MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 2/19/25	**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:**	Shawn Shepperson, Ben Anson, Matt Burkhart, Joe Thomas
		Supervisors Absent:	

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the agenda and recognize guests, Shawn seconded, motion passed unanimously. Shawn moved to approve the minutes for the January 15th Board meeting, Ben 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). Ben moved to accept the Treasurer's Report and place the Report on file for audit, Joe seconded, motion passed unanimously.

Blanket Voucher – January & February 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2025	ACH	WY Dept. of Workforce Services	To pay 4th Qtr, 2024 payables due - Paid 1/31/25	-358.83
Check	01/31/2025	3525	Hilton Frey {vendor}	Contract Labor for YU Fence Work, 2 days	-300.00
Check	01/31/2025	ACH	United States Treasury	941 Deposit - 1st Qtr, 2025 - Paid by EFTPS 2/14/25	-483.32
Check	01/31/2025	3526	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for January '25	-400.00
Total 1000 · First Bank of Wyoming					-1,542.15
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2025	ACH	Empower Retirement	January 2025 - Plan #93001-02 D 354	-100.00
Check	01/31/2025	ACH	Wyoming Retirement System	January 2025 Contributions - Agency # 564	-893.76
Check	01/31/2025	3936	Park County Clerk	2024 Cost of Election Fee	-104.86
Check	01/31/2025	3937	Ashley L Coenen {employee}	January '25 (4.9 hrs) - Paycheck - A Coenen	-79.19
Check	01/31/2025	3938	Steffen C Cornell {employee}	January 2025 (184 hrs) - Paycheck - S Cornell - DM	-3,494.90
Check	01/31/2025	3939	Pinnacle Bank - VISA	February payment for January transactions	-2,180.86
Check	02/10/2025	ACH	TCT West Inc.	January 2025 - Acct. # 00040249-3	-109.98
Check	02/10/2025	ACH	Town of Meeteetse	January 2025 Utilities	-134.20
Check	02/11/2025	ACH	Black Hills Energy	January 2025 - Acct. # 3214 4702 69	-108.09
Check	02/12/2025	ACH	WEBT	Insurance Premiums - March 2025	-1,974.32
Check	02/25/2025	ACH	Big Horn REA {vendor}	January 2025 - Acct. # 10337-003	-390.52
Check	02/27/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for March '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-9,985.68
TOTAL					**-11,527.83**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during January: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Wetlands Reserve Program – Compatible Use Agreement – CCD; Stream bank Tech Team Meeting on-site planning - PCFCD; Applied Practices – 1 CCD, 3 MCD, 11 PCFCD.

Engineering: Final engineering designs completed and delivered to clients – 2 PCFCD; Surveys completed – 2 PCFCD.

PFO provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; On-site planning for potential new fish screens on irrigation diversions – 2 CCD; On-line follow up meetings with WGFD about fish Screen projects.

Outreach, Education, Presentations: East Yellowstone TU presentation about NRCS programs and partnerships - Cody; Cattleman's Meeting – MCD; Alkali Lake Signs Restoration Coordination Meeting – CCD; Virtual Fence Symposium – Cody

Trainings and Meetings: PCFCD, CCD, MCD monthly meetings; Monday morning Powell FO Staff Meetings; Box-OneSpan training – TEAMS; American Fisheries Society Meeting coordination with WGFD; NWLDP Food Security Tool development meeting with RR Team; Absaroka Working Group meeting – Cody; Shoshone River Partners meeting – Cody; Absaroka Fence Initiative meeting – Cody.

Miscellaneous: Ann Trosper, PCFCD Manager, retirement party; Quarter 2 employee performance reviews.

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; Tax Reporting for 2024; Assisted community members and businesses with technical issues; Ferret Den scheduling and clean up before/after events; Building Maintenance; Assisting partner CDs with WQ monitoring equipment questions; Correspondence with Leanne and GIS mapping for RCP; Research on compost and compost tea and microscopy; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Harvested Castings; Conducted Bioassay on sample of castings and fresh horse manure to check for persistent herbicides; Correspondence with WWC for Data Analysis; Data Entry; Prepared and submitted final closeout report for WDA Water Quality Grant project; Correspondence with partners on Fish Passage Project; Correspondence with BLM and other partners on YU Bench Fence Project, picking up materials; ARGOS checks; Chapter 33 permit report and submittal to G&F; Virtual Fence Symposium in Cody.

OLD BUSINESS

Fish Passage Project Update – The contractor working on the West Well is still trying to work with the pump and solar system manufacturer to resolve the low-flow rate issues. The contractor working on the Dumpling and Rock Creek Diversions are delivering materials and will hopefully be starting construction in the spring. 13 Small Water Project Program funding applications have been submitted to the WY Water Development Office.

NEW BUSINESS

General – Greybull Valley Irrigation District secured federal funding to implement water savings projects for its users.

Review Calendars for February and March '25 – Park County P&Z will host an information sharing meeting in the Ferret Den on February 20th at 11am. The G&F season setting meeting will be at 5pm on March 19th, immediately after the Monthly Board Meeting.

MEETING ADJOURNED at 3:45 p.m. – *The next Regular Board Meeting will be Wednesday, March 19th, 2025 at 3 pm.*

Date: March 19th, 2025 **Authorized Signatures: _____**

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