MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

October 16th, 2020

Name: Meeteetse Conservation District
Type of Meeting: Regular Meeting
Place: MCD Office 1906 State St, Meeteetse, WY
Date: Friday, 10/16/2020
Time: 9:00 a.m.
Presiding Officer: Tim Morrison
Supervisors Present: Joe Thomas, Lionel Ostrander, Shawn Shepperson, Matt Burkhart
Supervisors Absent:
District Manager: Steffen Cornell
Resource Specialist: vacant
Firewise Coordinator: vacant
NRCS District Conservationist: Rory Karhu (absent)

CALL TO ORDER/MINUTES: *Meeting was called to order at 9:02 a.m. by MCD Chairman Tim Morrison, Lionel Ostrander moved to approve the MCD Board Meeting Agenda as presented, Joe Thomas seconded, motion passed unanimously. Joe moved to approve the Minutes from the September 9th, 2020 Regular Board meeting, Shawn seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Shawn reviewed the October Treasurer's Report prior to the meeting, which includes the Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report and the Meeteetse Conservation District Bills for the month. Shawn noted the Shively Hardware Invoice and then moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*

Blanket Voucher September & October 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	09/30/2020	3373	NACD - Investment	Customer #45291	-101.00
Check	09/30/2020	3374	Pinnacle Bank - VISA	October payment for September transactions	-1,595.07
Check	09/30/2020	3375	Shively Hardware	Invoice # IC04643	-3,671.17
Check	09/30/2020	3376	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for September '20	-400.00
Check	09/30/2020	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2020 - Paid by EFTPS 10/15/20	-480.80
Total 1000 · First Bank of Wyoming					-6,248.04
1001 · Pinnacle Bank Chk - xx01					
Check	09/30/2020	3658	Orchard Trust	September, 2020 - Plan #93001-02 D 354	-100.00
Check	09/30/2020	3659	Schatz Accounting Services	September, 2020 - Invoice 3561	-12.50
Check	09/30/2020	3660	Wyoming Retirement System	September, 2020 Contributions - Agency # 564	-797.28
Check	09/30/2020	3661	Steffen C Cornell {employee}	September, 2020 (176 hrs) - Paycheck - S Cornell - DM	-2,818.60
Check	10/05/2020	ACH	Google {vendor}	September, 2020 - conservewy.net - G Suite Business	-24.00
Check	10/12/2020	ACH	Town of Meeteetse	September, 2020 Utilities	-201.95
Check	10/13/2020	ACH	Black Hills Energy	September, 2020 - Acct. # 3214 4702 69	-41.26
Check	10/14/2020	ACH	HUB International	Property & Auto Insurance Premiums for FY21	-1,458.00
Check	10/14/2020	ACH	VSP Vision Care	Vision Insurance for September & October, 2020	-19.55
Check	10/14/2020	ACH	TCT West Inc.	September, 2020 - Acct. # 00040249-3	-119.08
Check	10/15/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for November	-1,572.00
Check	10/22/2020	ACH	Big Horn REA {vendor}	September, 2020 - Acct. # 10337-003	-84.74
Total 1001 · Pinnacle Bank Chk - xx01					-7,248.96
TOTAL					**-13,497.00**

DISTRICT CONSERVATIONIST REPORT: *Rory provided a list of accomplishments within five key elements for Fiscal Year 2020 (10/1/19 – 9/30/20) in lieu of his regular monthly report format. Element 1: Supervision Accomplishments included promoting and supporting open communication with staff, in addition to other highlights. Element 2: Customer Service Accomplishments included assisting 59 landowners with 2020 farm bill program sign ups, completed mandatory training and assisted all customers in a timely manner, among other highlights. Element 3: Performance Management Accomplishments included completing 2020 performance plans for employees and completing quarterly performance reviews with employees. Element 4: Mission Results Accomplishments included certifying 87 completed practices and $619,250 cost-share funds, completing 21 annual contract reviews, attending Division 1 Local Work Group meeting in Lovell and other highlights. Element 5: Individual Contributions to the team included attending 21 Conservation District meetings and providing written reports, serving as Rocky Mountain Area D.C. on WY FOTG committee, serving on the BHB SG LWG, serving as a member of the Absaroka Fence Initiative and attending WACD annual convention in Buffalo in addition to others.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of September: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly report; reviewed monthly timesheets; cash flow tracking; banking in Cody; cleaned up leaves and sticks in the lot; Used Comp time that was accrued in May during SG egg collecting activities; met with Blaise to discuss RHAP project; assisted Felicia Spencer from the Library; Assisted Buffalo rdisents with GIS maps for hunt area 62; Researched and submitted comments on SNF Travel Management Draft Plan; Attended NRM Plan meetings in Cody; Shipped loaner drone battery charger back to RMUS; Facebook postings; Reviewed CoCoRaHS training videos and updated weather station software; entered weather data into website; Conducted YU Fence project planning with Destin and ordered supplies and materials from vendors.*

OLD BUSINESS: *Steffen was able to track down a distribution list to send out a survey to the community for feedback on services that would be desired. He will be focusing on the YU project while the weather allows but will draft a survey soon after. Joe suggested free hay sampling provided by staff but the landowner would have to pay for analysis and shipping of samples. If landowner would want to rent equipment then they would need to leave a deposit for damage/replacement costs. DM needs to develop guidelines for availability (days/times of the week). The Board asked the DM to generate a list of the top 5 work priorities for the remainder of the fiscal year. Shawn moved to approve the MCD HSA/Cafeteria Plan for employees, Matt Burkhart seconded, motion passed unanimously. Steffen will attend the WACD annual convention in Torrington virtually. The Board reviewed the SNF Travel Management comment letter written and submitted by the District Manager.*

NEW BUSINESS: *A special meeting was scheduled for October 28th at 9am to approve the self-audit and proof of cash. Joe moved to sign and approve Internal Control Evaluation Worksheet and submit to Department of Audit after review. Steffen shared a description and operation memorandum from the State Engineer's office for the Wilson-McNally ditch which runs through town. The town has concerns about the amount of water being lost by the ditch and how it's increasing demand on the lift stations by infiltrating the sewer system and would like to eventually enclose at least a portion of the ditch. Steffen consulted with Rory who advised that the municipality program is no longer in place but RCPP might be able to fund about 50% of the project. Lionel noted that there is also a spring in the middle of town that might be causing excess water in the sewer system. The Board discussed the advantages to our producers of having NRCS presence in both Cody and eventually Meeteetse again and asked the DM to send a letter to Rory voicing their support for this. Joe moved to hire Hilton Frey as a temporary part-time employee to work exclusively on the YU Fence project, Lionel seconded, motion passed unanimously. The Board reviewed the calendar for October and November.*

MEETING ADJOURNED at 10:32 a.m. – *Next Regular Board Meeting is Wednesday November 11th, 2020 at 3:00 p.m.*

Date: 11-13-2020 **Authorized Signatures:**