MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 7/16/25	**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:**	Tim Morrison
Others:	Carly Hitchcock	**Supervisors Present:**	Joe Thomas, Matt Burkhart, Ben Anson, Shawn Shepperson
		Supervisors Absent:	

CALL TO ORDER

The meeting was called to order at 3:01 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the agenda and recognize guests, 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). Joe moved to accept the Treasurer's Report and place the Report on file for audit, Ben seconded, motion passed unanimously.

Blanket Voucher – June & July 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2025	3541	Dan Benson {vendor}	T8 light Bulbs, Qty 14	-42.00
Check	06/30/2025	3542	SunAgri, LLC	Invoice 2142	-273.00
Check	06/30/2025	3543	Steffen C Cornell {employee}	HSA # 2200003620413 - June '25 & Year End	-1,500.00
Check	07/15/2025	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2025 - Paid by EFTPS 7/15/25	-509.34
Total 1000 · First Bank of Wyoming					-2,324.34
1001 · Pinnacle Bank Chk - xx01					
Check	06/30/2025	ACH	Empower Retirement	June 2025 - Plan #93001-02 D 354	-100.00
Check	06/30/2025	3956	Pinnacle Bank - VISA	July payment for June transactions	-1,047.16
Check	06/30/2025	ACH	Wyoming Retirement System	June 2025 Contributions - Agency # 564	-893.76
Check	06/30/2025	3957	Steffen C Cornell {employee}	June 2025 (168 hrs) - Paycheck - S Cornell - DM	-3,654.23
Check	06/30/2025	3958	Ashley L Coenen {employee}	June 2025 (4.4 hrs) - Paycheck - A Coenen	-71.10
Check	07/09/2025	ACH	Black Hills Energy	June 2025 - Acct. # 3214 4702 69	-49.44
Check	07/09/2025	ACH	WEBT	Insurance Premiums - August 2025 & FY25 adjustment	-2,033.32
Check	07/10/2025	ACH	TCT West Inc.	June 2025 - Acct. # 00040249-3	-111.39
Check	07/10/2025	ACH	Town of Meeteetse	June 2025 Utilities	-195.20
Check	07/25/2025	ACH	Big Horn REA {vendor}	June 2025 - Acct. # 10337-003	-132.86
Check	07/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for August '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-8,703.46
TOTAL					**-11,027.80**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during June: Fiscal Year 2025 Planning and Contracting and Fiscal Year 2026 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract modifications: 2 CCD, 2 PCFCD; Active contract reviews – 52 Park County

Applied Practices included: Sprinkler System; Irrigation Pipeline; Pumping Plant; Structure for Water Control; Irrigation Field Ditch; Nutrient Management; Subsurface.

Engineering: Final engineering designs – 2 CCD, 2 PCFCD; Engineering surveys – 1 CCD; On-site Construction checks 2 PCFCD; Fish Passage design meetings with SEO.

PFO provided the following Conservation Technical Assistance: On-site irrigation association siphon issues – 1 CCD; On-site irrigation advice – 2 CCD, 1 PCFCD; In-office irrigation/soils information – 2 PCFCD.

Trainings and Meetings: PCFCD, MCD monthly meetings; Monday morning Powell FO Staff Meetings; Technical Connection, TEAMS meeting; Working Lands Tour with Migratory Big Game Initiative Partners and Governor Gordon; Stream Visualization Assessment Protocol (SVAP 2) training.

Miscellaneous: Shoshone River Partners – Story Map review/edits to Cottonwood Creek Watershed.

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 Accountant for Payroll; Property maintenance, mowing and irrigating; Final Budget for FY26; Providing technical assistance to MVC; Visited with landowners in office about compost and gardening; Assisting landowners with mapping needs; Compost related product sales; Assisted partner CD with water quality equipment issues, Area III Meeting planning, AirMed Insurance renewal, WDA Base Funding documentation, Working Lands Field Tour, Software installation on laptop, Fish Passage grant closeout reports for G&F and WWDO, made lump charcoal for Biochar experiments, AFI Fence project on State Lands section on Four Bear creek; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; ARGOS checks.

OLD BUSINESS

G&F Fish Passage Project Agreements – The Board reviewed the Grant agreement R01551, "Timber and Rose Creek Improvement Projects" which will award G&F $420,000.00 of Small Water Project funds for the replacement of irrigation infrastructure for the benefit of native Cutthroat Trout, Mountain Whitefish and other species. Ben recused himself from the discussion. Shawn moved to approve and sign the agreement, Matt seconded, motion passed unanimously. Ben abstained.

Raven Resolution – There is no update at this time.

FY 26 Final Budget Hearing – Tim opened the FY26 Budget Hearing. There were no members of the public present. The Board reviewed and discussed the budget as presented by Steffen. Ben moved to close the Budget hearing, Joe seconded, motion passed unanimously. Shawn moved to approve the FY26 Annual Budget, Joe seconded, motion passed unanimously.

NEW BUSINESS

General – The Board members will each provide an article of clothing that will be embroidered with the MCD logo to wear at various WACD and other functions.

Park County Open Lands – Carly Hitchcock presented a community needs assessment survey to the Board which is focused on gathering input related to Conservation Easements and Agricultural Land. Each Board member completed the survey individually.

WWDO Payment Request for Francs Fork West Well Project – Joe moved to approve and sign the payment request to the Wyoming Water Development Commission for $18,860.69, Matt seconded, motion passed unanimously. Ben abstained.

WDA Base Funding Forms – Shawn moved to approve and sign the Conservation District Reporting forms for Proof of Bonding and Proof of Risk Management Practices, Ben seconded, motion passes unanimously.

Review Calendars for June and July '25 – AFI Volunteer Work Day on Franc's Fork, July 30th.

MEETING ADJOURNED at 4:28 p.m. – *The next Regular Board Meeting will be Wednesday, August 20th, 2025 at 3 pm.*

Date: September 17th, 2025 **Authorized Signatures: _____**

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