MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 10/18/23	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:		**Supervisors Present:**	Matt Burkhart, Shawn Shepperson
		Supervisors Absent:	Joe Thomas, Ben Anson

CALL TO ORDER: Meeting was called to order at 3:01 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the agenda and recognize guests, Shawn seconded, motion passes unanimously. There were no guests or members of the public present. Shawn moved to approve the minutes from the September 20th Regular Board meeting, Matt seconded, motion passed unanimously.

TREASURER'S REPORT: Matt reviewed the Treasurer's Report for September / October, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). He noted that the next few months' Mill income should increase a bit based on the recent price of oil. Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Matt seconded, motion passed unanimously.

Blanket Voucher – September & October 2023

1000 · First Bank of Wyoming					
Check	09/30/2023	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2023 - Paid by EFTPS 10/13/23	-459.48
Check	09/30/2023	3484	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for September '23	-400.00
Total 1000 · First Bank of Wyoming					-859.48
1001 · Pinnacle Bank Chk - xx01					
Check	09/30/2023	3862	Pinnacle Bank - VISA	October payment for September transactions	-1,495.62
Check	09/30/2023	3863	Schatz Accounting Services	September 2023 - Invoice 4301	-135.00
Check	09/30/2023	3864	Steffen C Cornell {employee}	September 2023 (168 hrs) - Paycheck - S Cornell - DM	-3,340.76
Check	09/30/2023	3865	Vision West	Invoice # 8260-s	-225.00
Check	09/30/2023	ACH	Empower Retirement	September 2023 - Plan #93001-02 D 354	-100.00
Check	09/30/2023	ACH	Wyoming Retirement System	September 2023 Contributions - Agency # 564	-856.52
Check	09/30/2023	ACH	Google {vendor}	September 2023 - conservewy.net - G Suite Business	-12.00
Check	10/10/2023	ACH	Town of Meeteetse	September 2023 Utilities	-135.05
Check	10/11/2023	ACH	Black Hills Energy	September 2023 - Acct. # 3214 4702 69	-38.03
Check	10/16/2023	ACH	TCT West Inc.	September 2023 - Acct. # 00040249-3	-115.27
Check	10/20/2023	ACH	WEBT	Insurance Premiums - November 2023	-1,899.32
Check	10/25/2023	ACH	Big Horn REA {vendor}	September 2023 - Acct. # 10337-003	-110.87
Total 1001 · Pinnacle Bank Chk - xx01					-8,463.44
TOTAL					**-9,322.92**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the month of October: Fiscal Year 2024 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Grassland Conservation Reserve Program on-site spot checks – 2 MCD; 2023 Grassland Conservation Reserve Program grazing plan meetings/signatures; Final Engineering Designs; Contract modifications

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

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; HELC preliminary determinations – 31 total; Share farm bill program presentation with Heart Mountain Irrigation District

General: CD monthly meetings; NRCS Programs Connection meetings; NRCS Technical Connection meetings; Area Conservationist/District Conservationist meeting; Shoshone River Partners meeting; Northwest Leadership Development Program (NWLDP) on-line meetings (9); NWLDP in-person meeting, Juneau, Alaska; Big Game Initiative associated in-person meetings and public gatherings (4); Absoraka Fence Initiative meeting, Cody; Area III WACD meeting (including NRCS field tour), Meeteetse; GovDelivery Articles for August, September and October; 4th Quarter Review of Open Obligations Tool (ROOT); National Resources Inventory (NRI), cropland reporting; FSA Highly Erodible Land Compliance annual status review preparation; Meeteetse schools field day; New employee, Justin Thomas, onboarding; Additional new employee interviews and job offer, Emily Knutson; FY2023 employee final performance reviews; FY2024 employee performance plan development; Acceptance of Acting Area Conservationist position for the Rocky Mountain Area from October 22, 2023 to Mid-February 2024. Dicksie will be acting in Rory's absence.

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; Proof of Cash for FY23 with Tana; Public Officer Training; Property and auto insurance renewal with HUB; Calculated closing JE for mileage expenses for FY23; Located sewer drain tap with Shawn Christopherson; Quote for privacy fence with contractor; Technical Assistance to MCD landowners and partner CDs on WQ site selection; Correspondence with Engineer and County planning on Taylor Subdivision review and soils report
; Drone Flight for SBHCD; Recovered PTTs for BM006 and RG024 and provided trapping budget for 2024; GPS technical assistance and mapping to assist local in retrieving hunter off of Phelps Mountain; Holiday (8), Sick (5.5) & Vacation (8); Replaced battery and fixed horn in CanAm; Research for new drone that works with Pix4D Capture Pro, requested quotes from vendors, etc.; Picked up new drone in Denver; Updated SG lek count shapefiles with 2023 data; Worm bin maintenance and feeding; Other Miscellaneous Tasks; Water Quality Monitoring on 9/7, 9/20 and 9/28 (sample collection and lab processing); Collected data, and entered data into CoCoRaHS reporting system

OLD BUSINESS:

MCD Apparel – Steffen reminded the Board to select a size for apparel if they wanted a vest or jacket.

Admin Assistant – The new AA, Ashley started learning the bookkeeping procedures and will continue to get up to speed. Steffen will continue to produce and edit tutorial videos as necessary.

Property and Vehicle Insurance Policies – Steffen has been working with HUB to try and get quotes from carriers for property and auto coverage but so far, only one carrier was able to provide a quote before the current extension expired. MCD bound coverage on a month-to-month basis until a more competitive quote comes in. Unfortunately, a separate policy for Drone coverage may be needed since most carriers classify them as a type of aircraft and not business property in the event of theft or fire.

General – Steffen notified the privacy fence contractor that they can move forward with construction and installation. Every Conservation District in Area III formally nominated Matt Burkhart to fill the vacant CD position on the BHB sage grouse local work group.

NEW BUSINESS:

WNRF Raffle Tickets – MCD is selling raffle tickets on behalf of the Wyoming Natural Resource Foundation for $25 each. MCD will purchase any of the unsold tickets.

Sage grouse Project – Steffen has been having conversations with partners and looking at ways to take on another sage grouse project in the future.

YU Bench fence Project – The previous fence project was completed but Steffen recently met with BLM staff in Cody and the Absaroka Fence Initiative has provided new funds to MCD to modify more miles of fence and Steffen will begin working on that as soon as the weather clears up.

Review Calendars for October and November 2023 – WACD Annual Convention is in Dubois from November 15th – 17th.

MEETING ADJOURNED at 4:28 p.m. – *The next Regular Board Meeting will be Tuesday, November 14th, 2023 at 1:00 p.m.*

Date: November 14th, 2023 **Authorized Signatures: _____**

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