MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

March 9th, 2022

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Wednesday, 3/9/2022
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Matt Burkhart, Joe Thomas, Ben Anson, Lionel Ostrander
Supervisors Absent:
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 1:01 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously. Matt moved to approve the Minutes from the February 9th, Regular Board meeting, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the February 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. The Board reviewed a spreadsheet illustrating the Mill Levy history and how it correlates with the price of oil as well as another spreadsheet that helps project the remaining Mill Levy revenue over the remainder of the fiscal year. Ben moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*

Blanket Voucher – February & March 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	02/28/2022	3417	Bairco Construction, Inc.	Wood River Diversion Fish Ladder	-35,000.00
Check	02/28/2022	ACH	United States Treasury	941 Deposit - 1st Qtr, 2022 - Paid by EFTPS 3/15/22	-348.70
Check	02/28/2022	3418	Copenhaver, Kitchen & Kolpitcke, LLC	Professional Services for MVC lease agreement	-414.00
Check	02/28/2022	3419	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for February '22	-400.00
Total 1000 · First Bank of Wyoming					-36,162.70
1001 · Pinnacle Bank Chk - xx01					
Check	02/28/2022	3774	Pinnacle Bank - VISA	March payment for February transactions	-217.22
Check	02/28/2022	3775	Schatz Accounting Services	February 2022 - Invoice 3896	-25.00
Check	02/28/2022	3776	Wyoming Retirement System	February 2022 Contributions - Agency # 564	-744.80
Check	02/28/2022	3777	Steffen C Cornell {employee}	February 2022 (160 hrs) - Paycheck - S Cornell - DM	-2,564.15
Check	02/28/2022	3778	WCDEA	Employee Dues for FY '22 and FY '23	-50.00
Check	02/28/2022	ACH	Empower Retirement	February 2022 - Plan #93001-02 D 354	-100.00
Check	02/28/2022	ACH	Google {vendor}	February 2022 - conservewy.net - G Suite Business	-12.00
Check	03/10/2022	ACH	Black Hills Energy	February 2021 - Acct. # 3214 4702 69	-159.80
Check	03/10/2022	ACH	Town of Meeteetse	February 2022 Utilities	-124.20
Check	03/11/2022	ACH	VSP Vision Care	Vision Insurance for March 2022	-18.69
Check	03/15/2022	ACH	TCT West Inc.	February 2022 - Acct. # 00040249-3	-110.91
Check	03/15/2022	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for April 2022	-1,572.00
Check	03/15/2022	ACH	Big Horn REA {vendor}	February 2022 - Acct. # 10337-003	-197.08
Total 1001 · Pinnacle Bank Chk - xx01					-5,895.85
TOTAL					**-42,058.55**

DISTRICT CONSERVATIONIST REPORT: Rory presented a conservation plan for an MCD landowner's pipeline project. Lionel moved to approve and sign the conservation plan, Joe seconded, motion passed unanimously.
Rory was involved in the following programs for the month of February: Fiscal Year 2022 EQIP/AMA ranking and contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; EQIP contract transfer; EQIP contract modification; CRP Grasslands program coordination with partners; Coronavirus Agricultural Relief Payments – 3 PCFCD ($15,589), 1 CCD ($363).
Certified Practices for the Month include*:* Conservation Cover and Irrigation Water Management.
Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In-office/on-site assistance; WY NRCS Fence draft job sheet edits; Rangeland seeding recommendation: Mustang Resources.
General: Weekly Staff meetings and DC/Area Staff Meeting; Time System Contract Supervisor Meeting; Conservation District Meetings; Conservation Connect Meetings; Willwood Workgroup #3 Meeting; Lakeview Irrigation District Meeting; Cody Canal Meeting; Absaroka Fence Initiative TEAMS meeting; Heart Mt. Irrigation District: NRCS update; Willwood Irrigation District: NRCS update; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for February FPAC newsletters; Employee Individual Development Plans; Employee telework agreements; AgLearn trainings; WNTSC Organic Training; CCD Sage Creek NWQI planning; USFS back country storage correspondence

