MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 1/15/25	**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:**	Matt Burkhart
Others:	Leanne Correll (phone)	**Supervisors Present:**	Shawn Shepperson, Ben Anson
		Supervisors Absent:	Tim Morrison, Joe Thomas

CALL TO ORDER

The meeting was called to order at 3:06 p.m. by MCD Treasurer Matt Burkhart. Ben moved to approve the agenda, Shawn seconded, motion passed unanimously. Shawn moved to approve the minutes for the December 18th and December 30th Board meetings, Ben seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for December / January, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Ben seconded, motion passed unanimously.

Blanket Voucher – December 2024 & January 2025

1000 · First Bank of Wyoming					
Check	12/31/2024	ACH	United States Treasury	941 Deposit - 4th Qtr, 2024 - Paid by EFTPS 1/15/25	-483.32
Check	12/31/2024	3523	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for December '24	-400.00
Check	12/31/2024	3524	Midwest Fence Company	Invoices # 39507 & 39545	-283.50
Total 1000 · First Bank of Wyoming					-1,166.82
1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2024	ACH	Wyoming Retirement System	December 2024 Contributions - Agency # 564	-893.76
Check	12/31/2024	ACH	Empower Retirement	December 2024 - Plan #93001-02 D 354	-100.00
Check	12/31/2024	3932	Steffen C Cornell {employee}	December 2024 (176 hrs) - Paycheck - S Cornell - DM	-3,457.94
Check	12/31/2024	3933	Ashley L Coenen {employee}	December 2024 (5.3 hrs) - Paycheck - A Coenen	-85.65
Check	12/31/2024	3934	Pinnacle Bank - VISA	January payment for December transactions	-3,358.83
Check	12/31/2024	3935	SunAgri, LLC	Invoice 2133	-1,925.95
Check	01/09/2025	ACH	WEBT	Insurance Premiums - January 2025	-1,974.32
Check	01/09/2025	ACH	WEBT	Insurance Premiums - February 2025	-1,974.32
Check	01/10/2025	ACH	Town of Meeteetse	December 2024 Utilities	-129.20
Check	01/10/2025	ACH	TCT West Inc.	December 2024 - Acct. # 00040249-3	-110.87
Check	01/11/2025	ACH	Black Hills Energy	December 2024 - Acct. # 3214 4702 69	-84.93
Check	01/27/2025	ACH	Big Horn REA {vendor}	December 2024 - Acct. # 10337-003	-354.59
Check	01/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for February '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-14,865.36
TOTAL					**-16,032.18**

Rory reviewed multiple conservation plans for landowners with the Board that involved a variety of practices to address various resource concerns within the Meeteetse Conservation District.
Shawn moved to approve and sign each of the conservation plans for producers, Ben seconded, motion passed unanimously.

POWELL NRCS FIELD OFFICE (PFO) ANNUAL REPORT

PFO worked in the following programs during CY2024: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; AGI, FTE, Payment Cap wavier requests; GCRP Vegetation Transects (MCD) and Spot Checks; Annual Programs contract reviews; Engineering and vegetative practice, Area Office on-site spot checks – no deficiencies.
62 Planned Practices in MCD included: Fence; Obstruction Removal; Fence; Herbaceous Weed Treatment; Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control; Prescribed Grazing; Reduced Till; Nutrient Management and Conservation Crop Rotation.
24 Applied Practices ($762,122) in MCD included: Fence; Obstruction Removal; Fence; Herbaceous Weed Treatment; Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control and Prescribed Grazing.
PFO completed the following Engineering tasks: Final engineering designs completed and delivered to clients (MCD); Surveys completed (3 MCD).
PFO provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; Neff Ditch planning with CCD; Sage Creek planning with CCD; Grizzly exclusion fence project planning with WGFD (Clark); USACE coordination on irrigation projects; ALE on-site interview and inspection - CCD; Migratory Big Game Initiative fence inventoried (60 miles); 30 new client contacts.
Outreach, Education, Presentations: Powell High School Natural Resources Class – 24 Seniors, on-site range management and plant ID; Employee met with Northwest College and Powell High School representatives to offer NRCS outreach and training; Meeteetse School Outdoor Lab, Wood River, Meeteetse; Farming Above 7 presentation – Cody; Weeds, Wildland, and More! workshop and booth – Cody; Presentation at Rural Living Workshop – Powell; Private Lands Conservation presenter and panel member – The Wyoming Wildlife Society conference – Cody; Ranchland Resource Forum, presenter and panel member, Cody; Fence retrofit field day with Absaroka Fence Initiative partners and Cody High School Students.
Trainings and Meetings: PCFCD, CCD, MCD monthly meetings; WY NRCS Technical Connection weekly meetings; NRCS/WGFD Coordination Annual meeting; Northwest Leadership Development Program meetings/trainings; Shoshone River Partners monthly meetings; WY NRCS Leadership Team Meetings – Casper; Summer intern (Pathways Student) training and welcome – Casper; Range Training, Riverton; WY Aglearn on-line trainings; Rocky Mountain Area Irrigation Water Management Training, Riverton; NRCS Operational and Technical Meeting, Lander; NWLDP Graduate Panel Discussion with 2025 Class; "Your Leadership Edge" training in Casper; Nutrient Management training – TEAMS; Staff ATV operation and safety training; CD Area III meeting – 2 Powell Field Office employees attended; Lakeview Design meetings; Absaroka Fence Initiative meetings; IRA funding and sprinklers - Rocky Mountain Area meeting; Aglearn Defensive Driving Training; NRCS/FSA Conservation Compliance training; WY NRCS Conservation Stewardship Program training; WY Invasive Weed Task Force Meeting; WY NRCS State Technical Advisory Committee meeting; Willwood Irrigation District meeting; WY NRCS Employee Appreciation TEAMS meeting; Tool for Certification Training (replaced ROOT); WY NRCS soil health webinar; Agricultural Conservation Easement Program – Agriculture Land Easement (ACEP-ALE) Hazardous Waste training.
Miscellaneous: Pickup new vehicles in Riverton; Summer Pathways Student – Logan Holey; Bitter Coon Trail WaterSMART application - $10 million request; Interviews for Multi-County Range Conservationist – Pinedale; Employee quarterly conversations, performance summaries and Individual Development Plans; Park County article for the WY NRCS Tumbleweed publication; Continued to build and maintain partnerships with Cody CD, Meeteetse CD, Powell Clarks Fork CD, Willwood Irrigation District, Shoshone Irrigation District, Heart Mountain Irrigation District, Lakeview Irrigation District, Cody Canal, Neff Ditch, Castle Rock Ditch Users Association, NezPerce Irrigation Association, The Nature Conservancy, East Yellowstone Collaborative, Greater Yellowstone Coalition, Park County Open Lands, Powell Economic Partnership, Legacy Works Group, Beyond Yellowstone, Absaroka Fence Initiative, Wyoming Game and Fish Department, Bureau of Land Management, Shoshone National Forest, Trout Unlimited, University of Wyoming, Western Landowners Alliance, Shoshone River Partners, Wyoming Department of Environmental Quality, Park County Weed and Pest, Meeteetse, Cody and Powell Schools and Northwest College.

DISTRICT MANAGER REPORT

During the month of December, 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; FY24 Annual Report and One-page summary; FY25 Plan of Work; Office cleaning; Special Board Meeting; AFI Fence Project on McCullough Peaks; Processed drone imagery for G&F; East Yellowstone Collaborative meeting in Cody; Assisted new BBCA subdivision president; Holiday (8), Vacation (8); Fixed issue with MCD weather station data being displayed on website; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Data Entry for video journal observations; Reviewing Final Data Review from WWC; Correspondence with WDA for Grant report and contract amendment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; YU Bench Fence Work and planning with project partners; Updating ArcGIS online maps for AFI meeting, sharing out to partners; ARGOS checks, working with MTI on new Data Parser for older PTTs, bird farm correspondence.

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. Ben will provide a copy of the Well Log from the contractor. The Board will withdraw the East Stock Tank Pipeline project application from WWDO if the contractor does not have the low flow rate resolved by the end of February.

Land Use Management & Resource Conservation Plan (RCP) – Leanne provided another updated timeline and budget for the remaining work to be completed on the RCP. She and Steffen prepared a basemap/template for all of the maps to be completed by Steffen before March 10th. A complete draft plan is expected to be distributed to the Board by March 12th.

NEW BUSINESS

General – nothing under General

Review Draft Lease Agreement for Empty Lot – The previous contract with the empty lot tenant expired and a new lease agreement is needed. Some provisions that the Board would like in the agreement include, no subleasing and a 1-year (annual) term. The Board would like the attorney to have the draft agreement reviewed so Steffen will send it over and get back to the Board with more information.

Review Calendars for January and February '25 – There will be a Virtual Fencing Symposium at the Bufalo Bill Center of the West on January 30th at 9:30am.

MEETING ADJOURNED at 4:25 p.m. – *The next Regular Board Meeting will be Wednesday, February 19th, 2025 at 3 pm.*

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

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Date: February 19th, 2025 **Authorized Signatures:** Timothy J Mauss

Shawn Thompson