MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 7/13/22	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**NRCS DC:**	Rory Karhu
Place:	1906 State St, Meeteetse, WY	**Presiding Officer:**	Tim Morrison
Meeting Type:	Regular	**Supervisors Present:**	Ben Anson, Matt Burkhart, Joe Thomas, Lionel Ostrander
Others:		**Supervisors Absent:**	

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the Minutes from the June 15th Regular Board meeting, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the June Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted the additional Mill Levy revenue received above the budgeted amount for FY'22. Lionel moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher – June & July 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2022	3428	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for June '22 & Year End	-1,500.00
Check	06/30/2022	3429	John H Frey {employee}	June 2022 (14.5 hrs) - Paycheck - J Frey - RT	-214.24
Check	06/30/2022	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2022 - Paid by EFTPS 7/15/22	-432.34
Check	06/30/2022	3430	Steffen C Cornell {vendor}	VOID: Printer blacked out page	0.00
Check	06/30/2022	3431	Steffen C Cornell {vendor}	Mileage Reimbursement	-348.08
Total 1000 · First Bank of Wyoming					-2,494.66
1001 · Pinnacle Bank Chk - xx01					
Check	06/30/2022	3790	Pinnacle Bank - VISA	July payment for June transactions	-1,052.32
Check	06/30/2022	3791	Steffen C Cornell {employee}	June 2022 (176 hrs) - Paycheck - S Cornell - DM	-2,833.09
Check	06/30/2022	3792	Dell Marketing L.P.	Invoice No. 10594321251	-5,304.38
Check	06/30/2022	3793	Schatz Accounting Services	June 2022 - Invoice 3976	-25.00
Check	06/30/2022	ACH	Wyoming Retirement System	June 2022 Contributions - Agency # 564	-819.28
Check	06/30/2022	ACH	Empower Retirement	June 2022 - Plan #93001-02 D 354	-100.00
Check	06/30/2022	ACH	Google {vendor}	June 2022 - conservewy.net - G Suite Business	-12.00
Check	07/11/2022	ACH	Black Hills Energy	June 2022 - Acct. # 3214 4702 69	-65.35
Check	07/11/2022	ACH	Town of Meeteetse	June 2022 Utilities	-129.80
Check	07/15/2022	ACH	WEBT	Insurance Premiums - August 2022	-1,768.32
Check	07/15/2022	ACH	TCT West Inc.	June 2022 - Acct. # 00040249-3	-114.03
Check	07/25/2022	ACH	Big Horn REA {vendor}	June 2022 - Acct. # 10337-003	-83.00
Total 1001 · Pinnacle Bank Chk - xx01					-12,306.57
TOTAL					**-14,801.23**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the month of June: Fiscal Year 2023 Planning; Fiscal Year 2022 AMA-RMA contracting (6 approved); Grassland CRP planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Final Engineering Designs.

Certified Practices for the Month include: Sprinkler System; Pumping Plant; Structure for Water Control.

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In-office/on-site assistance; Preliminary HEL determination; Lake View project planning; Fence designs for elk coordination with partners and NRCS state office.

General: Weekly Staff meetings; EQIP Big Game Initiative weekly meetings; EQIP Big Game meeting with Bonnie and Middleton; PCFCD, CCD and MCD meetings; Conservation Connect meetings; Willwood Workgroup #3 meeting; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for May and June FPAC newsletter; May DC report; 3rd Quarter employee reviews; 3rd Quarter ROOT reviews; AgLearn trainings; Soil health webinar; Emergency Watershed Protection program training; Willwood Irrigation District meeting

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of June:*** **Admin** ***(49.4 hrs, 28%)***

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; Sent forms to WDA; Worked with WEBT to get autopay set up for new insurance invoices; Posted announcement for Administrative Assistant; Requested addendum to MVC contract from attorney; Spoke with DOA regarding budget amendments; Participated in a partner meeting at WY G&F to prioritize (Greybull and Shoshone) watershed restoration projects in the area for funding applications; Rented out fence post pounder to landowner; Gathered information and provided to Meeteetse Museum on native plants for their garden; Correspondence with SEO regarding Rock Creek Ditch; GIS work, georeferencing maps, digitizing ditches, points of diversion, point of use, etc. ; Correspondence with fish passage project partners regarding water rights / irrigation issues; Talked with a different landowner regarding conveyance issues for their water rights; Distributed Barnyards and Backyards publication; Mapped routes through the fifteen mile feral horse area for Thom Nave; Ordered special letdown fence clips from Tincup Creek Fence in Freedom, WY; Correspondence with conference organizers and other presenters for 'Drone' presentation; Worked on PowerPoint presentation and presented at watershed conference; Assisted with the field judging contest for WyRED at the Diamond H youth camp in Grass Creek; Finalized and ordered new computer; Finished constructing and filling the Johnson-Su bioreactor; Talked with the Town about an ordinance or flying drones in town limits; Responded to a request for information from the County Planner; Correspondence with landowner regarding access to conduct drone flight over the new fish ladder; Processed aerial imagery with Pix4D; Strategic Doing meeting, discussed grant status, EV charging station and a float in the 4th of July parade; Ordered new power supply for computer when it failed during Riverwalk flight imagery processing; Planted some grass seed in bare spots and reconfigured sprinkler and automated irrigation schedule; Watershed conference in Riverton; Ordered calibration standards from In-situ; Correspondence with Cathy regarding DEQ SOP requirement on equipment calibration frequency; Collected data, and entered data into CoCoRaHS reporting system**;** Prepared equipment for fence work; Completed ¼ mile of new fence, including repairs on existing strands; Spoke with permittee about timing of grazing in the project area.

OLD BUSINESS:

Admin Assistant Announcement – After discussion about the two applicants, Joe moved to hire the candidate from Greybull with the provision that she's able to attend the monthly Board meetings, Lionel seconded, motion passed unanimously.

General –

NEW BUSINESS:

Calendar review – The July and August calendars were reviewed. Joe moved to have the regularly scheduled Board Meetings take place on the third Wednesday of the month at 3pm, Ben seconded, motion passed unanimously.

Recess – Joe moved to move the regular meeting into recess until after the Annual Budget Hearing, Lionel seconded, motion passed unanimously.

FY23 Budget Hearing – Tim opened the hearing at 5pm. There were no guests or members of the public present. Matt moved to close the public hearing at 5:09pm, Ben seconded, motion passed unanimously. Lionel moved to reconvene the regular Board meeting, Ben seconded, motion passed unanimously. Joe moved to approve the FY'23 Budget as presented, Matt seconded, motion passed unanimously.

MEETING ADJOURNED at 5:10 p.m. – *The next Regular Board Meeting will be Wednesday August 17th, 2022 at 3:00 p.m.*

Date: August 17th, 2022

Authorized Signatures: