MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 6/19/24	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**Resource Technician:**	Kennedi Johnson
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Leanne Correll (phone)	**Supervisors Present:**	Ben Anson, Matt Burkhart
		Supervisors Absent:	Joe Thomas, Shawn Shepperson

CALL TO ORDER

The meeting was called to order at 1:39 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the April 17th meeting minutes, Ben seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for May / June, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). He noted the expense for water quality testing supplies. Ben moved to accept the Treasurer's Report and place the Report on file for audit, Matt seconded, motion passed unanimously.

Blanket Voucher – May & June 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2024	3500	WWC Engineering	Invoice #224660015	-4,963.00
Check	05/31/2024	3501	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for May '24	-400.00
Check	05/31/2024	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2024 - Paid by EFTPS 6/14/2024	-468.70
Total 1000 · First Bank of Wyoming					-5,831.70
1001 · Pinnacle Bank Chk - xx01					
Check	05/31/2024	3903	Steffen C Cornell {employee}	May 2024 (184 hrs) - Paycheck - S Cornell - DM	-3,349.75
Check	05/31/2024	3904	Ashley L Coenen {employee}	May 2024 (7 hrs) - Paycheck - A Coenen	-109.90
Check	05/31/2024	3905	Pinnacle Bank - VISA	June payment for May transactions	-3,898.49
Check	05/31/2024	3906	SunAgri, LLC	Invoice 2118	-1,068.00
Check	05/31/2024	ACH	Empower Retirement	May 2024 - Plan #93001-02 D 354	-100.00
Check	05/31/2024	ACH	Wyoming Retirement System	May 2024 Contributions - Agency # 564	-856.52
Check	06/10/2024	ACH	Town of Meeteetse	May 2024 Utilities	-129.20
Check	06/11/2024	ACH	Black Hills Energy	May 2024 - Acct. # 3214 4702 69	-73.67
Check	06/12/2024	ACH	TCT West Inc.	May 2024 - Acct. # 00040249-3	-110.30
Check	06/13/2024	ACH	WEBT	Insurance Premiums - July 2024	-1,974.32
Check	06/25/2024	ACH	Big Horn REA {vendor}	May 2024 - Acct. # 10337-003	-156.93
Check	06/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for July '24	-315.00
Total 1001 · Pinnacle Bank Chk - xx01					-12,142.08
TOTAL					**-17,973.78**

DISTRICT CONSERVATIONIST REPORT

Rory worked in the following programs for the month of May: 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 (13 MCD).

New Contract Obligations include: Irrigation Pipeline, Sprinkler System, Structure for Water Control, Pumping Plant, Nutrient Management, Obstruction Removal, Fence, Irrigation Water Management, Conservation Cover, Cover Crop, Reduced Till.

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

General: CD monthly meetings; WY NRCS Technical Connection meetings; NWLDP meeting; WY NRCS Leadership Team Meeting – Casper; Summer Pathways Student; Bitter Coon Trail WaterSMART application - $10 million request

DISTRICT MANAGER REPORT

During the month of May, 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; Preliminary Budget preparation for FY25; Cleaning around building; Training new employee; Correspondence with WY Dept. of Audit regarding Annual Budget; Assisting local business owner with a mapping project; Correspondence with Upland Hills Bird Farm regarding sage grouse; Assisted WACD with drone purchase research; Assisted local resident with water rights conveyance issues; Holiday (8) & Sick (6.5); Big Horn Basin sage grouse Local Working Group meeting in Greybull; Correspondence with Leanne on updates to the Long-Range Plan; Built and assembled the Johnson-Su Bioreactor; Regular worm bin maintenance and feeding; Other; Correspondence with WACD regarding Water Quality training for new employee; Collected data, and entered data into CoCoRaHS reporting system; Ordering materials and equipment, staff gauges; Updating all field forms for 2024 monitoring season and mapping flume location; Installed posts, staff gauges at 4 of the monitoring sites, performed discharge measurements with flowmeter; Correspondence with DEQ about SAP amendment for moving site SC06; Water Quality Monitoring on 5/6, 5/16 and 5/30; Correspondence with Landowner/Ranch Manager regarding access for sample collection and fence issues; Filed and forwarded Notices to Proceed for construction for 4 sites on the Fish Passage Project; Correspondence with Project partners and funding entities.

OLD BUSINESS

MCD Long Range Plan (LRP) & Land Use Management and Resource Conservation Plan (RCP) update – 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. They reviewed edits to the draft LRP based on discussion and feedback during the May meeting. Steffen will provide Matt's edits to Leanne who will reach out to Matt before the next meeting. After substantial discussion on the layout of the document, the Board decided to have the Goals and Objectives placed in an appendix.

NEW BUSINESS

General – Tim suggested the Zevo product for eliminating the gnats in the office.

Review Calendars for June and July '24 – The FY'25 Annual Budget Hearing was scheduled for July 17th at 1pm.

MEETING ADJOURNED at 3:28 p.m. – *The next Regular Board Meeting will be Wednesday, July 17th, 2024, immediately following the FY'25 Final Budget hearing which starts at 1p.m.*

Date: July 17th, 2024 **Authorized Signatures: _____**

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