MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Monday, 11/17/25	**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:		**Supervisors Present:**	Matt Burkhart, Shawn Shepperson, Joe Thomas, Ben Anson
		Supervisors Absent:	Ben Anson

CALL TO ORDER

The meeting was called to order at 3:04 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the minutes for the August 20th Board meeting, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for October / November, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Joe seconded, motion passed unanimously.

Claims Paid – October & November 2025

	Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming						
	Check	10/31/2025	3554	Marshal Faust Metal Fabrication	Inv #MF-2025-11-12-001	-222.50
	Check	10/31/2025	3555	Woods Hole Group	Inv # CIN2508FIN00193, CIN2509FIN00208, CIN2510FIN00201 & CIN2511FIN90184	-156.00
	Check	10/31/2025	3556	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for October '25	-400.00
	Check	10/31/2025	3557	Steffen C Cornell {vendor}	Reimbursement for expenses	-595.00
	Check	11/14/2025	ACH	United States Treasury	941 Deposit - 4th Qtr, 2025 - Paid by EFTPS 11/14/25	-512.64
*	Check	11/17/2025	3558	JJE Trailer Sales & Service	2026 Horizon HZ7GN - 83" x 14' 15.7K Dump Trailer	-12,950.00
Total 1000 · First Bank of Wyoming						-14,836.14
1001 · Pinnacle Bank Chk - xx01						
	Check	10/31/2025	ACH	Empower Retirement	October 2025 - Plan #93001-02 D 354	-100.00
	Check	10/31/2025	ACH	Wyoming Retirement System	October 2025 Contributions - Agency # 564	-931.00
	Check	10/31/2025	3966	Ashley L Coenen {employee}	October 2025 (4.6 hrs) - Paycheck - A Coenen	-76.46
	Check	10/31/2025	3967	Steffen C Cornell {employee}	October 2025 (184 hrs) - Paycheck - S Cornell - DM	-3,666.02
	Check	10/31/2025	3968	Pinnacle Bank - VISA	November payment for October transactions	-3,567.62
	Check	11/10/2025	ACH	Black Hills Energy	October 2025 - Acct. # 3214 4702 69	-69.62
	Check	11/10/2025	ACH	TCT West Inc.	October 2025 - Acct. # 00040249-3	-111.65
	Check	11/10/2025	ACH	Town of Meeteetse	October 2025 Utilities	-134.20
	Check	11/10/2025	ACH	WEBT	Insurance Premiums - December 2025	-2,033.32
	Check	11/25/2025	ACH	Big Horn REA {vendor}	October 2025 - Acct. # 10337-003	-155.31
	Check	11/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for December '25	-462.00
Total 1001 · Pinnacle Bank Chk - xx01						-11,307.20
TOTAL						**-26,143.34**

***** *This transaction was not on the original blanket voucher as presented but was later approved during the Board Meeting*

NRCS POWELL FIELD OFFICE (PFO) REPORT

Due to the Federal Government Shutdown, Rory did not work during October and therefore, did not have anything to report on.

DISTRICT MANAGER REPORT

During the month of October, 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 Accountant for Payroll; Property maintenance; Providing technical assistance to MVC; Visited with landowners in office; Collected soil samples for a Wood River resident and sent to CSU for analysis; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; ARGOS checks; YU Bench Fence modifications; WACD Employees Association meeting to elect new officers; reviewed a Harmful Cyanobacteria Bloom proposal for Wyoming Water Research Program.

OLD BUSINESS

SWAG – Steffen reminded the Board to get an article of clothing that will be embroidered with the MCD logo to wear at various WACD and other functions. Matt has provided a vest.

YU Fence Project – Steffen has completed 1.65 miles of fence modifications on YU bench, leaving 2.85 miles to finish over the next two years. The goal for 2025 was 1.5 miles.

Empty Lot Lease Renewal – Joe moved to renew the lease with Ghost Town Adventures for the 2026 season, Shawn seconded, motion passed unanimously.

NEW BUSINESS

General – There was some discussion about the amount of algae in the river this year, probably related to high water usage which resulted in lower-than-normal river levels.

Dump Trailer – Joe moved to purchase a 2026 Horizon Dump Trailer, Shawn seconded, motion passed unanimously.

Review Calendars for November and December '25 – WACD Convention in Gillette November 19th – 21st, AFI Volunteer work day with Cody HS students on December 10th.

MEETING ADJOURNED at 3:33 p.m. – *The next Regular Board Meeting will be Wednesday, December 17th, 2025 at 1 pm.*

Date: December 17th, 2025 **Authorized Signatures: _____**

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