MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

June 9th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 6/9/2021
Time: 3:00 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/MINUTES: *Meeting was called to order at 3:08 p.m. by MCD Chairman Tim Morrison. Lionel moved to approve the agenda and recognize guests. Ben seconded, motion passed unanimously. Matt moved to table the approval of the Minutes from the May 19th, 2021 Regular Board meeting until the July meeting, Ben 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. Ben moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously. Matt noted the purchase of WQ monitoring supplies from Idexx as a non-recurring monthly expense for May.*

Blanket Voucher May & June 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2021	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2021 - Paid by EFTPS 6/15/21	-382.50
Check	05/31/2021	3394	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for May '21	-400.00
Check	05/31/2021	3395	Idexx Laboratories	Order # 1583388368	-1,332.91
Check	06/09/2021	ACH	Wyoming Department of Workforce Services	To pay 1st Qtr, 2021 payables due - Paid by EFTPS	-516.78
Total 1000 · First Bank of Wyoming					-2,632.19
1001 · Pinnacle Bank Chk - xx01					
Check	05/31/2021	3714	Orchard Trust	May 2021 - Plan #93001-02 D 354	-100.00
Check	05/31/2021	3715	Pinnacle Bank - VISA	June payment for May transactions	-387.67
Check	05/31/2021	3716	Schatz Accounting Services	May 2021 - Invoice 3712	-25.00
Check	05/31/2021	3717	Wyoming Retirement System	May 2021 Contributions - Agency # 564	-761.04
Check	05/31/2021	3718	Steffen C Cornell {employee}	May 2021 (168 hrs) - Paycheck - S Cornell - DM	-2,725.25
Check	06/01/2021	ACH	Google {vendor}	May 2021 - conservewy.net - G Suite Business	-12.00
Check	06/09/2021	ACH	Black Hills Energy	May 2021 - Acct. # 3214 4702 69	-54.29
Check	06/10/2021	ACH	Town of Meeteetse	May 2021 Utilities	-124.20
Check	06/14/2021	ACH	VSP Vision Care	Vision Insurance for June 2021	-18.69
Check	06/15/2021	ACH	TCT West Inc.	May 2021 - Acct. # 00040249-3	-113.42
Check	06/18/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for July	-1,572.00
Check	06/25/2021	ACH	Big Horn REA {vendor}	May 2021 - Acct. # 10337-003	-97.61
Total 1001 · Pinnacle Bank Chk - xx01					-5,991.17
TOTAL					**-8,623.36**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of May : Fiscal Years 2021 and 2022 application planning; planning with clients via text, email and phone (6 in MCD); On-site planning and installation (5 in MCD); Phone calls to NRI producers (1 in MCD); NRI coordination with State Office; EQIP contract modifications.*
Certified Practices for the month include: *Sprinkler System, Pumping Plant and Nutrient Management.*
Rory provided the following Conservation Technical Assistance: *Text, phone and email assistance (2 MCD); field/office visits with clients*
General: *Weekly TEAMS Staff meetings and training; PCFCD, CCD and MCD monthly meetings; Park County Commissioners Meeting with CCD; Area Conservationist/District Conservationist Meeting; AFI Meeting; Willwood workgroup #3 meeting; Conservation Connect meeting; Review WY NRCS Snow Reports; VMT reporting; Pittney Bowes driver installation; Time systems contract employee OJT training; Barnyards and Backyards small acreage producer – coordinate with NRCS State Office; BOR WaterSMART EQIP application – 2.2 million requested for irrigation improvements within Heart Mountain Irrigation District boundary; Ocupant Emergency Plan correspondence with FPAC Homeland security specialist (Washington D.C.); Internal email responses – 106.*

DISTRICT MANAGER REPORT: *Steffen completed the following for the month of May: 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; prepared the preliminary FY'22 Budget and participated in the special meeting; conducted pre-monitoring in a cooperator's BLM allotment for the RHAP project; measured and entered CoCoRaHS weather data into the online reporting system; attended PCLI graduation at NWC in Powell; uninstalled the rain bucket at the Little Buffalo Basin soil moistures site for maintenance.*

OLD BUSINESS: *The Board discussed the possibility of getting involved in Sage Grouse work again as a means of offsetting a small amount of revenue shortfall. Steffen will explore some potential ideas before the grant application deadline on July 15th but the timeline is very short with current workload. The Board discussed the status of the Park County Natural Resource Management Plan meeting on June 15th at 11:15 a.m. The Board had some discussion about the need to review the Reserve Funds Policy and update it if necessary. Steffen emailed the current policy out to the Board per Matt's recommendation.*

NEW BUSINESS: *Calendars were reviewed for June and July. Steffen will be on vacation from June 10th to the 15th. The Final FY'22 Budget hearing was scheduled for July 14th at 4:00pm. Steffen will assist Washakie County CD with drone flights on June 18th.*

MEETING ADJOURNED at 3:44 p.m. – *The next Regular Board Meeting will coincide with the Final Budget hearing for FY'22 and will be Wednesday July 14th, 2021 at 4:00 p.m.*

Date: JULY 14, 2021 **Authorized Signatures:** _____