## MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

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| **Date:** | Wednesday, 6/21/23 | **District Manager:** | Steffen Cornell |
| **Time:** | 3:00 p.m. | **Admin Assistant:** | |
| **Place:** | 1906 State St, Meeteetse, WY | **NRCS DC:** | |
| **Meeting Type:** | Regular | **Presiding Officer:** | Tim Morrison |
| **Others:** | | **Supervisors Present:** | Matt Burkhart, Joe Thomas, Ben Anson |
| | | **Supervisors Absent:** | Shawn Shepperson |

**CALL TO ORDER:** Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. There were no guests or members of the public present. Joe moved to approve the minutes from the April 19th and May 24th Regular Board meetings, Matt seconded, motion passed unanimously.

**TREASURER'S REPORT:** Matt presented the Treasurer's Report for May / June, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted the final Mill income for FY23 was more than double that of FY22. Matt moved to accept the Treasurer's Report and place the Report on file for audit, Ben seconded, motion passed unanimously.

### Blanket Voucher – May & June 2023

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| **1000 · First Bank of Wyoming** | | | | | |
| Check | 05/31/2023 | 3471 | Intermountain Environmental, Inc. | 7.0 cfs Flume with Stilling Well | -1,356.00 |
| Check | 05/31/2023 | 3472 | Marshal Faust Metal Fabrication | INV0001 | -40.00 |
| Check | 05/31/2023 | 3473 | United States Treasury | VOID: Should've been ACH, not a printed check | 0.00 |
| Check | 05/31/2023 | 3474 | Steffen C Cornell {employee} | HSA # 2200003620413 - Contribution for May '23 | -400.00 |
| Check | 05/31/2023 | ACH | United States Treasury | 941 Deposit - 2nd Qtr, 2023 - Paid by EFTPS 6/15/23 | -434.82 |
| Total 1000 · First Bank of Wyoming | | | | | -2,230.82 |
| **1001 · Pinnacle Bank Chk - xx01** | | | | | |
| Check | 05/31/2023 | 3847 | Pinnacle Bank - VISA | June payment for May transactions | -1,191.23 |
| Check | 05/31/2023 | 3848 | Schatz Accounting Services | May 2023 - Invoice 4218 | -15.00 |
| Check | 05/31/2023 | 3849 | Steffen C Cornell {employee} | May 2023 (184 hrs) - Paycheck - S Cornell - DM | -3,202.09 |
| Check | 05/31/2023 | 3850 | Steffen C Cornell {vendor} | Reimbursement for Travel Expenses and Purchases | -1,198.67 |
| Check | 05/31/2023 | 3851 | Local Government Liability Pool | Invoice # 14746 | -500.00 |
| Check | 05/31/2023 | ACH | Empower Retirement | May 2023 - Plan #93001-02 D 354 | -100.00 |
| Check | 05/31/2023 | ACH | Wyoming Retirement System | May 2023 Contributions - Agency # 564 | -819.28 |
| Check | 05/31/2023 | ACH | Google {vendor} | May 2023 - conservewy.net - G Suite Business | -24.00 |
| Check | 06/12/2023 | ACH | Town of Meeteetse | May 2023 Utilities | -124.20 |
| Check | 06/13/2023 | ACH | Black Hills Energy | May 2023 - Acct. # 3214 4702 69 | -75.28 |
| Check | 06/15/2023 | ACH | TCT West Inc. | May 2023 - Acct. # 00040249-3 | -110.92 |
| Check | 06/16/2023 | ACH | WEBT | Insurance Premiums - July 2023 | -1,899.32 |
| Check | 06/23/2023 | ACH | Big Horn REA {vendor} | May 2023 - Acct. # 10337-003 | -91.13 |
| Total 1001 · Pinnacle Bank Chk - xx01 | | | | | -9,351.12 |
| **TOTAL** | | | | | **-11,581.94** |

**DISTRICT MANAGER REPORT:** 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
; Scheduled Area III meeting with WACD; Requested quotes for Sprinkler System installation from 2 local companies
; Talked with Town about sewer line location; FY'24 Preliminary Budget; Mowed Lawn; Delivered compost bins to Cody resident; Picked up educational materials from Cody G&F office for Washakie Co CD; Picked up and delivered compost from Worland for Meeteetse residents; Went to Powell to help Ann with AquaTroll 600 WQ meter; Vacation (16) and Holiday (8) time; Absaroka Working Group meeting in Cody; BHB Sage Grouse Local Work Group Meeting in Worland; Correspondence with Leanne Correll regarding updated land use plan; Research on USDA Compost and Food Waste Reduction Agreements; Visited with Bobcat owner in order to budget for machine for operations; Other op; WCDEA Annual Training in Pinedale; Assembled 3.5 CFS flume, correspondence with GVID and Landowners; Ordered calibration Standards; Reading trays and lab work; Collected data, and entered data into CoCoRaHS reporting system

## OLD BUSINESS:

***General*** – Steffen picked up a load of compost in Worland and delivered it to a Meeteetse landowner and has also sold a few compost bins/thermometers to local residents. There were not enough students participating in the Meeteetse Youth Work Program this year for every business to hire a student worker. The Board asked Steffen to check on getting some apparel for staff and Board, something similar to what other CD's have.

***Sage Grouse Projects*** – Steffen attended the Big Horn Basin Sage Grouse Local Work Group meeting in Worland where the group reviewed proposed changes to the SG Core Area management polygons. Some of these areas include a high proportion of private acres which could potentially have future impacts on landowner operations. A USGS biologist was at the meeting and referenced the special raven management issue of the Human-Wildlife Interactions journal. MCD is a co-author on a case study that was included in the special issue article. The Board asked Steffen to please email them each a copy of the article. The LWG has about $30,000 in grant funds left to disburse before the end of the year and Steffen will work with partners to try and formulate a sage grouse project to compete for those funds. Matt has submitted requested information in order to fill the vacant role on the SG LWG.

***FY'24 Annual Budget*** – Steffen and Matt gave a brief overview of the estimated budget for FY'24, including items that are mostly static from year to year versus special project type costs that can fluctuate. There was discussion about purchasing a piece of machinery to accomplish different tasks versus an upgraded field truck since the current vehicle is beginning to have minor issues. Steffen will continue to evaluate which would be better for District operations and bring a recommendation to the Board during the July meeting.

***Land Use Plan Update*** – Leanne Correll is moving forward with a review of the MCD Land Use and Resource Management Plan.

***Admin Assistant*** – The Board discussed using a local contractor to perform book keeping activities as opposed to hiring an employee. A contractor would not be required to attend the monthly Board meetings like an employee would. Steffen will discuss expectations with the contractor and bring a recommendation to the Board.

## NEW BUSINESS:

***Executive Session*** – Ben moved to go into executive session to discuss personnel, Joe seconded, motion passed unanimously. Matt moved to come out of executive session, Joe seconded, motion passed unanimously. No action was taken.

***Review Calendars for June and July 2023*** – July 19th, FY'24 Budget Hearing & Regular Monthly Board Meeting.

**MEETING ADJOURNED at 4:39 p.m.**

Date: July 19th, 2023

Authorized Signatures: