MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 5/21/25	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Leanne Correll	**Supervisors Present:**	Shawn Shepperson, Ben Anson
		Supervisors Absent:	Joe Thomas, Matt Burkhart

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Ben moved to approve the agenda and recognize guests, Shawn seconded, motion passed unanimously. Ben moved to approve the minutes for the March 19th Board meeting, Shawn seconded, motion passed unanimously.

TREASURER'S REPORT

Shawn moved to pay the monthly bills but to table the Treasurer's Report until next month, Ben seconded, motion passed unanimously.

Blanket Voucher – April & May 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	04/30/2025	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2025 - Paid 5/15/25	-486.54
Check	04/30/2025	ACH	WY Department of Workforce Services	1st Qtr, 2025 payables due - Paid 4/30/25	-377.03
Check	04/30/2025	3534	Midwest Fence Company	Invoice # 39712	-40.00
Check	04/30/2025	3535	Steffen C Cornell {vendor}	Reimbursement for expenses	-314.00
Check	04/30/2025	3536	Steffen C Cornell {employee}	HSA # 2200003620413 – Cont. for April '25	-400.00
Check	04/30/2025	3537	Copenhaver, Kitchen & Kolpitcke, LLC	Professional Services for empty lot agreement	-120.00
Check	04/30/2025	3538	Dirt Works	Invoice #0000043	-1,755.00
Check	04/30/2025	3539	SunAgri, LLC	Invoice 2141	-2,735.00
Total 1000 · First Bank of Wyoming					-6,227.57
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2025	3946	Steffen C Cornell {employee}	VOID: Had wrong total on check	0.00
Check	04/30/2025	3947	Ashley L Coenen {employee}	April 2025 (6.1 hrs) - Paycheck - A Coenen	-98.59
Check	04/30/2025	3948	Pinnacle Bank - VISA	May payment for April transactions	-3,646.70
Check	04/30/2025	3949	Steffen C Cornell {employee}	April 2025 (176 hrs) - Paycheck - S Cornell - DM	-3,494.89
Check	04/30/2025	ACH	Empower Retirement	April 2025 - Plan #93001-02 D 354	-100.00
Check	04/30/2025	ACH	Wyoming Retirement System	April 2025 Contributions - Agency # 564	-893.76
Check	04/30/2025	ACH	Town of Meeteetse	April 2025 Utilities	-134.20
Check	05/10/2025	ACH	TCT West Inc.	April 2025 - Acct. # 00040249-3	-116.84
Check	05/10/2025	ACH	WEBT	Insurance Premiums - June 2025	-1,974.32
Check	05/12/2025	ACH	Black Hills Energy	April 2025 - Acct. # 3214 4702 69	-78.21
Check	05/27/2025	ACH	Big Horn REA {vendor}	April 2025 - Acct. # 10337-003	-222.21
Check	05/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for May '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-11,174.72
TOTAL					**-17,402.29**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during April: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; New Contract obligations (37 MCD).

Applied Practices in MCD included:

Engineering: Amended engineering designs – 1, CCD, 1 PCFCD; Preliminary engineering designs – 1 CCD, 1 PCFCD; Final engineering designs – 2 CCD; Engineering surveys – 2 PCFCD, 2 CCD; On-site Construction checks 4 PCFCD, 1 CCD.

PFO provided the following Conservation Technical Assistance:

On-site bank erosion issues, Willwood Landowner; Phone assistance with Irrigation and fencing questions, South Fork Landowner; In office irrigation assistance, Clark Landowner; In office wildlife fencing assistance, South Fork Shoshone Landowner.

Trainings and Meetings:

PCFCD, CCD, MCD monthly meetings; Monday 5-points reports to HR; Monday morning Powell FO Staff Meetings; Project Action Team (Staffing Efficiencies) virtual presentation to NRCS State Leadership; Partners coordination meeting about Regional Conservation Partnership Program (RCPP) options in Park County; TEAMS training for field files; NWLDP High Tunnel Tool TEAMS meeting; FSA County Committee meeting to present Park County NRCS March monthly report; USACE Nationwide Permit Pre-Construction Notification virtual meeting with NRCS biologists; All employee virtual meeting with NRCS Chief Bettencourt; Big Horn Basin Conservation Districts/NRCS Local Work Group Meeting, hosted by Cody Conservation District; Conservation Desktop Environmental Evaluation Tool virtual training; NRCS Rocky Mountain Area meeting, Worland, WY; Cody Canal diversion and fish screen discussion with engineering partners, TEAMS meeting.

