MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

January 18th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Monday, 1/18/2021
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart (phone), Lionel Ostrander, Joe Thomas
Supervisors Absent:
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu (absent)
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:23 p.m. by MCD Chairman Tim Morrison. Ben moved to approved the agenda and recognize guests. Lionel seconded, motion passed unanimously. Lionel moved to approve the Minutes from the December 11th, 2020 Regular Board meeting and the Minutes from the December 30th, 2020 Special Board meeting, Ben seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the December 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. 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 December 2020 & January 2021

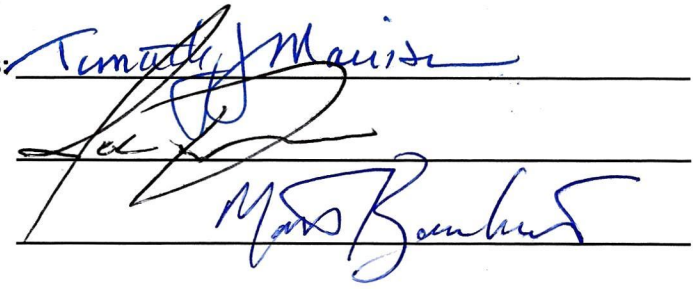
Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	12/31/2020	ACH	Wyoming Department of Workforce Services	To pay 4th Qtr, 2020 payables due - Paid by EFTPS 1/29/21	-408.05
Check	12/31/2020	ACH	United States Treasury	941 Deposit - 4th Qtr, 2020 - Paid by EFTPS 1/15/21	-517.84
Check	12/31/2020	3384	John H Frey {employee}	December, 2020 (32.9 hrs) - Paycheck - J Frey - RT	-455.75
Check	12/31/2020	3385	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for December '20	-400.00
Check	12/31/2020	3386	Midwest Fence Company	Inv # 35770	-112.00
Total 1000 · First Bank of Wyoming					-1,893.64
1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2020	3674	Orchard Trust	December, 2020 - Plan #93001-02 D 354	-100.00
Check	12/31/2020	3675	Pinnacle Bank - VISA	January payment for December transactions	-580.68
Check	12/31/2020	3676	Schatz Accounting Services	December, 2020 - Invoice 3619	-37.50
Check	12/31/2020	3677	Wyoming Retirement System	December 2020 Contributions - Agency # 564	-833.52
Check	12/31/2020	3678	WEBT	Life Ins. Payment for 1st & 2nd Quarters, 2021. WACD-BL-534802	-27.75
Check	12/31/2020	3679	Steffen C Cornell {employee}	December 2020 (184 hrs) - Paycheck - S Cornell - DM	-3,038.45
Check	12/31/2020	3680	WY Secretary of State	Steffen's Notary Public Renewal Fee	-30.00
Check	12/31/2020	3681	Dave Balling Agency	Invoices 614 & 621 Notary and Treasurer Bonds	-150.00
Check	12/31/2020	3682	Sheryl Dale	Office Cleaning, December 2020	-100.00
Check	12/31/2020	3683	Wea Market	Invoice for December, 2020	-63.00
Check	01/04/2021	ACH	Google {vendor}	December 2020 - conservewy.net - G Suite Business	-13.54
Check	01/11/2021	ACH	Black Hills Energy	December 2020 - Acct. # 3214 4702 69	-165.24
Check	01/12/2021	ACH	Town of Meeteetse	December 2020 Utilities	-159.15
Check	01/14/2021	ACH	VSP Vision Care	Vision Insurance for January 2021	-18.69
Check	01/15/2021	ACH	TCT West Inc.	December 2020 - Acct. # 00040249-3	-119.80
Check	01/18/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for February	-1,572.00
Check	01/25/2021	ACH	Big Horn REA {vendor}	December 2020 - Acct. # 10337-003	-213.57
Total 1001 · Pinnacle Bank Chk - xx01					-7,222.89
TOTAL					**-9,116.53**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of December: Fiscal Year 2021 application planning; planning with clients via text, email and phone (5 in MCD); in-office/parking lot planning with participant (1 in MCD); mailed certified Program Eligibility Letters to 38 applicants; telephone calls and emails to applicants with missing eligibility paperwork; Certified Practices for the month include: Irrigation Pipeline, Irrigation Water Management, Irrigation System (Surface and Subsurface). Rory provided the following Conservation Technical Assistance: Text, phone and email assistance (6 MCD); field visits with clients; HEL Conservation Plans; Water Rights Verifications emailed (2 MCD); cultural resources on-site surveys (1 MCD); USFS project coordination; BLM project coordination; WSEO project coordination (MCD); assist EQIP applicant with WSEO SW2 enlargement application (MCD). Rory attended TEAMS training; EPMA supervisor AgLearn training; programs connections meeting; did UTV/ATV inspections and vehicle maintenance; attended staff meetings and the PCFCD and CCD meetings; Area Conservationist/District Conservationist meetings; CCD employee interviews; employee performance plan development.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of December: attended MCD monthly Regular and Special Board Meetings; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly activity report; reviewed timesheets; conducted cash flow tracking; participated in a virtual meeting for WCDEA 2021 annual training as a member of the training committee; participated in a virtual meeting as part of the Technical Committee for the Absaroka Fence Initiative; completed and submitted the FY21 MCD Annual Plan of Work and FY20 Annual Report; built a snowboard; measured and entered CoCoRaHS weather data into reporting system; Conducted YU Fence replacement work with Hilton and moved materials to site; updated the website.*

