MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 9/21/22	**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:**	Ben Anson, Matt Burkhart, Tim Morrison
		Supervisors Absent:	Lionel Ostrander

CALL TO ORDER/BUDGET HEARING: *Meeting was called to order at 3:04 p.m. by MCD Chairman Tim Morrison. Matt moved to approve the agenda and recognize guests, Ben seconded, motion passed unanimously. Ben moved to approve the minutes from the August 17th Regular Board meeting and August 30th Special Board meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT: *Matt reviewed the August Treasurer's Report prior to the meeting, which includes the Profit & Loss Statements (Budget vs. Actual), Balance Sheet, Bank Reconciliations and Transaction Detail Report. Matt moved to accept the Treasurer's Report and place the Treasurer's Report on file for audit, Ben seconded, motion passed unanimously.*

Blanket Voucher – August & September 2022

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	08/02/2022	ACH	WY Department of Workforce Services	To pay 2nd Qtr, 2022 due - Paid by EFTPS	-362.97
Check	08/31/2022	ACH	United States Treasury	941 Deposit-3rd Qtr, 2022- EFTPS 9/16/22	-453.58
Check	08/31/2022	3439	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for Aug. '22	-400.00
Check	08/31/2022	3440	John H Frey {employee}	August 2022 (7 hrs) - Paycheck - J Frey - RT	-59.10
Check	08/31/2022	3441	EDE Consultants	Invoice 0822076 - Spring Creek Data Review	-1,098.00
Check	08/31/2022	3436	Steffen C Cornell {employee}	VOID: Printer blacked out check	0.00
Check	08/31/2022	3437	John H Frey {employee}	VOID: Printer blacked out check	0.00
Check	08/31/2022	3438	EDE Consultants	VOID: Printer blacked out check	0.00
Total 1000 · First Bank of Wyoming					-2,373.65
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2022	3802	Pinnacle Bank - VISA	September payment for August transactions	-1,174.50
Check	08/31/2022	3803	Schatz Accounting Services	August 2022 - Invoice 4023	-75.00
Check	08/31/2022	3804	Steffen C Cornell {employee}	August 2022 - Paycheck - S Cornell - DM	-3,192.09
Check	08/31/2022	3805	Wyoming Retirement System	July 2022 Contributions - Agency # 564, Interest	-0.21
Check	08/31/2022	ACH	Wyoming Retirement System	August 2022 Contributions - Agency # 564	-819.28
Check	08/31/2022	ACH	Empower Retirement	August 2022 - Plan #93001-02 D 354	-100.00
Check	08/31/2022	ACH	Google {vendor}	August 2022 - conservewy.net -G Suite Business	-12.00
Check	09/12/2022	ACH	Black Hills Energy	August 2022 - Acct. # 3214 4702 69	-41.68
Check	09/12/2022	ACH	Town of Meeteetse	August 2022 Utilities	-230.60
Check	09/15/2022	ACH	TCT West Inc.	August 2022 - Acct. # 00040249-3	-112.17
Check	09/16/2022	ACH	WEBT	Insurance Premiums - October 2022	-1,768.32
Check	09/26/2022	ACH	Big Horn REA {vendor}	August 2022 - Acct. # 10337-003	-92.00
Total 1001 · Pinnacle Bank Chk - xx01					-7,617.85
TOTAL					**-9,991.50**

DISTRICT CONSERVATIONIST REPORT:

Rory worked in the following programs for the month of August: Fiscal Year 2023 Planning; Mailed second round of annual practice reminder letters; Mailed intent to proceed letters to 2 BFR producers; Fiscal Year 2022 EQIP Big Game contract obligations and designs – 2 MCD; In-office meetings with Grassland CRP participants – 2 MCD, 2 PCFCD; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; On-site surveys with Riverton office engineer; Final Engineering Designs – 1 PCFCD, 1 CCD; Contract modifications – 1 PCFCD; Certified practices (Table 1) – 1 PCFCD