Miscellaneous: Lakeview Fish Screen and Siphon substantial completion tour with partners; Submitted $16.5 million WaterSmart Priority Area Proposal for Bitter Coon Trail (Combination of 3 Hydrologic Unit Code 10 watersheds).

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; Cleaning and Maintenance, working with TCT on new fiber installation; Scheduling Ferret Den use for multiple members of the Public; Lot Lease Review with Attorney; Assisting/training partner CD staff with water quality equipment needs; Meetings and technical assistance with Landowners; Planning and correspondence for Spring Workshop event; Vacation (2.5); Correspondence with Leanne and GIS mapping for RCP. Posting notice for public comment period; Correspondence with G&F for Sage Grouse lek count data; Reformatting NRCS ranking sheet for county rankings instead of division; Microscopy and bio-char retort. Coordinating bulk compost delivery.; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Scanning in hard copy historic records/data; Collected data, and entered data into CoCoRaHS reporting system; Website updates; Correspondence with partners on Fish Passage Project and new fish screen on Brown Creek; AFI Volunteer day. Coordinating equipment rental; YU Bench Fence work; ARGOS checks and phone calls with Karl Bear.

OLD BUSINESS

Land Use Management & Resource Conservation Plan (RCP) Public Hearing – Shawn moved to open the Public hearing at 3:20 pm, Ben seconded, motion passed unanimously. There were no members of the public present to give oral comment. Ben moved to close the public hearing, Shawn seconded, motion passed unanimously. The 45-day public comment period ends June 2nd and the Board will approve the Final document at the June 18th meeting.

Fish Passage Update – The West Well flow rate issue is due to the wrong size pump being sent by the manufacturer. A new pump was ordered by the driller and has been received but now an adapter is needed. The storage tank has been installed so once the new pump and some exclosure fence is in place the project will be complete.

Raven Resolution – There is no update at this time.

NEW BUSINESS

General – There is a half-day virtual Wildlife Fencing Summit on May 22nd. Shawn mentioned that he received notice of a public comment period for a proposed horse removal in the BLM 15-mile HMA. The goal is to reduce the herd to the Appropriate Management Level of 100 animals.

Small Water Program Project Agreements – Approval of the twelve Fish Passage Improvement Project Agreements were tabled until the June meeting to allow for a full Board to be present.

WY NRCS Practices related to Livestock/Predator Conflict – Shaleas Harrison from Western Land Owners Alliance shared information about how WLA leverages RCPP funding to implement various Conservation practices. Some conflict prevention practices such as Range Riding and Carcass Collection are eligible for cost share in Montana, Colorado and other states but not Wyoming. WLA is trying to spark interest throughout the area/state from producers in order to demonstrate a need to both State and National NRCS leadership in the hope of making Wyoming eligible through the next Farm Bill.

FY'26 Preliminary Budget – The Board reviewed and discussed the Draft Preliminary Budget, including discussion about grant pass-through funds for the fish passage project, how much to retain in reserve accounts, capital equipment needs and lower projected local funding. Shawn moved to approve the Preliminary Budget FY'26, Ben seconded, motion passed unanimously.

Review Calendars for May and June '25 – Steffen will do a field inventory of fences around Oregon Basin and areas of YU Bench that haven't been checked yet on May 29th. There's a G&F meeting in Cody on June 2nd at 6 pm to address the Commission's proposed changes to the acreage requirements for Landowner hunting tags.

MEETING ADJOURNED at 4:52 p.m. – *The next Regular Board Meeting will be Wednesday, June 18th, 2025 at 3 pm.*

Date: June 18th, 2025 **Authorized Signatures: _____**

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