MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 10/19/22	**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:		**Supervisors Present:**	Matt Burkhart, Tim Morrison, Lionel Ostrander, Joe Thomas
		Supervisors Absent:	Ben Anson

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:06 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the agenda and recognize guests, Joe seconded, motion passed unanimously. Joe moved to approve the minutes from the September21st Regular Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the September Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. Joe made a note that the Board would like to thank the Joint Powers Board for their generous donation of $1,000 towards new tables and chairs for the Ferret Den. Steffen added that there would be a plaque made to thank all the Donors. Joe moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously.*

Blanket Voucher – September & October 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	09/30/2022	3442	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for Sept. '22	-400.00
Check	09/30/2022	3443	EDE Consultants	Invoice 0922090 - Spring CreekData Review	-366.00
Check	09/30/2022	3444	Matt Burkhart	Reimbursement for WACD Area 3 Meeting 2022	-30.00
Check	09/30/2022	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2022 - Paid by EFTPS 10/14/22	-551.54
Check	10/14/2022	ACH	WY Dept of Workforce Services	To pay 3rd Qtr, 2022 payables due - Paid by EFTPS	-379.98
Check	10/14/2022	3445	Wyoming Retirement System	VOID: Printed on wrong account check	0.00
Total 1000 · First Bank of Wyoming					-1,727.52
1001 · Pinnacle Bank Chk - xx01					
Check	09/30/2022	3806	Pinnacle Bank - VISA	October payment for September transactions	-2,182.50
Check	09/30/2022	3807	Schatz Accounting Services	September 2022 - Invoice 4044	-100.00
Check	09/30/2022	ACH	Wyoming Retirement System	September 2022 Contributions - Agency # 564	-819.28
Check	09/30/2022	ACH	Empower Retirement	September 2022 - Plan #93001-02 D 354	-100.00
Check	09/30/2022	ACH	Google {vendor}	September 2022 - conservewy.net - G Suite Business	-21.20
Check	09/30/2022	3808	Steffen C Cornell {employee}	September 2022 - Paycheck - S Cornell - DM	-3,192.09
Check	09/30/2022	3809	Kate Biaggi {employee}	September 2022 (46.5 hrs) - Paycheck - K Biaggi	-644.14
Check	10/10/2022	ACH	TCT West Inc.	September 2022 - Acct. # 00040249-3	-114.76
Check	10/11/2022	ACH	Black Hills Energy	September 2022 - Acct. # 3214 4702 69	-44.11
Check	10/11/2022	ACH	Town of Meeteetse	September 2022 Utilities	-163.40
Check	10/19/2022	ACH	WEBT	Insurance Premiums - November 2022	-1,768.32
Check	10/25/2022	ACH	Big Horn REA {vendor}	September 2022 - Acct. # 10337-003	-102.64
Total 1001 · Pinnacle Bank Chk - xx01					-9,252.44
TOTAL					**-10,979.96**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the month of September: Fiscal Year 2023 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Grassland Conservation Reserve Program (GCRP) annual spot checks – 1 CCD, 1 MCD, 1 PCFCD; Final Engineering Designs – 2 CCD, 3 PCFCD, 1 SBHCD; Regional Conservation Partnership Program (RCPP) update call with The Nature Conservancy (TNC); Certified practices (Table 1) – 5 PCFCD, 2 CCD; Table 1: Certified Practices.

Certified Practices for the Month include: Sprinkler System; Pumping Plant; Structure for Water Control; High Tunnel System; Irrigation Pipeline

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; On-site soils investigation for salinity issues – PCFCD; 2022 HEL compliance spot check preparations; Lakeview Irrigation District fish screen project – on-site coordination with adjacent landowner; On-site with Stream Assessment Team – Clarks Fork flood damage; On-site irrigation induced erosion investigation – Sage Creek - CCD

General: PCFCD, CCD and MCD meetings; Technical Connection meeting; WACD Area III meeting, Thermopolis; ZOOM meeting with Wyoming Migration Initiative; Big Game EQIP TEAMS call with national RMEF, FSA and NRCS representatives; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for September FPAC newsletter; Cropland National Resources Inventory (NRI) annual reporting; Field Office server issues (diagnosis and solutions); Vehicle maintenance

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of September:***

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; F-32, Proof of Cash, Internal Control Evaluation and Self-Audit; GIS work on water rights; Correspondence with G&F biologists; Contractor ranking sheet; Consultation with contractor via email and phone; Met with Landowner regarding loss of irrigation water; NRCS State Technical Advisory Committee Meeting; Area III Meeting in Thermopolis; Office Cleaning and purging of old documents; Quickbooks file recovery; Setting up Kate's workstation and setting up her computer on the MCD network, software installations and updates; Getting a comparable Weed and Pest product recommendation for a name brand product; Purchasing tables and chairs; Tracking down lost check with office manager in San Francisco; Monitoring (Field work / Lab work); Collected data, and entered data into CoCoRaHS reporting system.

OLD BUSINESS:

FY'23 Annual Plan of Work – Steffen shared that he has started using explicit language in the Plan of Work instead of the original general terminology. The document is at 12 pages now, instead of the 19 pages it was before. He will send the Plan of Work out once he is finished.

General – The signing of the WDOA Conservation District Reporting covering Pursuing Local Funding and Educational Function for Elected Officials was tabled until next meeting.

NEW BUSINESS:

Approve and Sign Fish Passage Contract Amendment – One amendment was added to the Fish Passage Contract to add $26,300.00 for a fish screening component for the Franks Fork ditch and the Greybull Ditch. It was clarified that this amendment is an add-on to the original contract as additional funding was found. It was noted that because this amount has changed, the Board may be required to file a Budget Amendment with the Department of Audit. Matt moved to approve and sign the amendment with WWC Engineering, Joe seconded, motion passed unanimously.

Review Calendars for October and November 2022 – November 24th – December 4th Kate's Vacation, Annual Convention December 5th – 8th.

MEETING ADJOURNED at 4:02 p.m. – *The next Regular Board Meeting will be Wednesday November 16th, 2022 at 3:00 p.m.*

Date: November 16th, 2022

Authorized Signatures: