MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 9/17/25	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison (phone)
Others:		**Supervisors Present:**	Matt Burkhart, Shawn Shepperson
		Supervisors Absent:	Joe Thomas, Ben Anson

CALL TO ORDER

The meeting was called to order at 3:15 p.m. by MCD Chairman Tim Morrison. Shawn moved to approve the agenda and recognize guests, Matt seconded, motion passed unanimously. Matt moved to approve the minutes for the July 16th Board meeting, Shawn 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). Shawn moved to accept the Treasurer's Report and place the Report on file for audit, Matt seconded, motion passed unanimously.

Blanket Voucher – August & September 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	08/29/2025	ACH	Barnett Performance	Invoice for Can-Am Parts	-658.97
Check	08/31/2025	3550	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for August '25	-400.00
Check	09/11/2025	ACH	Barnett Performance	Invoice for Can-Am Labor	-855.00
Check	09/15/2025	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2025 - Paid by EFTPS 9/15/25	-510.06
Total 1000 · First Bank of Wyoming					-2,424.03
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2025	3959	Steffen C Cornell {employee}	August 2025 (176 hrs) - Paycheck - S Cornell - DM	-3,666.03
Check	08/31/2025	3960	Ashley L Coenen {employee}	August 2025 (3.6 hrs) - Paycheck - A Coenen	-61.04
Check	08/31/2025	3961	WCDEA	Employee Dues for FY '26	-25.00
Check	08/31/2025	3962	Pinnacle Bank - VISA	September payment for August transactions	-635.37
Check	08/31/2025	ACH	Empower Retirement	August 2025 - Plan #93001-02 D 354	-100.00
Check	08/31/2025	ACH	Wyoming Retirement System	August 2025 Contributions - Agency # 564	-931.00
Check	09/09/2025	ACH	Black Hills Energy	August 2025 - Acct. # 3214 4702 69	-48.10
Check	09/10/2025	ACH	Town of Meeteetse	August 2025 Utilities	-231.80
Check	09/10/2025	ACH	WEBT	Insurance Premiums - October 2025	-2,033.32
Check	09/15/2025	ACH	TCT West Inc.	August 2025 - Acct. # 00040249-3	-111.07
Check	09/25/2025	ACH	Big Horn REA {vendor}	August 2025 - Acct. # 10337-003	-143.42
Check	09/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for October '25	-463.00
Total 1001 · Pinnacle Bank Chk - xx01					-8,449.15
TOTAL					**-10,873.18**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during August: Fiscal Year 2025 Planning and Contracting and Fiscal Year 2026 Planning; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; Fiscal Year 2026 Planner program application assignments – 93 applications to date; On-site Grassland CRP monitoring – 1 PCFCD; Contract modifications: 3 PCFCD; Contract cancellation: 1 PCFCD; New contract obligations – 10 CCD ($162,270); Applied Practices – 6 PCFCD, 5 MCD ($227,632).

New Contract Obligations: Sprinkler System; Irrigation Pipeline; Structure for Water Control; Irrigation Water Management.

Applied Practices included: Obstruction Removal; Fence; Structures for Wildlife; Conservation Crop Rotation; Nutrient Management; Cover Crop.

Engineering: Final engineering designs – 1 PCFCD; Preliminary engineering designs – 4 PCFCD.

PFO provided the following Conservation Technical Assistance: On-site irrigation reservoir planning/assistance - PCFCD; On-site energy savings (eliminate irrigation pumps) planning - PCFCD; FY25 FSA CC member HELC/WC compliance; Phone assistance about regenerative agriculture – CCD; Irrigation History investigation – CCD.

Trainings and Meetings: PCFCD, CCD, MCD monthly meetings; Monday morning Powell FO Staff Meetings; Technical Connection, TEAMS meetings; Local Food Access meeting with Powell Economic Partnership; Meeting with WGFD about possible fisheries impacts of Sunlight and Crandal area proposals; Local Food Security Tool -TEAMS meeting; Shoshone River Partners Meeting; Absaroka Fence Initiative Steering Committee meeting.

Miscellaneous: Starlink set up training and meetings with installers; Travel to USDA FS in Cody to pick up new LincPass; State Conservationist visit to Powell Field Office and on-site project tours.

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 Accountant for Payroll; Property maintenance, mowing and irrigating; Providing technical assistance to MVC; Visited with landowners in office about compost and gardening; Assisting landowners with mapping needs; Compost related product sales; Assisted partner CD with water quality equipment issues, Area III Meeting planning, WDA Base Funding documentation; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; ARGOS checks; began next phase of YU Bench Fence modifications for big game migration enhancement.

OLD BUSINESS

Raven Resolution – The meeting will be adjourned until a later date to finalize the Raven Resolution.

SWAG – Steffen reminded the Board to get an article of clothing that will be embroidered with the MCD logo to wear at various WACD and other functions. Matt has provided a vest.

NEW BUSINESS

WY Dept of Audit Forms – Matt moved to approve, sign and submit the Annual Report Summary and Internal Control Evaluation to the Department of Audit, Shawn seconded, motion passed unanimously.

Review Calendars for September and October '25 – WACD Area III Meeting in Powell on September 23rd.

At 3:25 pm Shawn moved to adjourn the meeting until 4:00 pm on Monday, September 22nd, Matt seconded, motion passed unanimously.

At 4:00 pm on September 22nd, Matt moved to continue the meeting from September 17th, Shawn seconded, motion passed unanimously.

Raven Resolution – Shawn moved to approve the Raven Resolution to be brought to the upcoming WACD Area III Meeting, Matt seconded, motion passed unanimously.

MEETING ADJOURNED at 4:07 p.m. – *The next Regular Board Meeting will be Wednesday, October 15th, 2025 at 3 pm.*

Date: December 17th, 2025 **Authorized Signatures: _____**

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MEETING ADJOURNED at 4:07 p.m. – *The next Regular Board Meeting will be Wednesday, October 15th, 2025 at 3 pm.*

Date: December 17th, 2025

Authorized Signatures: