MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Monday, 5/16/22	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**NRCS DC:**	Rory Karhu (absent, report on file)
Place:	1906 State St, Meeteetse, WY	**Presiding Officer:**	Tim Morrison
Meeting Type:	Regular	**Supervisors Present:**	Joe Thomas, Lionel Ostrander, Matt Burkhart
Others:		**Supervisors Absent:**	Ben Anson

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 12:22 p.m. by MCD Chairman Tim Morrison. Joe moved to add 'Preliminary Budget Approval' and 'Executive Session' to the meeting agenda, Lionel seconded, motion passed unanimously. Joe moved to approve the agenda as amended, Lionel seconded, motion passed unanimously. Joe moved to approve the Minutes from the April 14th Special meeting and April 18th Regular Board meeting, Lionel seconded, motion passed unanimously.*

TREASURER'S REPORT: *The Board reviewed the April Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Bank Reconciliations and Transaction Detail Report. Joe moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously.*

Blanket Voucher – April & May 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	04/30/2022	ACH	Wyoming Department of Workforce Services	To pay 1st Qtr, 2022 payables due - Paid by EFTPS	-345.60
Check	04/30/2022	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2022 - Paid by EFTPS 5/16/22	-376.50
Check	04/30/2022	3423	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for April '22	-400.00
Total 1000 · First Bank of Wyoming					-1,122.10
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2022	3783	Pinnacle Bank - VISA	May payment for April transactions	-726.76
Check	04/30/2022	3784	Schatz Accounting Services	April 2022 - Invoice 3935	-50.00
Check	04/30/2022	3785	Steffen C Cornell {employee}	April 2022 (168 hrs) - Paycheck - S Cornell - DM	-2,720.75
Check	04/30/2022	ACH	Empower Retirement	April 2022 - Plan #93001-02 D 354	-100.00
Check	04/30/2022	ACH	Google {vendor}	April 2022 - conservewy.net - G Suite Business	-12.00
Check	05/10/2022	ACH	Black Hills Energy	April 2022 - Acct. # 3214 4702 69	-108.53
Check	05/10/2022	ACH	Town of Meeteetse	April 2022 Utilities	-124.20
Check	05/11/2022	ACH	VSP Vision Care	Vision Insurance for May 2022	-18.69
Check	05/16/2022	ACH	Wyoming Retirement System	April 2022 Contributions - Agency # 564	-782.04
Check	05/16/2022	ACH	TCT West Inc.	April 2022 - Acct. # 00040249-3	-109.97
Check	05/20/2022	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for June 2022	-1,572.00
Check	05/25/2022	ACH	Big Horn REA {vendor}	April 2022 - Acct. # 10337-003	-182.07
Total 1001 · Pinnacle Bank Chk - xx01					-6,507.01
TOTAL					**-7,629.11**

DISTRICT CONSERVATIONIST REPORT: ***Rory worked in the following programs for the month of April:*** Fiscal Year 2022 EQIP contracting; Fiscal Year 2022 EQIP-Conservation Incentive Contract (CIC), RCPP, CSP program planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Contract modification; 1 PCFCD; Certified practices (Table 1) – 6 PCFCD, 16 MCD, 1 CCD.

Certified Practices for the Month include: High Tunnel System; Irrigation Pipeline; Pumping Plant; Sprinkler System; Structure for Water Control.

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In-office/on-site assistance; Preliminary HEL determination - 2 PCFCD

General: Weekly Staff meetings and DC/Area Staff Meeting; PCFCD and MCD Meetings; Conservation Connect meetings; Willwood Workgroup #3 meeting; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for April FPAC newsletter; CSP Training; Grasslands CRP teleconferences; April DC report; Mentor program field day with Mentee; Randy Gibson Veterans appreciation quilt (Ann Trosper) and article (NRCS WY Tumbleweed Newsletter); AgLearn trainings.

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of April:*** 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; Worked with TCT to get low hanging phone line moved that was over lawn; Ad valorem tax correspondence with Lisa Shaw from Niobrara Co.; Correspondence with MVC regarding sign placement and extending lease to coincide with FY budgeting; Detailed review of P&L statements to prepare for upcoming FY budget process; Reviewed grant agreements for Timber Creek and Greybull River Fish Passage Projects; Sent copies of excel DOA forms to Lisa Ogden with Natrona Co.; Correspondence with NRCS and G&F on fence design modification to test elk usage; Provided technical assistance to a Washakie Co. CD Board member about remote weather monitoring stations they want to install; Vacation (11.8) time used; Correspondence with G&F on potential BDA projects in MCD; "Placemaking" training with the Strategic Doing group; Research on composting methods and topics, including Community-based programs. Correspondence with Washakie Co. on a joint bulk order. Correspondence with City of Cheyenne; Built a traditional compost bin with pallets, gathered supplies to build a Johnson-Su Bioreactor; Research on trees for a windbreak and talked with Town about setback allowance; Flight path planning for drone flight over river, got all batteries charged up; Strategic Doing meeting and walk-around. Inventoried boardwalk boards that need replaced. Provided a budget for new table and chairs to Angie and Kristen for their grant application; Talked with Josh Pomeroy from Blue Ribbon Tree Service to get a recommendation for a good chipper/shredder; WCDEA Annual Training in Casper; Working on WQ grants with EDE and Cathy Rosenthal; Used information from Merit Energy to georeference maps and select appropriate monitoring sites on new SRS flowpath; Measured a cross-section of the Greybull River above the bridge with SEO; Correspondence with landowners for access permission purposes for WQM; Collected data, and entered data into CoCoRaHS reporting system.; Correspondence with BLM to get turnout dates for allotments on YU Bench.

