Paycheck - S Cornell - DM	-3,349.75
Check	01/31/2024	3885	Ashley L Coenen {employee}	January 2024 (5.75 hrs) - Paycheck - A Coenen	-90.27
Check	01/31/2024	ACH	Empower Retirement	January 2024 - Plan #93001-02 D 354	-100.00
Check	01/31/2024	ACH	Wyoming Retirement System	January 2024 Contributions - Agency # 564	-856.52
Check	01/31/2024	ACH	Google {vendor}	January - conservewy.net - G Suite Business	-12.00
Check	01/31/2024	3886	Pinnacle Bank - VISA	February payment for January transactions	-1,024.53
Check	02/09/2024	ACH	Black Hills Energy	January 2024 - Acct. # 3214 4702 69	-172.46
Check	02/09/2024	ACH	Town of Meeteetse	January 2024 Utilities	-129.20
Check	02/10/2024	ACH	TCT West Inc.	January 2023 - Acct. # 00040249-3	-109.96
Check	02/20/2024	ACH	WEBT	Insurance Premiums - March 2024	-1,899.32
Check	02/23/2024	ACH	Big Horn REA {vendor}	January 2023 - Acct. # 10337-003	-349.33
Check	02/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for March '24	-320.00
Total 1001 · Pinnacle Bank Chk - xx01					-8,413.34
TOTAL					**-16,137.37**

DISTRICT CONSERVATIONIST REPORT

NRCS has filled the Area Conservationist vacancy for which Rory has been covering so Rory should be at the March meeting. Dicksie noted that they've been working through applications and will be conducting cost-estimates for the county projects to provide information back to the state office. There is a lot of money available through the IRA but it's supposed to be used for climate smart practices. There has been another continuing resolution for funding through the end of March in the absence of a current Farm Bill.

DISTRICT MANAGER REPORT

During the month of January, 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; Year-end tax reporting for Tana and ACA reporting for WEBT; Finishing wall renovation in office; Sending tax forms to vendors and employees; 2024 Reorganization form for WDA; Bighorn Basin Legislator's meeting in Cody; Orthomosaic Drone flight planning and flights and processing for Fish Passage sites; Correspondence with Karl and HWA for sg project. ARGOS processing.; Living snow fence information provided to local cooperator or preliminary planning; WNRT grant meetings for Absaroka Invasive Weed Task Force. Landowner outreach; Assisting local business with obtaining IP information; Assisting partner CDs with Water Quality equipment; Chapter 33 permit reporting and uploading data to Movebank and permit renewal application; Correspondence with Merit Energy regarding payment guidelines for surface disturbance; Holiday (8) & Sick (8); Correspondence with partners on Raven resolution; Emlid Reach / RINEX file research; Regular worm bin maintenance and feeding. Mealworm sorting; OPUS research (NGS) and request for RINO antenna calibration; Updating all firmware for M210v2 package and preparing for sale; Correspondence with WY State Forestry regarding Firewise CWPP status; Correspondence with In-situ regarding factory maintenance; Collected data, and entered data into CoCoRaHS reporting system.

OLD BUSINESS

MCD Land Use Management (LUM) and Resource Conservation Plan (RCP) update – The Board would like to see the MCD LUM & RCP updated for better readability and to take a stronger stance on specific policy issues, especially those affecting the use of public lands within the District. Ben moved to hire local consultant, Leanne Correll to assist the MCD with the update of the LUM & RCP, Tim seconded, motion passed unanimously. There will be a Board workshop with Leanne after the March Regular Board meeting.

Fish Passage Project – Shawn moved to approve the contract amendment with WWC to include an additional $20,500 in order to complete the final designs for the Rose Creek Culverts as part of the Fish Passage Project. There is currently $7,000 in the current agreement with G&F that is not under contract with WWC. The remaining $13,500 will be provided by G&F in a future grant amendment.

Approve and sign WDA form - Educational Function for Elected Officials – Ben moved to approve and sign the previously discussed and distributed WDA form "Educational Function for Elected Officials", Shawn seconded, motion passed unanimously.

Tree Sale Program – At this time the Board prefers to refer tree purchase requests to neighboring districts. No action taken.

Raven Resolution – Steffen shared an email that was sent to the Public Lands Council with the Board along with some information that he received from a WY Weed & Pest District. The purpose of this information is to help MCD in drafting a Raven resolution before the 2024 Area III meeting that will establish policy regarding the management of ravens for the benefit of sage grouse. Steffen will email additional information to the Board before the next meeting and continue to work with WACD and other partners on the issue.

NEW BUSINESS

Letter of Support for WNRT Grant Application – Matt moved to endorse the letter of support drafted by the District Manager for the Absaroka Front Cheatgrass project funding application, Ben seconded, motion passes unanimously.

NRCS LWG Resource Concern Rankings – The Local Work Group has moved from a Division level back to a County level for resource concern issues. The Board decided to table the rankings for Meeteetse until the March Board meeting.

Community Garden – Steffen informed the Board that a member of the public stopped in to express support for a community garden. The Board discussed a few potential locations and Steffen will try to investigate more as time allows.

General – Shawn shared that there was a significant ice dam above the bridge on Road 3Ld and it would be worth monitoring in the future, especially when temperatures a very cold for an extended period.
There have been quite a few inquiries in the drone for sale but no serious offers have been made yet.
Matt requested a brief review of MCD's various insurance policies during the March meeting.

Review Calendars for February and March '24 – WCDEA Annual Training, 3/12 – 3/14 in Casper.

MEETING ADJOURNED at 4:15 p.m. – *The next Regular Board Meeting will be Wednesday, March 20th, 2024 at 1p.m. with a Board Workshop to immediately follow for the LUM & RCP update.*

Date: March 20th, 2024 **Authorized Signatures: _____**

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