OLD BUSINESS: *Steffen demonstrated how Google Forms can be used for community survey purposes but more specifically, how the Board can use it to formulate MCD's priority resource concern rankings in preparation for the upcoming LWG meeting in February. There was additional discussion about how this format could be used to help guide the development of the next Plan of Work for the District. Steffen attended the recent town council meeting as a requirement of the Park County Leadership Institute.*

NEW BUSINESS: *The Board updated offices for each of the members: Matt Burkhart was selected as the new Treasurer, Lionel Ostrander remained Secretary, Tim Morrison was selected as Chairman, Joe Thomas Vice-Chairman, leaving Ben Anson as Member. Lionel Ostrander moved to create a Board Resolution to specify each of the individual Board members as authorized signatories on the Pinnacle Bank and First Bank of Wyoming checking accounts. Joe Thomas seconded, motion passed unanimously. Each Board member verified that their contact and term information on the 2021 reorganization form was accurate and complete so that it could be submitted to WDA and WACD. Tim requested that a copy be emailed to the Board. Joe moved to complete and sign the WDA form, "Intent to use Lab Funds" for the FY21-22 biennium. Lionel seconded, motion passed unanimously. Staff committee assignments as reflected in the Annual Plan of Work were updated. Joe moved to approve the NRCS Memorandum of Agreement. Ben seconded, motion passed 3-0. There was some concern on how language within the agreement could be interpreted to create a perpetual agreement between entities that could not be backed out of. Lionel moved to request and approve an NRCS LincPass for Steffen in order to take advantage of training opportunities that are extended to NRCS affiliates. Joe seconded, motion passed unanimously. There was further discussion regarding the future of the Firewise Program. State Forestry and Park County Fire would like to coordinate with MCD on a grant to provide assessments to private landowners in the county. The Board would like to invite Brian Russell to the next meeting to get more detailed perspective and advised having a Meeteetse Fire Dept. member involved as well. Lionel requested 'alternative District revenue sources' be added to the February meeting agenda for discussion. Steffen shared an email from Karen Rogers that Lidar data for Park county was still being flown, although most of Yellowstone Park was complete. Lidar sensors for the drone are upwards of $60,000. Steffen was granted bereavement leave to be used in January. The Board reviewed the calendar for January and February.*

MEETING ADJOURNED at 2:28 p.m. – *Next Regular Board Meeting is Wednesday February 10th, 2021 at 3:00 p.m.*

Date: 2/10/21 **Authorized Signatures:** Timothy J Morrison