MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
January 12th, 2022

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Wednesday, 1/12/2022
Time: 1:00 p.m.
Presiding Officer: Lionel Ostrander
Supervisors Present: Matt Burkhart, Joe Thomas, Ben Anson
Supervisors Absent: Tim Morrison
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 1:19 p.m. by MCD Secretary Lionel Ostrander. Matt moved to approve the agenda and recognize guests, Ben seconded, motion passed unanimously. Ben moved to approve the Minutes from the December 8th, Regular Board meeting and December 29th Special Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the December 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 that MCD has received about 95% of its budgeted Mill Levy revenue for the fiscal year already and we may end up receiving more than originally anticipated before the end of June. Ben moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Matt seconded, motion passed unanimously.*

Blanket Voucher - December 2021 & January 2022

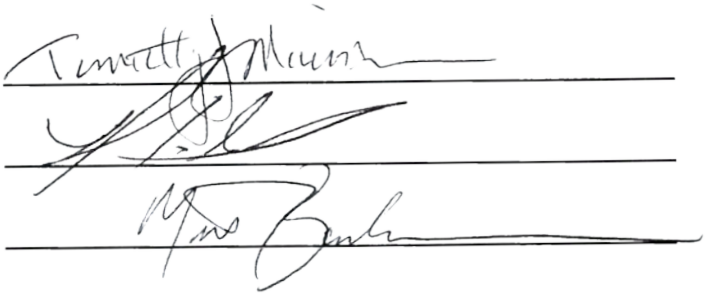
Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	12/31/2021	3413	WACD {vendor}	Plant Material Center Dues	-31.62
Check	12/31/2021	ACH	United States Treasury	941 Deposit - 4th Qtr, 2021 - Paid by EFTPS 1/14/22	-442.00
Check	12/31/2021	3414	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for December '21	-400.00
Total 1000 · First Bank of Wyoming					-873.62
1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2021	3764	Pinnacle Bank - VISA	January payment for December transactions	-489.23
Check	12/31/2021	3765	Schatz Accounting Services	December 2021 - Invoice 3849	-25.00
Check	12/31/2021	3766	Wyoming Retirement System	December 2021 Contributions - Agency # 564	-856.52
Check	12/31/2021	3767	Steffen C Cornell {employee}	Christmas Bonus 2021	-200.00
Check	12/31/2021	3768	Steffen C Cornell {employee}	December 2021 (184 hrs) - Paycheck - S Cornell - DM	-3,029.95
Check	12/31/2021	ACH	Orchard Trust	December 2021 - Plan #93001-02 D 354	-100.00
Check	12/31/2021	ACH	Google {vendor}	December 2021 - conservewy.net - G Suite Business	-12.00
Check	01/10/2022	ACH	Town of Meeteetse	December 2021 Utilities	-124.20
Check	01/10/2022	ACH	Black Hills Energy	December 2021 - Acct. # 3214 4702 69	-165.62
Check	01/14/2022	ACH	VSP Vision Care	Vision Insurance for January 2022	-18.69
Check	01/17/2022	ACH	TCT West Inc.	December 2021 - Acct. # 00040249-3	-111.64
Check	01/21/2022	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for February	-1,572.00
Check	01/25/2022	ACH	Big Horn REA {vendor}	December 2021 - Acct. # 10337-003	-249.58
Total 1001 · Pinnacle Bank Chk - xx01					-6,954.43
TOTAL					**-7,828.05**

DISTRICT CONSERVATIONIST REPORT: ***Rory was involved in the following programs for the month of December:*** FY'22 EQIP/AMA application planning; Coronavirus Agricultural Relief Payment (CARP) modifications and payments; Planning with clients via text, email, and phone (2 MCD); Planning and installation in person on-site/office (2 MCD).
Certified Practices for the Month include: Irrigation Water Management; Irrigation Pipeline; Irrigation System, Surface and Subsurface; Grassland Conservation Initiative.
Rory provided the following Conservation Technical Assistance: Preliminary HEL Determinations; Text, phone, and email assistance (14 MCD); In office/on-site assistance (2 MCD).
General: Weekly Staff meetings and DC/Area Staff Meeting; Conservation District Meetings (2 MCD); FSA County Committee Meeting; Conservation Connect Meetings (2); CARP/CD/CART Training; Absaroka Fence Initiative Meeting; Willwood Workgroup #3 Meetings (2)/ Lakeview Irrigation District Meetings (2); Project tour with Area Conservationist; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for November and December FPAC newsletters; Employee 2022 Individual Development Plans (IDP's) and Performance Plans; BOR, Willwood Irrigation District, Lake View Irrigation District, Trout Unlimited, WGFD partner project coordination; Email responses sent – 229

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of December:*** 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; updated the SAMS account profile; corresponded with the attorney regarding the front office lease; finished and submitted the FY'21 Annual Report and FY'22 Plan of Work; submitted the RHAP final report and request for reimbursement; collected CoCoRaHS data and entered into online reporting system; participated in a final walk through of the Wood River fish ladder with other project collaborators; joined NRCS for a construction check on a local pivot project.

OLD BUSINESS:
Front office space – Steffen corresponded with the property insurance agent and WY LGLP to determine if there would be any potential insurance issues related to the renting of MCD office space to another entity. There were no property insurance concerns from the underwriter and LGLP advised to include terms in a lease agreement that specifically address indemnification and sovereign immunity. Those items, along with others were forwarded to the attorney who is drafting the lease agreement. The Board reviewed which budget line item amounts could be moved around to pay for the renovation costs related to the lease of the front office space.
YU Fence project – An estimate of the amount of time to finish the project was provided along with an explanation of how that translates to cost. MCD expects to utilize the Meeteetse Youth Work Program this summer to assist with the fence project.
Wood River Fish Ladder – The fish ladder is functional and the project is complete. Per statute, the contractor can be paid on the 41st day (February 28th) after a Notice of Final Payment has been published for two consecutive weeks in a local newspaper (publication to commence on January 18th). The draft Notice has been sent to the Cody Enterprise and a quote was returned but the Board would like the manager to check with the Powell Tribune and go with the cheaper option. Joe moved to approve the transfer of $30,000 from the NRM&P Reserve into First Bank checking to pay Bairco Construction, Inc. the $35,000 in Small Water Project funds, Matt seconded, motion passed unanimously.
General – the 'Strategic Doing' meeting for the town of Meeteetse will take place on January 13th in the Ferret Den at 9am.

NEW BUSINESS: Matt moved to authorize the District Manager with the ability to approve or deny outside requests to use the ferret den, Joe seconded, motion passed unanimously. In anticipation of an increased Mill Levy for FY'23, the Board would like to give ongoing consideration to hiring a part-time employee to assist with administrative type duties in an effort to reduce the amount of time spent on those same duties by the District Manager. Through the first six months of the fiscal year, the DM spent an average of 40% of his work time administrative activities. The January and February calendars were reviewed.

MEETING ADJOURNED at 2:22 p.m. – *The next Regular Board Meeting will be Wednesday February 9th, 2022 at 1:00 p.m.*

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