MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 11/16/22	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	Kate Biaggi
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Darla Rhodes	**Supervisors Present:**	Matt Burkhart, Ben Anson, Joe Thomas
		Supervisors Absent:	Lionel Ostrander

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:02 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the agenda and recognize guests, Joe seconded, motion passed unanimously. Matt moved to approve the minutes from the October 19th Regular Board meeting, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt presented the October Treasurer's Report, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. He noted that the Mill Levy income to-date was higher than any time in the past 6 years. Ben moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*

Blanket Voucher – October & November 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	10/31/2022	3446	EDE Consultants	Invoice 1022103 - Spring Creek Monitoring & Data Review	-976.00
Check	10/31/2022	3447	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for October '22	-400.00
Check	10/31/2022	ACH	United States Treasury	941 Deposit - 4th Qtr, 2022 - Paid by EFTPS 11/15/22	-504.74
Total 1000 · First Bank of Wyoming					-1,880.74
1001 · Pinnacle Bank Chk - xx01					
Check	10/31/2022	3810	Schatz Accounting Services	October 2022 - Invoice 4068	-87.50
Check	10/31/2022	3811	Sheryl Dale	Office Cleaning, October 2022	-25.00
Check	10/31/2022	3812	Pinnacle Bank - VISA	November payment for October transactions	-3,825.77
Check	10/31/2022	3813	Steffen C Cornell {employee}	October 2022 - Paycheck - S Cornell - DM	-3,192.08
Check	10/31/2022	3814	Kate Biaggi {employee}	October 2022 (26.1 hrs) - Paycheck - K Biaggi	-361.55
Check	10/31/2022	ACH	Empower Retirement	October 2022 - Plan #93001-02 D354	-100.00
Check	10/31/2022	ACH	Google {vendor}	October 2022 - conservewy.net - G Suite Business	-24.00
Check	10/31/2022	ACH	Wyoming Retirement System	October 2022 Contributions - Agency # 564	-819.28
Check	11/10/2022	ACH	Town of Meeteetse	October 2022 Utilities	-124.20
Check	11/10/2022	ACH	Black Hills Energy	October 2022 - Acct. # 3214 4702 69	-82.40
Check	11/11/2022	ACH	TCT West Inc.	October 2022 - Acct. # 00040249-3	-111.37
Check	11/18/2022	ACH	WEBT	Insurance Premiums - December 2022	-1,768.32
Check	11/25/2022	ACH	Big Horn REA {vendor}	October 2022 - Acct. # 10337-003	-132.74
Total 1001 · Pinnacle Bank Chk - xx01					-10,654.21
TOTAL					**-12,534.95**

DISTRICT CONSERVATIONIST REPORT:
Rory worked in the following programs for the month of October: Fiscal Year 2023 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Annual vegetative and engineering spot checks by Area Office; Final Engineering Designs – 1 CCD; Certified practices (Table 1) – 3 PCFCD, 1 MCD, 12 SBHCD
Certified Practices for the Month include: Irrigation Pipeline; Irrigation Water Management; Initiative; Sprinkler System; Structure for Water Control; Pumping Plant; Prescribed Grazing
Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; 2022 HEL compliance spot checks
General: MCD monthly meeting; Programs Connection meeting; Technical Connection meeting; ZOOM meetings (2) with TNC about Big Game Regional Conservation Partnership Program; Big Horn Basin Local Sage Grouse Working Group plus Strike Team joint meeting, Thermopolis; Employee performance summaries; Performance evaluation letter for Time Systems employee; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for October FPAC newsletter; New UTV pickup in Casper and equipment setup; ATV and trailer maintenance and repair

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of October:*** Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking (w/ Kate); Documenting Daily Activities and Monthly activity report, banking in Cody; Monthly Board Meeting and then follow-up items; Review of monthly timesheets and submitting to Tana for Payroll; Book Keeping/QB Tutorial Videos; New Hire documents for Kate; WDA Forms; Fish Passage Kickoff Meeting with Cooperator, WWC and G&F; Holiday (8), Sick (16) and Vacation (4) time; Park County Land Use Plan meeting in Meeteetse; FY23 Annual Plan of Work; Setting up new tables and chairs; Winterizing building/property/equipment; Compost and Recycling – Correspondence with Washakie CD, covering bio-reactor, refilling composter, cardboard shredding; Correspondence with SBHCD regarding the Sage-grouse LWG position opening; Correspondence with WDA and other CDs regarding new supervisor term commencement; Cleaned Lab; Field Audit with EDE; Correspondence with Equipment Vendor; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with BLM on final performance reports and form 425

OLD BUSINESS:
FY'23 Annual Plan of Work – Steffen shared that be began using more explicit language in the Plan of Work instead of generalized statements. The document is at 7 pages now, instead of the 19 pages it was before. Matt proposed that the Admin and Education sections be moved to the end of the document to increase readability. Matt would also like to see another sentence expanding on the significance of the Fish Passage Project, as it is a major project for the year. The Plan of Work was determined to be on track for approval at the December Meeting.
General – Gator Tickets for the WNRF Raffle are still available. Shawn Shepperson won the write in vote for the Rural Position and his term will commence in January per MCD policy.

NEW BUSINESS:
CRP Grasslands Contract Approvals – Darla (FSA) proposed three contracts for approval on behalf of 2 producers for 5,000 acres in the Meeteetse Conservation District. Ben moved to accept all 3 of the Grassland Preserve Program Contracts, Matt seconded, motion passed unanimously. Joe abstained from voting on the approval of the contracts.
Legislative Meeting for FY23 – The annual 4-county Legislative Meeting is scheduled for December 15th in Cody. Tim conveyed he was interested in attending.
Sign Conservation District Reporting forms for WDA – WDA Forms needing to be signed include Pursing Local Funding and Educational Function for Elected Officials. Joe moved to approve and sign the WDA Reporting forms, Matt seconded, motion passed unanimously.
Christmas Tree – Kate asked the Board to consider planting a Christmas Tree for Christmas in Meeteetse as a way for the Conservation District to contribute to the event. Steffen will research a tree that will act as a windbreak and property boundary.
Review Calendars for November and December 2022 – November 24th – December 4th Kate's Vacation, Public Use of FD December 1st, Annual Convention December 5th – 8th, Public Use of FD December 10th.

MEETING ADJOURNED at 4:24 p.m. – *The next Regular Board Meeting will be Wednesday December 21st, 2022 at 3:00 p.m.*

Date: December 28th, 2022

Authorized Signatures: _____

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Date: December ~~21st~~ 28th, 2022

Authorized Signatures: