MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
November 10th, 2021

Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Wednesday, 11/10/2021
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Joe Thomas, Matt Burkhart, Lionel Ostrander, Ben Anson
Supervisors Absent:
District Manager: Steffen Cornell
NRCS District Conservationist: Rory Karhu
Others: Ed Porter (MVC), Sherry Long (MVC) and Christine Gleason (MVC)

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously. Guests from the Meeteetse Visitor Center were introduced. Ben moved to approve the Minutes from the August 30th, 2021 Special Board meeting, Joe seconded, motion passed unanimously. Joe moved to approve the Minutes from the September 8th, 2021 Regular Board meeting, Ben seconded, motion passed unanimously. Lionel moved to approve the Minutes from the October 14th, 2021 Regular Board meeting, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the October 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. Matt noted the deposit for the BLM project and 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.*

Blanket Voucher - October & November 2021

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	10/31/2021	ACH	United States Treasury	941 Deposit - 4th Qtr, 2021 - Paid by EFTPS 11/15/21	-422.60
Check	10/31/2021	3405	Midwest Fence Company	Inv # 36587	-319.00
Check	10/31/2021	3406	Arland Associates LLC	YU Fence, Contract Labor (33.9 hrs)	-508.50
Check	10/31/2021	3407	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for October '21	-400.00
Check	10/31/2021	3408	John H Frey {employee}	October, 2021 (17.2 hrs) - Paycheck - J Frey - RT	-254.15
Total 1000 · First Bank of Wyoming					-1,904.25
1001 · Pinnacle Bank Chk - xx01					
Check	10/31/2021	3751	Orchard Trust	October 2021 - Plan #93001-02 D 354	-100.00
Check	10/31/2021	3752	Pinnacle Bank - VISA	November payment for October transactions	-389.17
Check	10/31/2021	3753	Schatz Accounting Services	October 2021 - Invoice 3813	-50.00
Check	10/31/2021	3754	Wyoming Retirement System	October 2021 Contributions - Agency # 564	-782.04
Check	10/31/2021	3755	Steffen C Cornell {employee}	October 2021 (176 hrs) - Paycheck - S Cornell - DM	-2,716.75
Check	11/01/2021	ACH	Google {vendor}	October 2021 - conservewy.net - G Suite Business	-12.00
Check	11/12/2021	ACH	Black Hills Energy	October 2021 - Acct. # 3214 4702 69	-66.26
Check	11/12/2021	ACH	Town of Meeteetse	October 2021 Utilities	-124.20
Check	11/15/2021	ACH	VSP Vision Care	Vision Insurance for November 2021	-18.69
Check	11/16/2021	ACH	TCT West Inc.	October 2021 - Acct. # 00040249-3	-115.69
Check	11/19/2021	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for December	-1,572.00
Check	11/25/2021	ACH	Big Horn REA {vendor}	October 2021 - Acct. # 10337-003	-117.55
Total 1001 · Pinnacle Bank Chk - xx01					-6,064.35
TOTAL					**-7,968.60**

DISTRICT CONSERVATIONIST REPORT: ***Rory was involved in the following programs for the month of October:*** FY'22 application planning; ECP planning; EQIP WaterSmart Program Planning; NWQI and WaterSmart coordination with CCD; CRP Grasslands planning; Application deferral letters; Contraction modification; Contract cancellation request; Contract delay waiver request; Planning with clients via text, email and phone (2 in MCD); Planning and installation in person on-site/office (1 MCD); Certified practices (5 MCD). ***Certified Practices for the Month include:*** Irrigation Water Management; Cropland Annual Payment; Rangeland Annual Payment; Grassland Conservation Initiative. ***Rory provided the following Conservation Technical Assistance:*** NAP rangeland letter for FSA; Preliminary HEL determinations; Text, phone and email assistance (2 MCD). ***General:*** Weekly staff meetings; Vehicle Management Tracking reporting; GovDelivery Article for October FPAC newsletter; FY'21 DC report; Partner email/text responses; Internal email/text responses.

DISTRICT MANAGER REPORT: *Steffen completed the following for the month of October:* attended the MCD monthly Regular Meeting; completed monthly bookkeeping, bank reconciliations and all financial reports; monthly activity report; reviewed timesheets; conducted monthly cash flow tracking; Convention planning; Finished FY'21 proof of Cash and Self Audit worksheets and reviewed with Tana and Matt and submitted to Dept. of Audit; Correspondence with Trout Unlimited for Wood River Fish Ladder and conducted drone flight at project site; Planned, flew and then post-processed ortho-imagery flight for SBHCD on an irrigation lateral in Greybull for EPA 319 grant project; performed some drone testing to see if Pix4D could accurately incorporate non-drone photos into outputs; collected CoCoRaHS data and entered into online reporting system; continued fence modification work on the east end of YU Bench including pick-up of materials in Cody; Website updates.

OLD BUSINESS: The MVC representatives discussed their desire to lease the front office space from MCD including details regarding signage, staff hours, storage needs, timeframe and other logistics. Steffen updated everyone on the quotes received and modified design plans for new walls to allow for access to the Ferret Den bathrooms and everyone took a closer look at the space, including the supply room which houses secure and confidential files. Tim suggested MCD be responsible for any costs associated with building walls. Steffen noted that November and December are extremely busy months with RHAP reporting, Annual Convention, Holidays and Year-end reporting due and wanted everyone to be aware of the extended time that it may take to get to the walls. Matt moved to initiate the exploration of creating a contract for allowing the MVC to relocate to the front office space for a period not to exceed one year, Joe seconded, motion passed unanimously. Joe moved to have the Manager inquire with Scott Koltpitcke before the next meeting about drafting a contract that will address details related to: Liability/Indemnification, Subleasing, Signage, Ferret Den usage, Internet and phone service, the office supply room, rent, boardwalk cleaning and other terms. Matt seconded, motion passed unanimously.
Steffen reminded everyone that WNRF raffle tickets are still available for sale. The Board agreed to purchase any leftover tickets that weren't sold. The Annual Report Summary, Proof of Cash, Internal Control and Self Audit forms were submitted and accepted by WY Dept. of Audit.

NEW BUSINESS: ***Annual Convention*** **–** The Board reviewed the proposed Carbon Resolutions presented at Area III meeting and to be reviewed for adoption as policy by WACD Board at Annual Convention business meeting. Matt suggested some wording changes to the resolutions as written to ensure that WACD is advocating for a non-regulatory and voluntary stance on carbon issues. He will draft a letter to the WACD Board and work with the Manager to distribute to other Board supervisors as well as Hunter. Some Board members will not be able to attend Convention this year. ***Old CC Liability account –*** Matt moved to accept the Manager's recommendation for the write-off journal entry but to date it 11/30/21 instead of end of FY'22. Ben seconded, motion passed unanimously. Calendars were reviewed for November and December. Final RHAP reporting is due at the end of November and Blaise Allen will provide assistance. Steffen will be gone an extra day over Thanksgiving break.

MEETING ADJOURNED at 5:02 p.m. – *The next Regular Board Meeting will be Wednesday December 8th, 2021 at 3:00 p.m.*

Date: 12-8-21 **Authorized Signatures:**