Certified Practices for the Month include: High Tunnel System

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; Trihydro meeting regarding eligible practices for Shoshone Watershed project x 2; Clarks Fork flooding – in office assistance; North and South Fork Shoshone Flooding on-site assessments; Emergency Conservation Program meeting with Clarks Fork producer and FSA

General: Weekly Staff meetings; PCFCD, CCD and MCD meetings; Technical Connection meeting; Shoshone River Partners meeting; Vehicle Management Tracking (VMT) reporting; GovDelivery Article for August FPAC newsletter; Western Landowners Alliance range riding webinar

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

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; Project Field tour with WWC, G&F and Landowner; GIS work on water rights; Correspondence with G&F biologists; Responding to contractor questions via email and phone; Consultation with Public Purchase representative; Troubleshooting issues related to Windows 11 (scanner in particular); Office Cleaning; Quickbooks file recovery; Monitoring (Field work / Lab work); Research on and correspondence with vendors on portable flumes and weirs; Collected data, and entered data into CoCoRaHS reporting system; Coordinated with BLM on terms of the agreement

OLD BUSINESS:

FY'23 Annual Plan of Work – Steffen shared the new version of the Plan of Work with the Board. The plan of work was reformatted to be more readable and was reduced in size. The Board liked the new version and asked to be emailed a copy.

NEW BUSINESS:

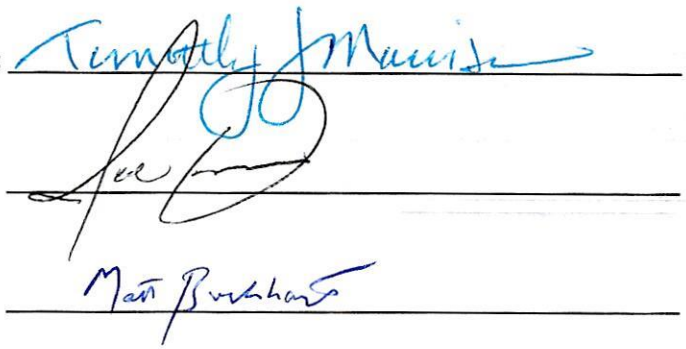
Fish Passage Projects – The District only received one bid for the RFP for the Fish Passage Projects. Laura Burkhart and Erin Sobel addressed details of the Fish Passage Design Contract to the Board. Tim asked if the singular bid was usual for this kind of project and Laura explained that the aggressive schedule may have limited the number of vendors that could contend. The bid was determined to be a fair amount. Ben moved to approve and sign the Contract with WWC Engineering, Joe seconded, motion passed unanimously.

FY' 22 – Internal Control Evaluation Worksheet, Proof of Cash & Local Government Annual Report Summary – The report is ready to be submitted to the Department of Audit by the end of the month. The Board reviewed the Internal Control Evaluation Worksheet, Proof of Cash & Local Government Annual Report Summary including the Fixed Asset List. Joe moved to approve the Internal Control Evaluation Worksheet, Proof of Cash & Local Government Annual Report Summary, Ben seconded, motion passed unanimously.

Tables and Chairs – Steffen presented the Board with the newest quote for Tables and Chairs. Matt moved to approve the purchase as soon as possible, Rory seconded, motion passed unanimously.

Review Calendars for September and October 2022 – September 28th - 4th Quarter STAC Meeting and Fence Project with Emily Reed; October 6th – Service appointment for ATVs; October 19th – Bi-Annual Maintenance / Safety Walk-Through and Board Meeting; Steffen noted the Annual Convention in Casper, WY is on December 5th – 8th; The WQ Field Audit is being scheduled within the next 2 weeks.

MEETING ADJOURNED at 4:16 p.m. – *The next Regular Board Meeting will be Wednesday October 19th, 2022 at 3:00 p.m.*

Date: October 19th, 2022

Authorized Signatures: