MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 10/23/24	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Laura Burkhardt, Erin Sobel	**Supervisors Present:**	Shawn Shepperson, Matt Burkhart
		Supervisors Absent:	Ben Anson, Joe Thomas

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by MCD Chairman Tim Morrison. Guests Laura Burkhardt and Erin Sobel from WY G&F were introduced. Shawn moved to approve the minutes for the September 23rd 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). Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Tim seconded, motion passed unanimously.

Blanket Voucher – September & October 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	09/30/2024	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2024 - Paid by EFTPS 10/15/2024	-499.34
Check	09/30/2024	3514	Pitchfork Ranch	Reimbursement for Well Expenses Re: Statement 871781	-31,900.00
Check	09/30/2024	3515	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for September '24	-400.00
Check	09/30/2024	3516	Steffen C Cornell {vendor}	Reimbursement for Mileage / travel	-8.04
Total 1000 · First Bank of Wyoming					-32,807.38
1001 · Pinnacle Bank Chk - xx01					
Check	09/30/2024	ACH	Wyoming Retirement System	September & July 2024 Contributions - Agency # 564	-893.96
Check	09/30/2024	ACH	Empower Retirement	September 2024 - Plan #93001-02 D 354	-100.00
Check	09/30/2024	3920	Ashley L Coenen {employee}	September 2024 (9 hrs) - Paycheck - A Coenen	-145.44
Check	09/30/2024	3921	Steffen C Cornell {employee}	September 2024 (168 hrs) - Paycheck - S Cornell - DM	-3,489.89
Check	09/30/2024	3922	Pinnacle Bank - VISA	October payment for September transactions	-3,823.86
Check	09/30/2024	3923	SunAgri, LLC	Invoice 2126	-269.25
Check	10/10/2024	ACH	Black Hills Energy	September 2024 - Acct. # 3214 4702 69	-46.43
Check	10/10/2024	ACH	TCT West Inc.	September 2024 - Acct. # 00040249-3	-112.01
Check	10/11/2024	ACH	Town of Meeteetse	September 2024 Utilities	-146.75
Check	10/12/2024	ACH	WEBT	Insurance Premiums - October 2024	-1,974.32
Check	10/25/2024	ACH	Big Horn REA {vendor}	September 2024 - Acct. # 10337-003	-125.52
Check	10/28/2024	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for October & November '24	-833.00
Total 1001 · Pinnacle Bank Chk - xx01					-11,960.43
TOTAL					**-44,767.81**

DISTRICT CONSERVATIONIST REPORT

Rory mentioned that he will provide a Powell NRCS Field Office Report in the future in order to capture the work being completed by his other employees in addition to his own.

The Powell Field Office worked in the following programs from July to September: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Annual Programs contract reviews.

New Contract Obligations in MCD include: Obstruction Removal, Fence, Sprinkler System, Pumping Plant, Structure for Water Control, Irrigation Pipeline and Conservation Cover.

Certified Practices in MCD include: Fence, Obstruction Removal, Pipeline and Pump, Structure for Water Control, Prescribed Grazing, Herbaceous Weed Treatment for a total of $219,762.

The Powell Field Office provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; ESD simulations with Powell High School; Dixie worked with students from Northwest College; ACEP-ALE interviews & inspections.

General: Attended several meetings and trainings. The Powell Field Office will likely get a Pheasants Forever partner employee.

DISTRICT MANAGER REPORT

During the month of September, 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 Tana for Payroll; Area III Meeting in Cody; Forms and Reporting Documents for Dept. of Audit, including F32, Proof of Cash, Self Audit and others; Property and Vehicle Insurance quotes and renewal with Agents; Correspondence with rep from Dept. of Audit; Office cleaning; Shooting range mapping; Loaned out Fence Post pounder to cooperator; Connected local (SL) with Cody Archery Range president; Correspondence with cooperator regarding fence markers and escape ramps for Sage grouse; Assisting cooperator with technical issues; Regular worm bin maintenance and feeding, harvesting castings; Upgrades on new work truck; Ordering supplies, materials and equipment; Living with Beavers workshop in Cody; Board of Ag meeting for grant amendment request, had to modify application; Water Quality monitoring on 9/5, 9/20 and 9/30; Correspondence with consultant for data sharing; Collected data, and entered data into CoCoRaHS reporting system; Correspondence for landowner access, prep and mapping for PTT recovery and GIS database updates; ARGOS checks

OLD BUSINESS

MCD Land Use Management and Resource Conservation Plan (RCP) – Leanne and Steffen worked on some of the maps together but other priorities have pushed the plan development back a bit. Steffen will continue to work on the maps throughout the winter as time allows.

NEW BUSINESS

General – Raffle tickets are available to purchase for the Wyoming Natural Resource Foundation, 1st prize is a 2024 Polaris Ranger 570SP side by side. Steffen proposed the idea of getting a cell phone for the district since he has so much correspondence with cooperators while in the field, as well as using his personal cell phone's camera to document data and photo points for field work also. He'll continue to research and provide information to the Board.

Review Fish Passage Project Funding Applications – The Board reviewed eight Small Water Project Program funding applications with WY Game and Fish staff. There was significant discussion about the flow rate from the new West Livestock Well that has recently been put in place and what might be done to mitigate low flow issues. The Board decided to take more time to consider the applications and will review them at the next meeting.

Review and Approve Timber Creek Grant Agreement amendment – The G&F will add funds to the agreement to cover final costs for engineering and design work completed for the Timber Creek portion of the Fish Passage project. Matt moved to approve and electronically sign the agreement amendment, Shawn seconded, motion passed unanimously.

Review and Approve WDA Grant Contract Amendment for Spring Creek Monitoring and Data Review – The WDA Board requires an amendment if more than 15% of total project funds are moved from one objective (data analysis) to another (SAP development). Matt moved to approve and sign the agreement amendment, Shawn seconded, motion passed unanimously.

Review Calendars for October and November '24 – Annual Convention is November 19th – 22nd in Jackson.

MEETING ADJOURNED at 2:59 p.m. – The November Board meeting will be on the 13th at 1p.m. due to Annual Convention during the week of the 20th.

Date: December 18th, 2024 **Authorized Signatures: _____**

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