MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 5/22/24	**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:**	Joe Thomas, Shawn Shepperson, Matt Burkhart
		Supervisors Absent:	Ben Anson

CALL TO ORDER

The meeting was called to order at 1:01 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the meeting agenda and recognize guests, Shawn seconded, motion passed unanimously. Joe moved to table the approval of the April minutes until the June meeting, Shawn seconded; motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for April / May, 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 testing supplies. Joe moved to accept the Treasurer's Report and place the Report on file for audit, Shawn seconded, motion passed unanimously.

Blanket Voucher – April & May 2024

1000 · First Bank of Wyoming					
Check	04/30/2024	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2024 - Paid by EFTPS 5/15/24	-461.40
Check	04/30/2024	3499	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for April '24	-400.00
Check	04/30/2024	ACH	WY Dept. of Workforce Services	To pay 1st Qtr, 2024 payables due - Paid by EFTPS on 4/30/24	-383.23
Total 1000 · First Bank of Wyoming					-1,244.63
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2024	3898	Wyoming Fire Safety, LC	Invoice 54083 - 2-year Maintenance	-46.00
Check	04/30/2024	3899	Steffen C Cornell {employee}	April 2024 (176 hrs) - Paycheck - S Cornell - DM	-3,349.76
Check	04/30/2024	3900	Ashley L Coenen {employee}	April 2024 (4.2 hrs) - Paycheck - A Coenen	-65.94
Check	04/30/2024	3901	SunAgri, LLC	Invoice 2116	-553.50
Check	04/30/2024	3902	Pinnacle Bank - VISA	May payment for April transactions	-4,609.12
Check	04/30/2024	ACH	Empower Retirement	April 2024 - Plan #93001-02 D 354	-100.00
Check	04/30/2024	ACH	Wyoming Retirement System	April 2024 Contributions - Agency # 564	-856.52
Check	05/10/2024	ACH	Town of Meeteetse	April 2024 Utilities	-129.20
Check	05/13/2024	ACH	Black Hills Energy	April 2024 - Acct. # 3214 4702 69	-110.81
Check	05/17/2024	ACH	WEBT	Insurance Premiums - June 2024	-1,899.32
Check	05/24/2024	ACH	TCT West Inc.	April 2024 - Acct. # 00040249-3	-110.48
Check	05/27/2024	ACH	Big Horn REA {vendor}	April 2024 - Acct. # 10337-003	-173.12
Check	05/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for June '24	-315.00
Total 1001 · Pinnacle Bank Chk - xx01					-12,318.77
TOTAL					**-13,563.40**

DISTRICT CONSERVATIONIST REPORT

Rory worked in the following programs for the month of April: 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 (18 MCD).

New Contract Obligations include: Irrigation Pipeline, Sprinkler System, Structure for Water Control, Pumping Plant, Nutrient Management, Obstruction Removal, Fence, Irrigation Water Management, High Tunnel System, Herbaceous Weed Treatment, Conservation Crop Rotation, Pest Management Conservation System.

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 – Seattle, WA; Shoshone River Partners meeting.

DISTRICT MANAGER REPORT

During the month of April, 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; Correspondence with County Assessor and County Treasurer. Changed Mill deposit to WGIF; Meeteetse Youth Work Program position description for Summer Intern; Correspondence with Cody CD about shared summer position; Correspondence with Department of Revenue about Mill Levy estimates/funding; Power-raked and aerated lawn, planted grass seed; Requested quote for plumbing work; Assisting other CDs with Drone and Water Quality technical questions; Fish Passage Grant Agreement amendment contract with G&F. Worked with Erin on reimbursements; Met with local landowner about community garden; Lek tour on Polecat bench and meeting with Carter Kruse from Turner Enterprises; Lek tour on Polecat bench and meeting with 3 scientists from Calgary Zoo; Visit with landowner on site for drone flight and wildlife planting planning; Responding to DEQ requests for information related to anonymous complaint for activities affecting WQ; Zoom meeting with Fish Passage partners about small water projects; Land Use Plan update work and correspondence and meetings with Leanne Correll; Posting notice for NRCS Local Work Group meeting; Correspondence with Area III Director about Raven Resolution; Ordered adapter for RediDriver for installing postmaster posts (staff gauges); Regular worm bin maintenance and feeding. Cut plexiglass lids for worm bins for moisture retention; Picked up supplies/materials in Billings. Ordered Beetle sorter; LincPass renewal with NRCS and FSA; Collected data, and entered data into CoCoRaHS reporting system; Completed Water Quality Grant amendment request. WQ plan of work and reimbursement request; Emailing consent forms to Landowners; Flume installation on Spring Creek. Picked up postmaster posts at SWI. Staff gauge installation at sites; Lab Funds reimbursement voucher completed and sent to Michelle MacDonald; Sent AT600 back to In-situ for factory maintenance and cleaning. Other correspondence with In-situ; Updated MCD Website.

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. Leanne would like to get the Board a final draft of the LRP by mid-July. Joe suggested having some information included about when the MCD secured a one mill levy. Steffen will produce the surface ownership mapping data as a GIS exercise with Kennedi. A reference to the Level 1 Watershed study will be added under the water section of the LRP. Some narrative describing the Sage Grouse Predation Project will be added to the Wildlife & Habitat section. The Board also discussed Grizzly Bear management and what a proper population objective should be considering the ever-increasing number of Grizzly Bears being trapped along the Lower Greybull River in recent years. The Policy Expectations were also reviewed as part of the RCP.

NEW BUSINESS

FY'25 Preliminary Budget – The Board reviewed and discussed the Draft Preliminary Budget, including significant discussion about grant pass-through funds for the fish passage project, how much to retain in reserve accounts, capital equipment needs and how the budget is affected by the price of oil. Joe moved to approve the Preliminary Budget FY'25, Matt seconded, motion passed unanimously.

Direct Deposit Mill Levy Revenue into WGIF – Steffen inquired with the County Treasurer about having the monthly disbursement deposited into one of the WGIF accounts and she said it was possible. Joe moved to have the disbursement deposited into WGIF Local instead of Pinnacle Bank, Matt seconded, motion passed unanimously.
General – Matt shared his experience with the recent Big Horn Basin Sage grouse Local Working Group funding meeting and talked about some of the various projects that were funded, including a conservation easement near Clark and a BDA project on Sage Creek. In consideration of a future budget process, Steffen will check out some prebuilt sheds/garages as the Board plans to replace the old shed out back in the near future.

Review Calendars for May and June '24 – Calendars were reviewed. Steffen and Kennedi will attend the Bridger Plant Materials Center tour on June 18th.

MEETING ADJOURNED at 3:32 p.m. – *The next Regular Board Meeting will be Wednesday, June 19th, 2024 at 1p.m.*

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

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