MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 9/20/23	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Admin Assistant:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:		**Supervisors Present:**	Matt Burkhart, Ben Anson
		Supervisors Absent:	Joe Thomas, Shawn Shepperson

CALL TO ORDER: Meeting was called to order at 3:05 p.m. by MCD Chairman Tim Morrison. There were no guests or members of the public present. Ben moved to approve the minutes from the July 19th Regular Board meeting, Matt seconded, motion passed unanimously. Matt moved to approve the minutes from the August 23rd Regular Board meeting, Ben seconded, motion passed unanimously.

TREASURER'S REPORT: Matt reviewed the Treasurer's Report for July / August / September, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). He noted the new drone purchase to be used for the fish passage project and others as well as the reimbursement from the former employee. The Board reviewed a request to sign a loan forgiveness document for the former employee. Matt moved to take the document under advisement, Ben seconded, motion passed unanimously. Ben moved to accept the Treasurer's Report and place the Report on file for audit, Tim seconded, motion passed unanimously.

Blanket Voucher – August & September 2023

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	08/31/2023	3480	Steffen C Cornell {vendor}	Reimbursement for Mileage during transmitter recovery	-161.13
Check	08/31/2023	3481	WWC Engineering	Invoices #224650009 & #224660009	-12,279.50
Check	08/31/2023	3482	MultiCopter Warehouse	Invoice #8997	-5,214.90
Check	08/31/2023	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2023 - Paid by EFTPS 9/29/23	-459.50
Check	08/31/2023	3483	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for August '23	-400.00
Total 1000 · First Bank of Wyoming					-18,515.03
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2023	3858	Pinnacle Bank - VISA	September payment for August transactions	-2,492.82
Check	08/31/2023	3859	Schatz Accounting Services	August 2023 - Invoice 4281	-15.00
Check	08/31/2023	3860	Steffen C Cornell {employee}	August 2023 (168 hrs) - Paycheck - S Cornell - DM	-3,340.75
Check	08/31/2023	3861	Vision West	Invoices # 8220-s, 8241-s & 8245-s	-230.00
Check	08/31/2023	ACH	HUB International	Property & Auto Insurance Extension for August '23	-143.00
Check	08/31/2023	ACH	Empower Retirement	August 2023 - Plan #93001-02 D 354	-100.00
Check	08/31/2023	ACH	Wyoming Retirement System	August 2023 Contributions - Agency # 564	-856.52
Check	08/31/2023	ACH	Google {vendor}	August 2023 - conservewy.net - G Suite Business	-12.00
Check	09/11/2023	ACH	Town of Meeteetse	August 2023 Utilities	-158.45
Check	09/12/2023	ACH	Black Hills Energy	August 2023 - Acct. # 3214 4702 69	-38.84
Check	09/15/2023	ACH	TCT West Inc.	August 2023 - Acct. # 00040249-3	-114.46
Check	09/18/2023	ACH	WEBT	Insurance Premiums - October 2023	-1,899.32
Check	09/25/2023	ACH	Big Horn REA {vendor}	August 2023 - Acct. # 10337-003	-113.77
Total 1001 · Pinnacle Bank Chk - xx01					-9,514.93
TOTAL					**-28,029.96**

DISTRICT MANAGER REPORT: ***Steffen completed the following for the month of August:*** Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking; Documenting Daily Actives 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; Preparation for Area 3 Meeting; WDA Base Funding Forms; Tax Exempt Status in Colorado; Invoicing and Reimbursement Request for Fish Passage Project Expenses; Field Tour with Engineer, G&F, Ranch Manager; Reviewing Grant Applications and Design Plan Documents; Technical Assistance to other CD for video editing; Fixed printer for Visitor Center; Letter of Support for WNRT application; Sick (12) & Vacation (40); Picked up new battery and horn for CanAm; Research for new drone that works with Pix4D Capture Pro, requested quotes from vendors, etc.; Picked up 3 cases of Bananas from Manna House for worm bins; Installed ArcGIS PRO on new laptop and ordered software; Other Miscellaneous Tasks; Water Quality Monitoring on 8/1, 8/8 and 8/28 (sample collection and lab processing & WDA chem sampling); Website review with Eric after fixing file uploader; Collected data, and entered data into CoCoRaHS reporting system.

OLD BUSINESS:

Public Officer Training – Tim, Joe and Shawn completed the WY Dept. of Audit approved training provided by WACD and WDA on September 6th. The DOA Public Funds division is offering a virtual option via Google Meets on October 24th. Matt is registered and Ben may decide to register.

MCD Apparel – The Board reviewed 5 options for apparel and selected the vest and asked Steffen to email the information to them so they can select sizes and colors.

Privacy Fence Quote Review – Matt moved to move forward with installation of the privacy fence but not the ornamental fence at the time being, Ben seconded; motion passed unanimously.

Property and Vehicle Insurance Policies – Steffen has been working with and will continue to work with the broker from HUB to get additional applications submitted to other carriers for property and vehicle coverage before the current extension period expires on 9/28.

NEW BUSINESS:

Review Calendars for September and October 2023 – Proof of cash with accountant on September 29th. Last day of water quality sampling for the season is September 28th. Joe won't make the October Board meeting. WACD Annual Convention is in Dubois from November 15th – 17th.

Admin Assistant – The Board discussed the differences between a traditional part-time employee and contractor and how each might be able to take over some of the administrative duties, allowing the Manager more time in the field to work on operations type activities. Tim suggested allowing the selected individual to help in developing the position description and schedule. Steffen will consult with WACD and the WY Department of Workforce Services and bring more information to the next meeting.

MEETING ADJOURNED at 4:35 p.m. – *The next Regular Board Meeting will be Wednesday October 18th, 2023 at 3:00 p.m.*

Date: October 18th, 2023 **Authorized Signatures: _____**

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