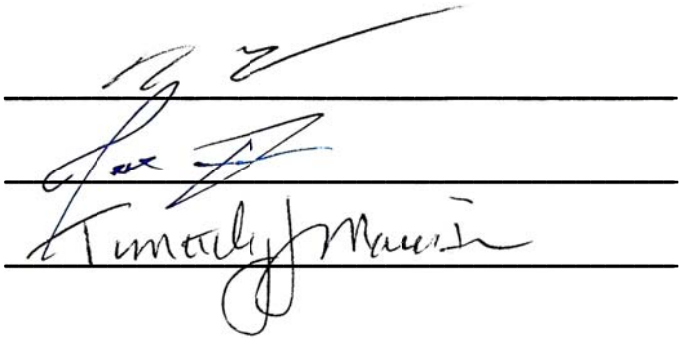
DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of February:*** Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking; Documenting Daily Activities and Monthly activity report; Monthly Board Meeting and then follow-up items, mailing bills, posting notices; Review of monthly timesheets and submitting to Tana for Payroll; WEBT autopay forms; State Archives software demo; Correspondence with Scott Koltpitcke; Correspondence with Department of Audit; Correspondence with County Treasurer and Assessor regarding Ad Valorem Tax payment system; Brucellosis meeting with G&F and Wood River landowners; Landowner assistance (funding for conservation practices); Correspondence with TU, WWDO and project engineer for Fish Ladder project closeout; Provided Water Quality project budget to Washakie County CD; Produced surface ownership map for Greybull River land manager (trespass issues); Correspondence and research on Watershed Improvement Districts for landowner; Calibrating WQ equipment and testing well water samples for E.coli for landowner ; Planning correspondence with CD partners; Prep work for Park County Land use plan, including correspondence with CD partners; Responded to invitation to participate as Cooperating Agency during BLM sage-grouse EIS; Met with G&F habitat biologists to discuss BDAs (funding and location); Requested proposed wilderness shapefiles from SNF, correspondence with Farm Bureau; Mapping O&G fields in MCD ; Errands for new wall, picking up materials, re-keying locksets, trim and painting; Correspondence with neighbor CDs regarding boundary signs along highways; Updating GIS files; Documenting workflows for label masks (ArcGIS); Correspondence with Cathy Rosenthal regarding Watershed Progress Reports; Disposed of surplus office equipment; Registered for Water Quality symposium and reserved hotel and registered for WCDEA annual training ;Downloaded and filed SEO flow data for 2021 sampling days and entered E.coli data into spreadsheets; Measured precipitation and entered data into CoCoRaHS reporting system.

OLD BUSINESS:
Front office space – The MVC has signed the lease and moved into the office on March 7th.
Admin / Personnel – Steffen began writing a position description for an Administrative Assistant and will send it out before the next meeting along with an estimate of associated costs. Matt suggested having a conversation about the costs within the context of the annual budget process which will start in April.
MCD boundary signage – Steffen received a quote in the amount of $150 for a compressed plastic 2'x3' sign. He will check with Louis about a metal sign and try and get a design in order. Each of the neighbor Districts is interested in upgrading their signage as well depending on costs.
New Ad Valorem Tax Payment System – Steffen spoke with representatives from the County who informed him that they expect all of the O&G companies to take advantage of the deferral option for 18 months of tax payments. It is difficult to project the next Mill Levy until the County receives their first payment under the new system, sometime in April. Steffen will track down the spreadsheet presented by Jerimiah Reiman during the Big Horn Basin legislative meeting.
BDAs – Steffen met with G&F biologists in Cody and it was determined that Spring Creek includes some good candidate sites for implementing BDAs. He requested some help from Board members in trying to get access permission from the non-resident landowner who owns the majority of the private surface along the lower creek.
General – Steffen tracked down some prices for new tables and chairs for the Ferret Den with the increased usage by the public and other entities recently. The Board suggested mounting a donation box near the entrance to help cover the costs. The Park County BOCC is seeking applicants for the Land Use Plan Advisory Committee. Steffen will renew his FAA Part 107 certificate before it expires at the end of the month so he can continue to pilot the drone for District Operations projects.

NEW BUSINESS:

Calendar review – The March and April calendars were reviewed.

MEETING ADJOURNED at 2:24 p.m. – *The next Regular Board Meeting will be Wednesday April 13th, 2022 at 1:00 p.m.*

Date: April 13th, 2022

Authorized Signatures: