MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 7/17/24	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Leanne Correll (phone)	**Supervisors Present:**	Shawn Shepperson, Matt Burkhart
		Supervisors Absent:	Joe Thomas, Ben Anson

CALL TO ORDER

The meeting was called to order at 1:10 p.m. by MCD Chairman Tim Morrison. Shawn moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously.

FY 25 Final Budget Hearing

Tim opened the FY25 Budget Hearing. There were no members of the public present. The Board reviewed and discussed the budget as presented by Steffen. Matt moved to close the Budget hearing, Shawn seconded, motion passed unanimously.

Shawn moved to approve the May 22nd and June 19th meeting minutes, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for June / July, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). He noted the June Mill revenue and sale of the M210 drone. Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Tim seconded, motion passed unanimously.

Blanket Voucher – June & July 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2024	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2024 - Paid by EFTPS 7/15/2024	-472.38
Check	06/30/2024	3502	Steffen C Cornell {employee}	HSA # 2200003620413 – Cont. for June '24 & Year End	-1,500.00
Check	06/30/2024	3503	Steffen C Cornell {vendor}	Reimbursement for Mileage / travel	-87.10
Check	06/30/2024	3504	Kennedi H Johnson {vendor}	Reimbursement for Mileage / travel	-40.20
Check	06/30/2024	3505	WWC Engineering	Invoices #224650014 & 224660016	-9,802.00
Total 1000 · First Bank of Wyoming					-11,901.68
1001 · Pinnacle Bank Chk - xx01					
Check	06/30/2024	3907	Town of Meeteetse	MYWP, Contract Labor - Kennedi Johnson	-1,050.27
Check	06/30/2024	3908	Steffen C Cornell {employee}	June 2024 (160 hrs) - Paycheck - S Cornell - DM	-3,349.76
Check	06/30/2024	3909	Ashley L Coenen {employee}	June 2024 (8.4 hrs) - Paycheck - A Coenen	-132.13
Check	06/30/2024	3910	Pinnacle Bank - VISA	July payment for June transactions	-925.97
Check	06/30/2024	ACH	Empower Retirement	June 2024 - Plan #93001-02 D 354	-100.00
Check	06/30/2024	ACH	Wyoming Retirement System	June 2024 Contributions - Agency # 564	-856.52
Check	07/10/2024	ACH	Black Hills Energy	June 2024 - Acct. # 3214 4702 69	-50.37
Check	07/11/2024	ACH	Town of Meeteetse	June 2024 Utilities	-216.95
Check	07/12/2024	ACH	WEBT	Insurance Premiums - August 2024	-1,974.32
Check	07/15/2024	ACH	TCT West Inc.	June 2024 - Acct. # 00040249-3	-112.68
Check	07/25/2024	ACH	Big Horn REA {vendor}	June 2024 - Acct. # 10337-003	-117.84
Check	07/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for August '24	-315.00
Total 1001 · Pinnacle Bank Chk - xx01					-9,201.81
TOTAL					**-21,103.49**

DISTRICT CONSERVATIONIST REPORT

Rory worked in the following programs for the month of June: Fiscal Year 2024 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; New contract obligations (38 MCD).

New Contract Obligations include: Irrigation Pipeline, Sprinkler System, Structure for Water Control, Pumping Plant, Nutrient Management, Irrigation Water Management, Conservation Crop Rotation, Cover Crop, Residue and Tillage Management, Reduced Till.

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance.

General: Quarter 3 employee performance conversations; summer intern (Pathways Student) training and welcome – Casper; Range Training – Riverton.

DISTRICT MANAGER REPORT

During the month of June, 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; Final FY'25 Budget; Correspondence with Cody CD on employee share; Lawn maintenance and irrigation; correspondence with County Clerk; Providing mapping assistance to local resident / business owner; Took Cody CD staff out to WQ monitoring sites to help with discharge measurements. Met with Heber Jensen; Assisted Powell-Clark's Fork CD with WQ monitoring equipment calibration and setup; Helped local resident / business owner with Drone questions and 107 certification; Assisted NRCS employee with sage grouse nest vegetation survey data; Visited potential WQ monitoring sites in Cody to assist with their monitoring program; Land Use Plan update work and correspondence and meetings with Leanne Correll; GIS Mapping; Emlid RS3 research with WWC; Regular worm bin maintenance and feeding ; FAA Part 107 Recurrency certification; Helped build and set up Johnson-Su bioreactor; Bridger Plant Materials Center tour; Collected data, and entered data into CoCoRaHS reporting system; WQ Monitoring on 6/13 and 6/27; Correspondence and virtual meeting with project partners; Correspondence with BLM about next phase of project and site.

OLD BUSINESS

MCD Long Range Plan (LRP) & Land Use Management and Resource Conservation Plan (RCP) update – The Board reviewed the edits to the draft LRP based on discussion and feedback during and after the June meeting. Matt and Tim suggested a few additional edits to the format, the goals and objectives will be moved back into the body of the document. There was substantial discussion on the operating policy as well as the term 'Holistic Management', Leanne gave some clarifying information on the definition of the term well as some better current terminology such as 'Ecosystems Management'. Matt moved to approve and adopt the 2025-2029 MCD Long Range Plan and to put it out for Public Comment for 45 days, Shawn seconded, motion passed unanimously. Steffen will have the notice published in the Meeteetse Messenger as well as on the MCD Website. Leanne then reviewed the Policy Expectations in the LUM/RCP and asked the Board to decide if they individually agree or disagree with each policy expectation. Lastly, the Board reviewed the proposed timelines for each of the plans which will help keep them on track for completing the LRP by the end of September and the RCP by the end of December.

FY'25 Final Budget – Shawn moved to approve the FY'25 Budget, Matt seconded, motion passed unanimously.

NEW BUSINESS

General – there was nothing to discuss.

Approve and Sign G&F Agreement for the Upper Greybull River Improvement Projects – Shawn moved to table the agreement until the following meeting, Matt seconded, motion passed unanimously.

Review Calendars for July and August '24 – The Public Comment Hearing for the Long Range Plan was scheduled for September 18th at 1pm. There will be an opportunity for oral public comment on August 21st, at the District's monthly Board meeting. Kennedi will be attending water quality training in Lander on August 1st. The filing period for the

general election is August 7th to August 26th. The Area III Meeting is tentatively scheduled for September 17th in Cody but is likely to be rescheduled.

MEETING ADJOURNED at 3:13 p.m. – *The next Regular Board Meeting will be Wednesday, August 21st, 2024 at 1p.m.*

Date: September 23rd, 2024 **Authorized Signatures: _____**

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