MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 6/15/22	**District Manager:**	Steffen Cornell
Time:	1:00 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
Others:	Randy Gibson (NRCS)	**Supervisors Absent:**	Joe Thomas, Lionel Ostrander

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 1:00 p.m. by MCD Chairman Tim Morrison. Matt moved to add 'Executive Session' to the meeting agenda and approve the agenda as amended, Ben seconded, motion passed unanimously. Matt moved to approve the Minutes from the May 16th Regular Board 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), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted the additional Mill Levy revenue received above the budgeted amount for FY'22. Matt moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher – May & June 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2022	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2022 - Paid by EFTPS 6/15/22	-436.60
Check	05/31/2022	3424	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for May '22	-400.00
Check	05/31/2022	3425	John H Frey {employee}	VOID: May 2022 (13.2 hrs) - Paycheck - J Frey - RT	0.00
Check	05/31/2022	3426	In-Situ	Invoice # 00152735	-107.00
Check	05/31/2022	3427	John H Frey {employee}	May 2022 (13.2 hrs) - Paycheck - J Frey - RT	-195.05
Total 1000 · First Bank of Wyoming					-1,138.65
1001 · Pinnacle Bank Chk - xx01					
Check	05/31/2022	3786	Pinnacle Bank - VISA	June payment for May transactions	-330.58
Check	05/31/2022	3787	Schatz Accounting Services	May 2022 - Invoice 3955	-25.00
Check	05/31/2022	3788	Steffen C Cornell {employee}	May 2022 (176 hrs) - Paycheck - S Cornell - DM	-2,877.35
Check	05/31/2022	ACH	Empower Retirement	May 2022 - Plan #93001-02 D 354	-100.00
Check	05/31/2022	ACH	Google {vendor}	May 2022 - conservewy.net - G Suite Business	-12.00
Check	05/31/2022	ACH	Wyoming Retirement System	May 2022 Contributions - Agency # 564	-819.28
Check	05/31/2022	3789	WEBT	Insurance Premiums - July 22	-1,768.32
Check	06/09/2022	ACH	Black Hills Energy	May 2022 - Acct. # 3214 4702 69	-83.06
Check	06/10/2022	ACH	Town of Meeteetse	May 2022 Utilities	-124.20
Check	06/13/2022	ACH	VSP Vision Care	Vision Insurance for June 2022	-18.69
Check	06/16/2022	ACH	TCT West Inc.	May 2022 - Acct. # 00040249-3	-110.56
Check	06/24/2022	ACH	Big Horn REA {vendor}	May 2022 - Acct. # 10337-003	-143.72
Total 1001 · Pinnacle Bank Chk - xx01					-6,412.76
TOTAL					**-7,551.41**

DISTRICT CONSERVATIONIST REPORT: Details of a landowner pipeline / solar pump project were shared, Rory discussed details of potential projects related to Big Game Migration corridors and fencing.

Rory worked in the following programs for the month of May: Fiscal Year 2022 EQIP contracting; Fiscal Year 2022 EQIP-Conservation Incentive Contract (CIC), RCPP, CSP program planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract modification; 1 PCFCD; Certified practices (Table 1) – 6 PCFCD, 16 MCD, 1 CCD.

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

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In-office/on-site assistance; Preliminary HEL determination - 2 PCFCD

General: Weekly Staff meetings and DC/Area Staff Meeting; PCFCD and MCD Meetings; Conservation Connect meetings; Willwood Workgroup #3 meeting; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for April FPAC newsletter; CSP Training; Grasslands CRP teleconferences; April DC report; Mentor program field day with Mentee; Randy Gibson Veterans appreciation quilt (Ann Trosper) and article (NRCS WY Tumbleweed Newsletter); AgLearn trainings.

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of May:*** 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; FY'23 Preliminary Budget development (Getting quotes for equipment and software); Had TCT come in to fix buzz in phone line; Prepared for and conducted MYWP interviews for youth workers; Left multiple messages and emails with HP and WY ETS procurement team; Phone call with IQair sales rep but still have yet to receive an email quote; Assisted another CD with a QuickBooks issue; Fish Passage field checks with Erin Sobel; Electrofishing / PIT Tagging fish on the Wood River with G&F (107 fish caught); Correspondence with other CDs regarding legislative requirement to select in-state contractors (exempt); Correspondence with SEO personnel to get GIS data in order to assist with water rights mapping on the fish passage projects. Gathered data from ePermit website.; GIS work, georeferencing maps, digitizing ditches, points of diversion, point of use, etc.; Met with fish passage project partners at MCD to discuss water rights / irrigation issues; Correspondence with ranch manager on adjacent property to fish passage project regarding ongoing updates to water rights; Memorial Day (8) and vacation (8) and sick (1) time used; Researching new computer; Correspondence with Michelle Hunting and NRCS regarding Conservation Planner courses; Correspondence with Kadee Grubbs regarding drone flight for project in Little Buffalo Basin; Correspondence with G&F to schedule a fish passage project tour for potential contractors; Working on WQ grants with EDE and Cathy Rosenthal; Measured a cross-section of the Greybull River above the bridge with SEO (220.3 cfs on 5/23); Final Report completed and submitted for FY 21-22 Water Quality Grant; Set up business account with a vendor to purchase calibration standards for WQ meters at cheaper prices; 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; Correspondence with BLM for fence disposal; Rolled up fence on Greybull HWY with BLM.

OLD BUSINESS:

New Computer – Steffen shared with the Board pricing from three different builders. He contacted HP and WY ETS multiple times without a response. The power supply failed on current machine and a replacement has been ordered. In consideration of the additional mill levy revenue received, Ben moved to allow Steffen to spend up to $6,000 on a new machine that will be adequate for the District's needs well into the future. Matt seconded, motion passed unanimously.

Admin Assistant Announcement – The Board made some minor edits to the draft announcement to be posted in the MVC newsletter, on the District Facebook page and various other locations around Meeteetse. Ben moved to approve the announcement with edits, Matt seconded, motion passed unanimously.

General – Steffen received notification from the Wyoming Department of Audit that the Preliminary Budget was reviewed and accepted.

NEW BUSINESS:

WDA Intent to Use Lab Funds – Matt moved to approve and sign the (WQ) Lab Funds statement for the '23-'24 Biennium for submittal to the WY Dept. of Agriculture. Ben seconded, motion passed unanimously.

G&F Contracts for Fish Passage Grant Projects – Matt moved to approve and sign the two Game and Fish contracts (#004756 and #004757) to formally enter into an agreement to conduct planning work for fish passage purposes. Ben seconded, motion passed unanimously.

Low-tech Mesic Habitat Restoration Workshop – Steffen will attend a workshop in Buffalo in July that focuses on Zeedyk structures and erosion prevention. He will email the advertisement out to the Board.

Calendar review – The June and July calendars were reviewed.

Executive Session – Ben moved to go into executive session to discuss personnel, Matt seconded, no action taken.

MEETING ADJOURNED at 3:00 p.m. – *The next Regular Board Meeting will be Wednesday July 13th, 2022 at 3:00 p.m. with the Final Budget Hearing to follow at 5:00 p.m. A Special Meeting was scheduled for June 29th at 3:00 p.m.*

Date: July 13th, 2022 **Authorized Signatures: _____**

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