MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Monday, 9/23/24	**District Manager:**	Steffen Cornell
Time:	1:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:		**Supervisors Present:**	Shawn Shepperson, Matt Burkhart, Joe Thomas
		Supervisors Absent:	Ben Anson

CALL TO ORDER

The meeting was called to order at 1:02 p.m. by MCD Chairman Tim Morrison. Joe moved to approve the minutes for the July 17th, July 22nd and August 21st Board meetings, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for August / September, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Joe moved to accept the Treasurer's Report and place the Report on file for audit, Shawn seconded, motion passed unanimously.

Blanket Voucher – August & September 2024

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	08/31/2024	3510	Kennedi H Johnson {vendor}	Reimbursement for lodging / meals during WQ training in Lander	-159.38
Check	08/31/2024	3511	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for August '24	-400.00
Check	08/31/2024	3512	WWC Engineering	Invoice # 224660018	-1,952.75
Check	08/31/2024	3513	Steffen C Cornell {vendor}	Reimbursement for Mileage / travel	-46.23
Check	08/31/2024	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2024 - Paid by EFTPS 9/13/2024	-487.82
Total 1000 · First Bank of Wyoming					-3,046.18
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2024	3916	Steffen C Cornell {employee}	August 2024 (176 hrs) - Paycheck - S Cornell - DM	-3,457.95
Check	08/31/2024	3917	Ashley L Coenen {employee}	August 2024 (7 hrs) - Paycheck - A Coenen	-113.14
Check	08/31/2024	3918	SunAgri, LLC	Invoice 2124	-1,393.35
Check	08/31/2024	3919	Town of Meeteetse	MYWP, Contract Labor - Kennedi Johnson	-955.84
Check	08/31/2024	ACH	Wyoming Retirement System	August & July 2024 Contributions - Agency # 564	-931.00
Check	08/31/2024	ACH	Empower Retirement	August 2024 - Plan #93001-02 D 354	-100.00
Check	09/10/2024	ACH	Black Hills Energy	August 2024 - Acct. # 3214 4702 69	-46.84
Check	09/10/2024	ACH	Town of Meeteetse	August 2024 Utilities	-170.15
Check	09/10/2024	ACH	TCT West Inc.	August 2024 - Acct. # 00040249-3	-111.52
Check	09/12/2024	ACH	WEBT	Insurance Premiums - October 2024	-1,974.32
Check	09/23/2024	ACH	Pinnacle Bank - VISA	September payment for August transactions	-2,202.54
Check	09/25/2024	ACH	Big Horn REA {vendor}	August 2024 - Acct. # 10337-003	-135.41
Total 1001 · Pinnacle Bank Chk - xx01					-11,592.06
TOTAL					**-14,638.24**

DISTRICT CONSERVATIONIST REPORT

Rory worked in the following programs from July to September: Fiscal Year 2024 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; GCRP Vegetation Transects; 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: Obstruction Removal and Fence.

Rory provided the following Conservation Technical Assistance: Text, phone, and email assistance; In office/on-site assistance; Paint Creek Fish Passage meeting and Grizzly Exclusion Fence project planning.

General: AgLearn online trainings; Rocky Mountain Area Irrigation Water Management Training; NRCS Operational and Technical Meeting; NRCS Leadership Team Executive Meeting; Meeteetse School Outdoor Lab; MCD meeting; NWLDP Graduate Panel Discussion with 2025 Class, TEAMS meeting.

DISTRICT MANAGER REPORT

During the month of August, 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; Visit with contractor for Irrigation System quote; Property and Vehicle Insurance Quotes; Irrigating, Mowing and prep for Labor Day; Coordinate snacks for pasture walk with partners; Assist Cody CD with WQM program (equipment); Drone flight on BDA project in Cody, including prep, planning and post-processing, sharing data; Collecting and shipping soil samples to CSU lab for producer; Taking power washer, vehicles and UTV to Cody for maintenance and repairs; Regular worm bin maintenance and feeding, picked up food waste from Albertsons; Other; Collected data, and entered data into CoCoRaHS reporting system; WQM on 8/1, 8/15 (baseline sampling) and 8/27; Updated rating curve spreadsheet; GIS work and ARGOS checks for Sage Grouse; Transmitter recovery for DJ018 and DJ015 in Worland, including prep and mapping, nest verification for DJ017; Transmitter recovery for RG026 in Shell; Conference call with fish passage partners; Transmitter recovery for DJ017 and DJ015 in Ten Sleep and Worland

OLD BUSINESS

MCD Long Range Plan (LRP) & Land Use Management and Resource Conservation Plan (RCP) – There were no comments submitted from the public during the comment period. Matt moved to approve and sign the Resolution of Adoption for the MCD FY 2025-2029 LRP, Joe seconded, motion passed unanimously.

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.

WY Department of Agriculture Base Funding Forms – The Board reviewed the completed "Proof of Bonding" and "Risk Management Practices" forms from the WDA. Matt moved to approve and sign both forms for submission, Shawn seconded, motion passed unanimously.

Work Vehicles – Steffen had the improvements completed on the new truck to prepare for field work and towing. It still needs new tires as it currently has 4-ply highway tires.

Review and Approve FY'24 Proof of Cash and Self-Audit and Annual Report Survey and Internal Control Evaluation for submittal to DOA – Joe moved to approve and sign the FY'24 Proof of Cash and Self-Audit and Annual Report Survey and Internal Control Evaluation for submittal to DOA, Shawn seconded, motion passed unanimously.

Review Calendars for September and October '24 – The Area III Meeting is scheduled for September 24th at the Game and Fish regional office in Cody.

MEETING ADJOURNED at 1:43 p.m. – *The next Regular Board Meeting will be Wednesday, October 16th, 2024 at 1p.m. The November Board meeting will be on the 13th at 1p.m. due to Annual Convention during the week of the 20th.*

Date: October 23rd, 2024

Authorized Signatures: _____

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Date: October 23rd, 2024

Authorized Signatures: