MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

May 19th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)
Date: Wednesday, 5/19/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Ben Anson, Matt Burkhart, Lionel Ostrander
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others: Park County Assessor Pat Meyer, Kaile Brant – NRCS, Thom Nave

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:01 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the agenda and recognize guests. Ben seconded, motion passed unanimously. Ben moved to approve the Minutes from the April 9th, 2021 Regular Board meeting, Matt seconded, motion passed unanimously.*

SPECIAL GUESTS: *Pat Meyer, Park County Assessor gave a presentation on how taxation works in Wyoming and answered questions about the Mill Levy and assessed valuation on oil and gas production. Meeteetse resident Thom Nave discussed the status of his business-use of the empty lot with the Board. The Board reviewed the current yearly agreement with Thom and saw no reason to terminate it at this time.*

TREASURER'S REPORT: *Matt reviewed the April 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. Lionel moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously. Matt noted the annual LGLP liability insurance expense.*

Blanket Voucher April & May 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	04/30/2021	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2021 - Paid by EFTPS 5/14/21	-410.30
Check	04/30/2021	3392	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for April '21	-400.00
Check	04/30/2021	3393	Steffen C Cornell {vendor}	Mileage Reimbursement	-117.00
Total 1000 · First Bank of Wyoming					-927.30
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2021	3708	Orchard Trust	April 2021 - Plan #93001-02 D 354	-100.00
Check	04/30/2021	3709	Schatz Accounting Services	April 2021 - Invoice 3702	-75.00
Check	04/30/2021	3710	Pinnacle Bank - VISA	May payment for April transactions	-488.69
Check	04/30/2021	3711	Wyoming Retirement System	April 2021 Contributions - Agency # 564	-797.28
Check	04/30/2021	3712	Steffen C Cornell {employee}	April 2021 (176 hrs) - Paycheck - S Cornell - DM	-2,882.35
Check	04/30/2021	3713	Local Government Liability Pool	Invoice # 13485	-752.00
Check	05/01/2021	ACH	Google {vendor}	April 2021 - conservewy.net - G Suite Business	-12.00
Check	05/10/2021	ACH	Town of Meeteetse	April 2021 Utilities	-124.20
Check	05/11/2021	ACH	Black Hills Energy	April 2021 - Acct. # 3214 4702 69	-76.38
Check	05/13/2021	ACH	VSP Vision Care	Vision Insurance for May 2021	-18.69
Check	05/14/2021	ACH	TCT West Inc.	April 2021 - Acct. # 00040249-3	-113.07
Check	05/20/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for June	-1,572.00
Check	05/25/2021	ACH	Big Horn REA {vendor}	April 2021 - Acct. # 10337-003	-111.74
Total 1001 · Pinnacle Bank Chk - xx01					-7,123.40
TOTAL					**-8,050.70**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of April: Fiscal Year 2021 application planning, screening, assessment and ranking (1 EQIP Division 1 Cropland in MCD); planning with clients via text, email and phone (5 in MCD); On-site planning and installation; Contract cancellation request;*
Certified Practices for the month include: *High Tunnel System, Irrigation Pipeline, Surface and Subsurface Irrigation System and Structure for Water Control*
Rory provided the following Conservation Technical Assistance: *Text, phone and email assistance (5 MCD); field visits with clients; Critical area seeding plan; WebSoil training for 2 realtors; HEL Preliminary Determination – 4 fields; Irrigation pipeline plan/engineering design; Coordinate with BLM RCPP – Migrations project; Coordinate with USFS on CTA irrigation project.*
Weekly TEAMS Staff meetings and training; PCFCD, CCD and MCD monthly meetings; Area Conservationist/District Conservationist Meeting; AFI Meeting; Willwood workgroup #3 meeting; Conservation Connect meeting; Review WY NRCS Snow Reports; VMT reporting; Level 1 Watershed planning Tour with WWDC, PCCD and CCD, Employee 3rd quarter reviews; AgLearn water quality exam; received new NRCS Level III Conservation Planner Certification (good for 3 years); IT coordination with CCD employee; Provided electric fence information for High Plains FO and State Office – Bison fence.

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of April: 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 one last virtual meeting for WCDEA 2021 annual training as a member of the training committee; attended WCDEA annual training and UW Extension Range School in Sheridan; attended the monthly PCLI session at the NWC Cody Center; measured and entered CoCoRaHS weather data into the online reporting system; responded to a request for technical assistance to adjust a seeding plan and calculate stocking rates for a local landowner; reviewed more water quality and planning documents for SAP development; submitted an application for WDA grant funds for water quality; researched equipment from In-Situ and OTT Hydromet for water quality monitoring purposes; correspondence with Mike Wachtendonk from DEQ regarding pressure transducers; discussed parshall flume calculations with Charlie Raper; coordinated Colilert purchase with Cody CD; mapping for WQ SAP; field visits to monitoring sites; updated MCD website content.*

OLD BUSINESS: *PCLI graduation was on May 13th in Powell at Northwest College and Steffen demonstrated the group project to the Board. The Board discussed selling the M210 drone with accessories and compared similar models currently for sale on dronetrader.com and would like the District Manager to research a fair market value. Steffen notified the Board that he needed copies of their driver's licenses to accompany signature card authorization forms for First Bank accounts. Steffen had a conference call with Jerry Parker and Brian Russell regarding Title III grants for funding Park County's structure assessment initiative. Brian suggested that MCD hold onto the funds currently in the Firewise account to assist with CWPP update mapping later in the year. The Board discussed the status of the Park County Natural Resource Management Plan. GVID returned the flow measurement equipment (wading rod) that had previously been loaned to them. There is a production backlog for the water quality monitoring equipment needed to conduct monitoring so monitoring will be delayed until the devices from both vendors arrive. Steffen shared that he had found a temporary work-around to the computer memory issues being caused by a faulty Windows update until the bug was fixed in a subsequent update release.*

NEW BUSINESS: *Tim signed the WDA WQ grant contract. Calendars were reviewed for May and June – Steffen will be capturing some drone footage and photos in collaboration with Washakie County CD for the Galloway Ranch water development project. The District Manager will be on vacation in mid-June. RHAP monitoring will occur in the near future prior to turn out in one allotment. YU Bench Fence work can officially begin again on July 1 but likely won't start until August. The preliminary budget hearing for FY'22 was scheduled for May 26th at 1:30pm. Tim will try to attend the Park County Commissioner's meeting on June 15th at 11:15am.*

MEETING ADJOURNED at 4:45 p.m. – *Next Regular Board Meeting is Wednesday June 9th, 2021 at 3:00 p.m.*

Date: July 14, 2021 **Authorized Signatures:** _____