MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
July 14th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 7/14/2021
Time: 4:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart, Lionel Ostrander
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 4:01 p.m. by MCD Chairman Tim Morrison. Lionel moved to approve the agenda and recognize guests. Matt seconded, motion passed unanimously. Tim opened the public budget hearing. Lionel noted that it might be a good idea to consider a policy which directs us to submit for reimbursements as soon as possible in order to take advantage of additional interest that might accrue by holding the funds in one of our accounts. The public budget hearing was closed and Lionel moved to approve the FY'22 MCD Budget, Ben seconded, motion passed unanimously. Matt moved to approve the Minutes from the May 19th, 2021 Regular Board meeting, the May 26th Special Meeting and the June 9th Regular meeting, Lionel seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the May 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 the purchase of WQ monitoring equipment from In-Situ and Hach as non-recurring monthly expenses for June. Lionel moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher June & July 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2021	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2021 - Paid by EFTPS 7/14/21	-410.30
Check	06/30/2021	3396	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for June '21 & Year End	-1,500.00
Total 1000 · First Bank of Wyoming					-1,910.30
1001 · Pinnacle Bank Chk - xx01					
Check	06/30/2021	3719	Orchard Trust	June 2021 - Plan #93001-02 D 354	-100.00
Check	06/30/2021	3720	Pinnacle Bank - VISA	July payment for June transactions	-289.76
Check	06/30/2021	3721	Schatz Accounting Services	June 2021 - Invoice 3731	-50.00
Check	06/30/2021	3722	Wyoming Retirement System	June 2021 Contributions - Agency # 564	-797.28
Check	06/30/2021	3723	Steffen C Cornell {employee}	June 2021 (176 hrs) - Paycheck - S Cornell - DM	-2,882.35
Check	06/30/2021	3724	ESRI	Invoice # 94051394	-50.00
Check	06/30/2021	3725	In-Situ	Invoice # 00143363	-7,354.13
Check	06/30/2021	3726	Hach Company	Invoice # 12489774 & # 12520983	-5,222.35
Check	06/30/2021	3727	WEBT	Life Ins.Payment for 3rd & 4th Quarters, 2021. WACD-BL-534802	-27.75
Check	07/01/2021	ACH	Google {vendor}	June 2021 - conservewy.net - G Suite Business	-12.00
Check	07/12/2021	ACH	Black Hills Energy	June 2021 - Acct. # 3214 4702 69	-42.44
Check	07/13/2021	ACH	Town of Meeteetse	June 2021 Utilities	-219.40
Check	07/14/2021	ACH	VSP Vision Care	Vision Insurance for July 2021	-18.69
Check	07/15/2021	ACH	TCT West Inc.	June 2021 - Acct. # 00040249-3	-116.73
Check	07/16/2021	ACH	Blue Cross Blue Shield of WY	Health Insurance Premium for August	-1,572.00
Check	07/26/2021	ACH	Big Horn REA {vendor}	June 2021 - Acct. # 10337-003	-76.90
Total 1001 · Pinnacle Bank Chk - xx01					-18,831.78
TOTAL					**-20,742.08**

DISTRICT CONSERVATIONIST REPORT: ***Rory was involved in the following programs for the month of June****: Fiscal Years 2021 and 2022 application planning; planning with clients via text, email and phone (5 in MCD); On-site planning and installation (1 in MCD).*

Certified Practices for the month include: *Irrigation Pipeline, Sprinkler System, Pasture and Hay Planting, and Cover Crop.*

Rory provided the following Conservation Technical Assistance: *Text, phone and email assistance (2 MCD); field/office planning with clients.*

General: *Weekly TEAMS Staff meeting; PCFCD, CCD and MCD monthly meetings; Area Conservationist/District Conservationist Meeting; AFI-Boulder Basin Fence project; Willwood workgroup #3 meeting; Conservation Connect meeting; VMT reporting; Review of Open Obligations Tool (ROOT); Powell Field office Quality Assurance Review (QAR); Vehicle Inspections; Storage Room cleanup; Soil Health Training-Otto; Mandatory agency assigned AgLearn Classes; Sage Creek NWQI assessment coordination meeting; Internal email responses – 119.*

DISTRICT MANAGER REPORT: *Steffen completed the following for the month of June: attended the MCD monthly Regular Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly activity report; reviewed timesheets; conducted cash flow tracking; completed the Final FY'22 budget; lawn maintenance; Convention planning; Census report; correspondence with TU and WWDO on Wood River Fish Ladder project; drone flights on ranch southwest of Ten Sleep as part of partnership agreement with Washakie County CD; demonstrated new priority resource concern ranking sheet at the NRCS STAC meeting as the Division 1 rep; Renewed ESRI Conservation Program license; updated GIS files; reinstalled rain bucket at LBB and downloaded data at both soil moisture sites; installed staff gauge on Spring Creek culvert, WQ SAP and worked on preparing new monitoring equipment for deployment; measured and entered CoCoRaHS weather data into the online reporting system.*

OLD BUSINESS: *The Board discussed the possibility of renting out the front of the office space that we don't currently use and what an appropriate value would be. The district manager will inquire with some folks around town to see if there is any interest. Matt suggested that the Board table discussion on updating the Reserve Funds Policy until the next meeting.*

NEW BUSINESS: *Hilton will begin taking over lawn maintenance on a weekly basis. Steffen discussed hiring an additional seasonal/temporary employee to assist with the YU Fence project specifically. Calendars were reviewed for June and July. Steffen will conduct RHAP monitoring in July and will also take a look at a potential Spring Development project.*

MEETING ADJOURNED at 5:02 p.m. – *The next Regular Board Meeting will be Wednesday August 11th, 2021 at 3:00 p.m.*

Date: AUGUST 11, 2021 **Authorized Signatures:**