MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

March 10th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 3/10/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison (15:30)
Supervisors Present: Ben Anson, Matt Burkhart, Joe Thomas
Supervisors Absent: Lionel Ostrander
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:03 p.m. by MCD Vice-Chairman Joe Thomas. Joe moved to approved the agenda and recognize guests. Ben seconded, motion passed unanimously. Ben moved to approve the Minutes from the February 10th, 2021 Regular Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the February Treasurer's Report prior to the meeting, which includes the Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report and the Meeteetse Conservation District Bills for the month. Matt moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Ben seconded. Matt noted the invoice paid to MHP for accounting assistance with the HSA accounts, motion passed unanimously.*

Blanket Voucher February & March 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	02/28/2021	ACH	United States Treasury	941 Deposit - 1st Qtr, 2021 - Paid by EFTPS 3/15/21	-371.24
Check	02/28/2021	3388	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for February '21	-400.00
Check	02/28/2021	3389	John H Frey {employee}	February, 2021 (7.2 hrs) - Paycheck - J Frey - RT	-99.73
Total 1000 · First Bank of Wyoming					-870.97
1001 · Pinnacle Bank Chk - xx01					
Check	02/28/2021	3693	Orchard Trust	February, 2021 - Plan #93001-02 D 354	-100.00
Check	02/28/2021	3694	Pinnacle Bank - VISA	March payment for February transactions	-117.25
Check	02/28/2021	3695	Schatz Accounting Services	February, 2021 - Invoice 3657	-25.00
Check	02/28/2021	3696	Wyoming Retirement System	February 2021 Contributions - Agency # 564	-724.80
Check	02/28/2021	3697	MHP	Invoice 173645	-1,100.00
Check	02/28/2021	3698	WACD {vendor}	Invoice 5578 - Supervisor Training for Ben Anson	-30.00
Check	02/28/2021	3699	Nerd Nation IT Solutions and Repair, LLC	Invoice 100693	-162.50
Check	02/28/2021	3700	Steffen C Cornell {employee}	February 2021 (160 hrs) - Paycheck - S Cornell - DM	-2,568.15
Check	02/28/2021	3701	Matt Burkhart	Reimbursement for WACD Supervisor Training 2021	-150.00
Check	03/01/2021	ACH	Google {vendor}	February 2021 - conservewy.net - G Suite Business	-12.00
Check	03/09/2021	ACH	Black Hills Energy	February 2021 - Acct. # 3214 4702 69	-128.83
Check	03/10/2021	ACH	Town of Meeteetse	January 2021 Utilities	-124.20
Check	03/15/2021	ACH	VSP Vision Care	Vision Insurance for March 2021	-18.69
Check	03/16/2021	ACH	TCT West Inc.	February 2021 - Acct. # 00040249-3	-123.64
Check	03/17/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for April	-1,572.00
Check	03/25/2021	ACH	Big Horn REA {vendor}	February 2021 - Acct. # 10337-003	-216.69
Total 1001 · Pinnacle Bank Chk - xx01					-7,173.75
TOTAL					**-8,044.72**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of February: Fiscal Year 2021 application planning, screening, assessment and ranking; planning with clients via text, email and phone (0 in MCD); On-site planning Planning (0 in MCD); Division 1 ranking coordination TEAMS meeting; Division 1 Local Workgroup meeting; RCPP Migrations project ranking; WaterSmart program research and coordination; Big Horn County WRP on-site fence inventory; Certified Practices for the month include: Irrigation Water Management, Comprehensive Nutrient Management Plan – Written. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance (1 MCD); field visits with clients; Water rights verifications emailed (1 MCD); On-site fence inventory; RCPP Migrations correspondence; Conserving Migratory Habitat on Private Lands – partner correspondence. Rory attended TEAMS training – CPA-52 NEPA compliance; TEAMS staff meetings; Army Corps of Engineers TEAMS training; MCD, CCD meetings; Area Conservationist/District Conservationist meetings; AFI Meetings (3); Shared fencing specification and field inventory protocol with AFI technical committee; Conservation Connect meetings (2); VMT reporting; ATV Maintenance; Email NRCS national resource concerns information to CD's; Heart Mountain Irrigation District Shoshone Watershed Project TEAMS meeting.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of February: 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; participated in another virtual meeting for WCDEA 2021 annual training as a member of the training committee; troubleshooting computer issues caused by Windows update failures; attended the monthly PCLI session at the Center of the West in Cody; measured and entered CoCoRaHS weather data into reporting system; landowner correspondence for RHAP field season monitoring; responded to a request for technical assistance regarding a seeding plan to reclaim new pipeline excavation; Forest health grant coordination meeting with Brian Russell, Keith Coulter and Jerry Parker; attended NRCS Division 1 LWG meeting in Basin; reformatted ranking spreadsheet for next year and sent to Rory for review; Correspondence with other CDs, traveled to Casper for NRCS LincPass fingerprinting; reviewed EDE Report, Level 1 Watershed Study, TMDL and NRCS National Water Quality Handbook in preparation for new WQM SAP development; correspondence with Cathy Rosenthal for WQ SAP, changed out SD cards on all YU bench project cameras and organized files.*

OLD BUSINESS: *The Board reviewed the new, revised spreadsheet for future Division 1 LWG rankings with Rory's input. The Board discussed the Open-House on March 8th. Steffen advised the Board that a potential buyer of the M210 drone was only mildly interested and the Board noted that they would like to sell it for no less than 15% below the current book value of the drone. Steffen will request an estimate from RMUS and continue to work with the interested party. Matt shared his thoughts on the WACD supervisor training held in Cheyenne.*

NEW BUSINESS: *The Board reviewed the calendar for February and March. Steffen will be attending WCDEA annual training in Sheridan during the week of April 12th – 16th and reminded the Board that he will be using vacation time throughout March and April. Tim advised that we try to use ACH payments for as many monthly bills as possible.*

MEETING ADJOURNED at 4:38 p.m. – *Next Regular Board Meeting is Friday April 9th, 2021 at 1:00 p.m.*

Date: APRIL 9, 2021 **Authorized Signatures:** Timothy Mannix

Matt Burkhart