OLD BUSINESS:

New Computer – Steffen shared with the Board the specs for his failing machine and the pricing of the most comparable equivalent through Dell which is where the District purchased its previous four machines. A replacement machine may have a different processor but certainly needs an upgraded graphics card at the least due to high resource-demanding software used by staff. GPU costs have increased dramatically over the past few years due to shortages created by high demand from professional gamers and crypto currency miners. He will gather more information on a few other brands and send that information out to the Board.

Air Purifiers – At Joe's suggestion, Steffen did some research on IQAir filtration system since there is no way to circulate the air in the office, contributing to a buildup of dust on office electronic equipment. The brand is used by the school and Joe mentioned that they work well at his home. Funds were allocated in the FY'23 budget to cover the cost of an air purifier.

General – Steffen will provide aerial imagery acquisition support to the BLM Range Specialist for an upcoming water development project in Little Buffalo Basin.

NEW BUSINESS:

FY'23 Preliminary Budget – Matt moved to approve the FY'23 preliminary budget to be submitted to the Park County officials, WY Dept. of Audit and WACD, Joe seconded, motion passed unanimously. Matt noted that the budgeted income vs. expenses looked good.

MCD boundary signage – Steffen corresponded with Louis about having students participate in a contest to design new boundary signs for the MCD. Some type of award for the winner would likely increase participation and hopefully result in a better product. MCD will provide the materials to have the FFA students plasma cut the winning design. $300 is being allocated in the FY'23 budget for the contest winner and an additional $500 for materials. Joe mentioned that we might be able to get some pipe donations from local oil companies. The Board decided on having a contest entry deadline of October 31st. Steffen will provide details to Louis.

MVC Lease Agreement, signage and kiosk placement – Joe moved to extend the current lease agreement with the MVC from 2/28/23 to 6/30/23 in order to make it coincide with the Fiscal Year for budgeting purposes; moved to place the community bulletin kiosk to the west side of the building, behind the fence; moved to have the tall flag-type signs moved to the side of the awning as to not obstruct the front façade of the building; moved to not have any sign brackets extend beyond the front of the front step onto the boardwalk; Lionel seconded, motion passed unanimously. The Board also noted that the bistro tables, flower baskets and rocking chairs looked very nice along the boardwalk.

Calendar review – The May and June calendars were reviewed.

Executive Session – Joe moved to go into executive session to discuss personnel, Lionel seconded, no action taken.

Fish Passage Grant Projects – The Board had a phone call during the meeting with Laura Burckhardt, biologist with G&F about the bid process for engineering services for the two grant projects. The Board felt that due to the dollar amount of the projects, they should be put out to bid and that's how the state agency would operate as well if they were administering the grants. Laura and Erin (Sobel) will draft bid documents for the Board's review and then to be placed on Public Purchase, allowing approximately a month for firms to get their bids together before the July meeting. G&F and MCD will work together to select the best qualified contractor. If bids are higher than grant funds available, the scope of work would have to be modified. MCD should be receiving a grant contract from the AG's office soon and will notify Laura as soon as it arrives.

MEETING ADJOURNED at 2:22 p.m. – *The next Regular Board Meeting will be Wednesday June 8th, 2022 at 1:00 p.m.*

Date: _____ **Authorized Signatures: _____**

_____

_____

NEW BUSINESS:

FY'23 Preliminary Budget – Matt moved to approve the FY'23 preliminary budget to be submitted to the Park County officials, WY Dept. of Audit and WACD, Joe seconded, motion passed unanimously. Matt noted that the budgeted income vs. expenses looked good.

MCD boundary signage – Steffen corresponded with Louis about having students participate in a contest to design new boundary signs for the MCD. Some type of award for the winner would likely increase participation and hopefully result in a better product. MCD will provide the materials to have the FFA students plasma cut the winning design. $300 is being allocated in the FY'23 budget for the contest winner and an additional $500 for materials. Joe mentioned that we might be able to get some pipe donations from local oil companies. The Board decided on having a contest entry deadline of October 31st. Steffen will provide details to Louis.

MVC Lease Agreement, signage and kiosk placement – Joe moved to extend the current lease agreement with the MVC from 2/28/23 to 6/30/23 in order to make it coincide with the Fiscal Year for budgeting purposes; moved to place the community bulletin kiosk to the west side of the building, behind the fence; moved to have the tall flag-type signs moved to the side of the awning as to not obstruct the front façade of the building; moved to not have any sign brackets extend beyond the front of the front step onto the boardwalk; Lionel seconded, motion passed unanimously. The Board also noted that the bistro tables, flower baskets and rocking chairs looked very nice along the boardwalk.

Calendar review – The May and June calendars were reviewed.

Executive Session – Joe moved to go into executive session to discuss personnel, Lionel seconded, no action taken.

Fish Passage Grant Projects – The Board had a phone call during the meeting with Laura Burckhardt, biologist with G&F about the bid process for engineering services for the two grant projects. The Board felt that due to the dollar amount of the projects, they should be put out to bid and that's how the state agency would operate as well if they were administering the grants. Laura and Erin (Sobel) will draft bid documents for the Board's review and then to be placed on Public Purchase, allowing approximately a month for firms to get their bids together before the July meeting. G&F and MCD will work together to select the best qualified contractor. If bids are higher than grant funds available, the scope of work would have to be modified. MCD should be receiving a grant contract from the AG's office soon and will notify Laura as soon as it arrives.

MEETING ADJOURNED at 2:22 p.m. – *The next Regular Board Meeting will be Wednesday June 8th, 2022 at 1:00 p.m.*

Date: JUNE 15, 2022 **Authorized Signatures:** Timothy Mannix

Matt Burstad