MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 1/18/23	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	Kate Biaggi
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu (phone)
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:		**Supervisors Present:**	Matt Burkhart, Ben Anson, Joe Thomas, Shawn Shepperson
		Supervisors Absent:	

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:02 p.m. by MCD Chairman Tim Morrison. Shawn moved to add the Election of Officers 2023 to the agenda and to approve the agenda as amended, Ben seconded, motion passed unanimously. Shawn moved to approve the minutes from the December 28th Regular Board meeting, Ben seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt presented the Treasurer's Report for December / January, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted that the District has received 166% of the budgeted income. It was questioned whether the other Districts who receive Mill Levies had received proportionate amounts. The idea of transferring funds to reserve accounts was discussed, but there is no immediate need to transfer funds at this time. Joe moved to accept the Treasurer's Report and place the the Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher – December 2022 & January 2023

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	12/31/2022	3453	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for December '22	-400.00
Check	12/31/2022	3454	EDE Consultants	Invoice 1222131 - Spring Creek Monitoring & Data	-2,379.00
Check	12/31/2022	3455	WWC Engineering	Invoices #224650002 - 224660002	-27,906.09
Check	12/31/2022	ACH	United States Treasury	941 Deposit - 4th Qtr, 2022 - Paid by EFTPS 1/13/23	-510.24
Check	12/31/2022	3456	WY Dept of Workforce Serv.	To pay 4th Qtr, 2022 payables due - Paid by EFTPS	-329.50
Total 1000 · First Bank of Wyoming					-31,524.83
1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2022	ACH	Empower Retirement	December 2022 - Plan #93001-02 D 354	-100.00
Check	12/31/2022	ACH	Wyoming Retirement System	December 2022 Contributions - Agency # 564	-819.28
Check	12/31/2022	3820	Schatz Accounting Services	December 2022 - Invoice 4108	-25.00
Check	12/31/2022	3821	Pinnacle Bank - VISA	January payment for December transactions	-583.98
Check	12/31/2022	3822	Steffen C Cornell {employee}	December 2022 - Paycheck - S Cornell - DM	-3,192.09
Check	12/31/2022	3823	Kate Biaggi {employee}	December 2022 (20 hrs) - Paycheck - K Biaggi	-277.05
Check	12/31/2022	3824	Steffen C Cornell {employee}	Christmas Bonus 2022	-100.00
Check	12/31/2022	3825	Kate Biaggi {employee}	Christmas Bonus 2022	-100.00
Check	12/31/2022	ACH	Google {vendor}	December 2022 - conservewy.net - G Suite Business	-24.00
Check	01/09/2023	ACH	Black Hills Energy	December 2022 - Acct. # 3214 4702 69	-250.09
Check	01/09/2023	ACH	Town of Meeteetse	December 2022 Utilities	-124.20
Check	01/10/2023	ACH	TCT West Inc.	December 2022 - Acct. # 00040249-3	-110.81
Check	01/16/2023	ACH	WEBT	Insurance Premiums - February 2023	-1,768.32
Check	01/25/2023	ACH	Big Horn REA {vendor}	December 2022 - Acct. # 10337-003	-353.96
Total 1001 · Pinnacle Bank Chk - xx01					-7,828.78
TOTAL					**-39,353.61**

DISTRICT CONSERVATIONIST REPORT:

Rory reported on the following programs for the year of 2022: Applied Practices; Planned Practices
Certified Practices for the Year include: Irrigation Pipeline; Sprinkler System; Pumping Plant; Structure for Water Control; Cover Crop; Conservation Cover; Irrigation Water Management; Livestock Pipeline; Watering Facility; Prescribed Grazing
General: USDA and Partner Big Game Tour and Program Agenda; Local Workgroup Meeting – Resource Concern Rankings; Cultural Specialist

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of November:*** 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; Correspondence with DOA regarding discrepancy with reported Mill revenue; ACA reporting; GIS work in preparation for camera placements on pitchfork, picked up supplies; Holiday, Sick and Vacation time; Park County Land Use Plan meeting; Operations Planning; Annual Report and One-page Summary; Correspondence with other CD staff regarding retention schedules; Coordinated auger drop off in Laramie for adapter machining; Legislative Meeting in Cody with BHB elected officials; Picking up coffee grounds in Cody for compost; WACD Annual Convention in Cody; Correspondence with EDE for comments to draft SAP; Draft SAP commenting and edits; Collected data, and entered data into CoCoRaHS reporting system

OLD BUSINESS:
Participating in NEPA Process – The Board reviewed the MOU with the insertions from the December Meeting. It was discussed that most projects outlined in the MOU were projected to be completed by Spring 2024. Matt moved to approve the MOU and sign, Ben seconded, motion passed unanimously.

NACD Contribution – Steffen asked the Board if they would like to maintain the current contribution to NACD. The Board agreed to make no changes.

American Stewards of Liberty – The benefits and risks of making a contribution to American Stewards of Liberty were discussed by the Board. It was found that the organization was limited legally by their nonprofit status, and that our current congresswoman is the best representative for all the Districts' lobbying needs. It was a consensus of the board that no contribution would be made.

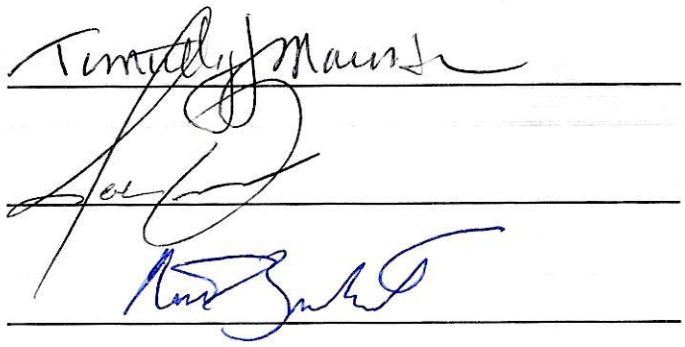
General – An additional avenue for funding, the Knobloch Grant, was proposed for the YU Fence Project. This grant is privately funded and would cover wages and materials. It was determined that the Board would be interested in learning more details about the grant.

NEW BUSINESS:
Election of Officers 2023 – Tim opened the floor for nominations. Joe nominated Tim as Chairman. Ben nominated Joe as Vice Chairman. Joe nominated Matt as Treasurer. Ben nominated Shawn as Secretary. All nominations were approved unanimously. Ben moved to close nominations, Matt seconded, motion passed unanimously.

Budget Amendment Update – Steffen presented the changes to the Budget and discussed the benefits of increasing the budget for a few line items. Steffen will create a summary and explanation of the increases and decreases to the budget and email to the Board. Joe made a motion to schedule the Budget Amendment for 2:30 PM on February 15th, Ben seconded, and the motion passed unanimously.

Review Calendars for January and February 2022 – January 25th – Northwest Crop Symposium; January 27th – BLM & Sage Grouse Planning Cooperating Agencies Meeting; February 9th – Greybull Projects Coordination Meeting; February 15th – Budget Hearing

MEETING ADJOURNED at 4:11 p.m. – *The next Regular Board Meeting will be Wednesday February 15th, 2023 at 3:00 p.m.*

Date: February 15th, 2023

Authorized Signatures: