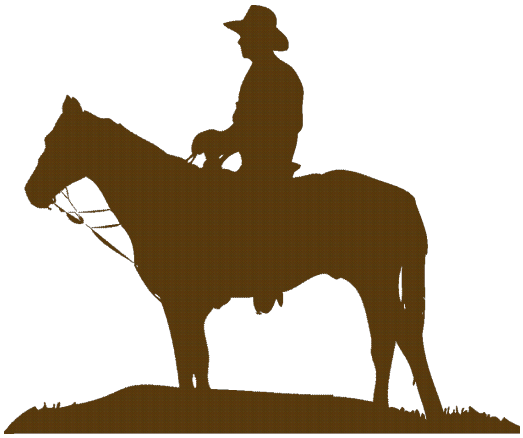
ANNUAL REPORT TO THE

WYOMING BOARD OF AGRICULTURE

FISCAL YEAR 2023

July 1, 2022 - June 30, 2023



MEETEETSE CONSERVATION DISTRICT

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INTRODUCTION:

The Meeteetse Conservation District (MCD) Annual Report has been prepared in partial fulfillment of the requirements for Wyoming Conservation District funding through the Wyoming Department of Agriculture (WDA). It is also intended to assist the MCD Board of Supervisors in keeping the general public, other governmental entities, and non-governmental organizations informed of the activities and accomplishments of the MCD through fiscal year 2023 (FY 23). The MCD encourages public comments, which will help the District effectively plan its future.

SUPERVISORS:

Shawn Shepperson was elected to his second stint on the MCD Board following Lionel Ostrander's departure at the end of 2022.

MCD Board of Supervisors as of *July 1, 2022*

Office	Name	Position
Chairman	Tim Morrison	Urban
Vice-Chairman	Joe Thomas	Rural
Treasurer	Matt Burkhart	Rural
Secretary	Lionel Ostrander	Rural
Member	Ben Anson	At-Large

MCD Board of Supervisors as of *June 30, 2023*

Office	Name	Position
Chairman	Tim Morrison	Urban
Vice-Chairman	Joe Thomas	Rural
Treasurer	Matt Burkhart	Rural
Secretary	Shawn Shepperson	Rural
Member	Ben Anson	At-Large

STAFF:

Kate Biaggi worked as an administrative assistant from September '22 to March '23.

MCD Staff as of *July 1, 2022*

Name	Position	Status
Steffen Cornell	District Manager (DM)	FT, Permanent
Hilton Frey	Resource Technician (RT)	PT, Seasonal

MCD Staff as of *June 30, 2023*

Name	Position	Status
Steffen Cornell	District Manager (DM)	FT, Permanent

BUDGETING:

The MCD Board of Supervisors and staff developed the budget for FY 23 according to the Wyoming Uniform Municipal Fiscal Procedures Act. The budget was approved following the public budget hearing on July 13th, 2022. MCD held an amended budget hearing on February 15th, 2023 to account for an increase in both revenues and expenses related to an ongoing Fish Passage project on the upper Greybull River. All FY 23 activities were within the constraints of the budget.

FINANCES: *(financial references within this report are unaudited)*

In FY 23, the MCD maintained checking accounts at First National Bank in Powell and at Pinnacle Bank in Cody, as well as investment accounts for both cash and reserve funds with the Wyoming Government Investment Fund (WGIF). MCD reported on a cash basis and had no long-term debt. The MCD used a VISA account through Pinnacle Bank to simplify purchasing. QuickBooks Pro 2020 was the accounting software used by MCD. MCD used an outside contractor, Schatz Accounting Services, for managing payroll and certain other bookkeeping responsibilities.

BALANCE SHEET COMPARISON of FY 23 & FY 22:

	Jun 30, 23	Jun 30, 22	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · First Bank of Wyoming	6,653.88	22,747.00	-16,093.12	-70.75%
1001 · Pinnacle Bank Chk - xx01	7,742.93	24,496.31	-16,753.38	-68.39%
1004 · Firewise - Pinn Bank	140.00	140.00	0.00	0.0%
1050 · WGIF Local xx00	134,594.40	120.92	134,473.48	111,208.63%
1052 · WGIF Mixed xx65	4,543.41	3,907.25	636.16	16.28%
1054 · WGIF Firewise xx04	3,310.28	3,190.06	120.22	3.77%
1910 · WGIF Depreciation Reserve xx73	3,161.60	3,046.78	114.82	3.77%
1920 · WGIF NRM&P Reserv xx74	31,184.37	30,051.79	1,132.58	3.77%
1930 · WGIF Emerg Res Mixed xx75	11,509.14	11,091.15	417.99	3.77%
Total Checking/Savings	202,840.01	98,791.26	104,048.75	105.32%
Total Current Assets	202,840.01	98,791.26	104,048.75	105.32%
TOTAL ASSETS	**202,840.01**	**98,791.26**	**104,048.75**	**105.32%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2101 · Payroll Liabilities				
2101.01 · Payroll Liability-Summer Hire	870.73	870.73	0.00	0.0%
2101 · Payroll Liabilities - Other	180.56	180.56	0.00	0.0%
Total 2101 · Payroll Liabilities	1,051.29	1,051.29	0.00	0.0%
2120 · Employee Share Benefits	-1,182.38	-1,143.38	-39.00	-3.41%
Total Other Current Liabilities	-131.09	-92.09	-39.00	-42.35%
Total Current Liabilities	-131.09	-92.09	-39.00	-42.35%
Total Liabilities	-131.09	-92.09	-39.00	-42.35%
Equity				
3000 · Opening Bal Equity	277,035.51	277,035.51	0.00	0.0%
3900 · Retained Earnings	-178,152.16	-202,766.26	24,614.10	12.14%
Net Income	104,087.75	24,614.10	79,473.65	322.88%
Total Equity	202,971.10	98,883.35	104,087.75	105.26%
TOTAL LIABILITIES & EQUITY	**202,840.01**	**98,791.26**	**104,048.75**	**105.32%**

FY 23 REVENUES & EXPENDITURES:

Income	
3100 · Operating Revenues	
3120 · Sales/Rentals	480.00
3150 · Mill Levy	236,465.19
Total 3100 · Operating Revenues	236,945.19
3200 · Grants	
3210 · Federal Grants(incl thru State)	8,062.68
3220 · Dept of Ag Base Funding Grant	8,823.50
3250 · Competitive Grants	92,635.04
Total 3200 · Grants	109,521.22
3300 · Misc.	
3320 · Interest - C.D.s & Bank Accts	
3320.1 · Interest - non-reserve Accts	3,231.46
3320.2 · Interest - reserve Accts	1,665.39
Total 3320 · Interest - C.D.s & Bank Accts	4,896.85
3340 · Building Use	
3341 · Rental Income	4,800.00
Total 3340 · Building Use	4,800.00
3390 · Other income	2,829.59
Total 3300 · Misc.	12,526.44
Total Income	358,992.85
	358,992.85
Expense	
4000 · Admin Expenses	
4100 · Admin Personnel Services	
4105 · DM Admin	13,427.59
4120 · Admin Assistant	2,266.09
4130 · Temporary Hire RT Admin	112.00
Total 4100 · Admin Personnel Services	15,805.68
4200 · Board & Employee Admin Expenses	
4210 · Mileage & Fuel	118.54
4215 · Bonds	247.00
4290 · Other Board Expenses	330.42
Total 4200 · Board & Employee Admin Expenses	695.96
4300 · Contractual Services	
4310 · Accounting/auditing/Technical	880.00
4315 · Contract Labor	25.00
Total 4300 · Contractual Services	905.00
4800 · Office	
4810 · Admin Supplies/Postage	464.15
4830 · Office Bldg-Supp/Maint/Repairs	805.22
4850 · Office Utilities	6,828.92
4800 · Office - Other	1,100.73
Total 4800 · Office	9,199.02
4900 · Other Admin	
4910 · Dues/Memberships/Subscriptions	2,339.76
4925 · Registrations/Tuition/Apps	15.00
4990 · Other Misc.	12.50
Total 4900 · Other Admin	2,367.26
Total 4000 · Admin Expenses	28,972.92

Expense (cont.)	
5000 · Operations Expenses	
5100 · OP Personnel Services	
5105 · DM Wages	39,473.88
5130 · Temporary Hire RT	64.00
Total 5100 · OP Personnel Services	39,537.88
5200 · Operations Travel	
5205 · Travel (Lodging & Meals)	768.90
5210 · Fuel & Mileage	1,074.23
Total 5200 · Operations Travel	1,843.13
5300 · General Operating Expenses	
5310 · Freight/Postage/Shipping	310.14
5340 · Maint/Repairs-OP Equip	19.49
5350 · Supplies - Operations/Office	6,785.85
5370 · Dues,Memberships,Registrations	6,166.20
5390 · Other	165.01
Total 5300 · General Operating Expenses	13,446.69
5400 · Vehicle Expenses	
5410 · Passenger Vehicles Expenses	907.85
5420 · Trailer Expenses	34.98
5430 · ATV / UTV Vehicle Expenses	2,061.29
5400 · Vehicle Expenses - Other	3.94
Total 5400 · Vehicle Expenses	3,008.06
5500 · Professional Services	
5520 · Tech Cons NRM&P, WQM, Web, etc	520.00
Total 5500 · Professional Services	520.00
5600 · Special Expenses - Operations	
5610 · Contrib. to Outside Programs	425.00
5690 · Other Special Ops	117,018.76
Total 5600 · Special Expenses - Operations	117,443.76
Total 5000 · Operations Expenses	175,799.52
6000 · Indirect Expenses	
6100 · Insurance	
6101 · Automobile Insurance	1,046.00
6105 · Liability	500.00
6110 · Property Insurance	697.00
Total 6100 · Insurance	2,243.00
6200 · Indirect Payroll Costs	
6206 · Social Security - MCD	151.41
6210 · Workers Comp	1,799.20
6215 · Unemployment Taxes	0.00
6220 · Retirement	
6220.1 · Retirement (for employee)	4,884.00
6220 · Retirement - Other	4,947.57
Total 6220 · Retirement	9,831.57
6226 · Medicare - MCD	677.80
6250 · Employer Paid Insurance	
6251 · Health Insurance	14,834.00
6252 · Vision Insurance	224.28
6253 · Life Insurance	55.56
6254 · Air Medical	240.00
6255 · HSA Contribution	3,500.00
Total 6250 · Employer Paid Insurance	18,853.84
Total 6200 · Indirect Payroll Costs	31,313.82
6000 · Indirect Expenses - Other	250.00
Total 6000 · Indirect Expenses	33,806.82
7000 · Capital Outlay	
7010 · Admin equipment and software	8,915.72
7020 · Operations Equipment and softwa	7,410.12
Total 7000 · Capital Outlay	16,325.84
Total Expense	254,905.10
Net Income	**104,087.75**

REVENUES:

The MCD FY 23 total revenues of $358,993 consisted of $236,465 (66%) from its Mill Levy, $8,063 (2%) from Federal Grants, $8,824 (2%) from WDA Base Funding, $92,635,000 (26%) from Other Competitive Grants and $13,006 (4%) from Interest and Other Income. For comparison, FY 22 revenues were $169,004.

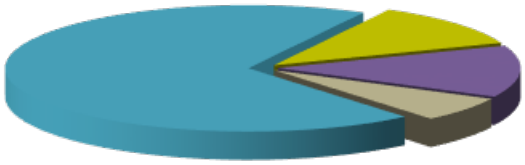
FY 2023 Revenues = $358,992.85

Mill Levy	$236,465.19 =	66%
Federal Grants	$8,062.68 =	2%
WDA Base Funding, Lab Funds & Grants	$8,823.50 =	2%
Other Competitive Grants	$92,635.04 =	26%
Interest & other income	$13,006.44 =	4%

EXPENDITURES:

The MCD FY 23 total expenditures were $254,905. Operations expenditures, including project contribution pass-throughs were $175,800 (69%). Administration expenditures (not including Capital purchases) were $28,973 (11% of total expenditures); Indirect expenditures, including payroll expenses, insurance (liability, vehicle & property) and employee benefits were $33,807 (13%). Total Capital Outlay for equipment and software was $16,326 (6%). FY 22 total expenditures were $144,390 for comparison.

FY 2023 Expenses = $254,905.10



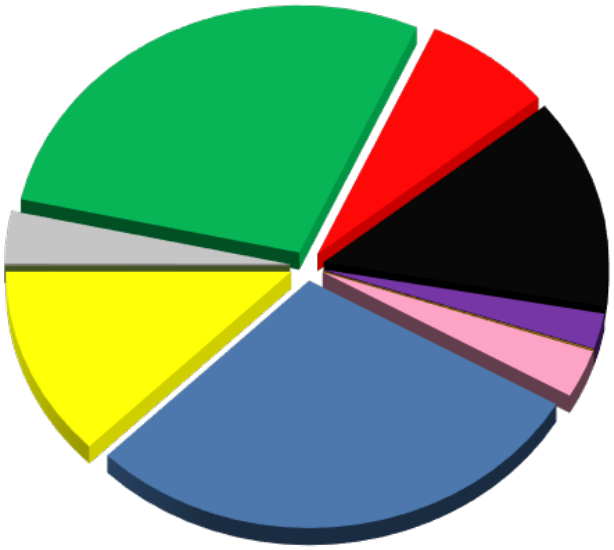
Operations	$175,799.52 =	69%
Administration	$28,972.92 =	11%
Indirect Expenses	$33,806.82 =	13%
Capital Outlay	$16,325.84 =	6%

DISTRICT ACTIVITIES:

Activities (employee work time) are referenced in budgeting and tracked in the accounting system as *Classes*. The chart below illustrates a breakdown of all employees' time spent on administration activities or any of the operations activities. Activities in the 'Other Op' (operations) class may not fit within other existing classes or may encompass a combination of other existing classes. Total wage expenses were $55,344 for FY 23.

Note – paid time off (holidays, sick and vacation time) has been reallocated to each of the nine **operations classes in the chart according to the proportion of each class's expenses to the total.*

FY 2023 District Activities by Class



Class	Employee Hours for FY '23	Avg. Hours / Employee / Week
Admin	680	11.99
Coop. Assistance	275	4.90
Education (providing)	1	0.01
NRM&P	74	1.32
Other Op	625	11.15
Training - Op	162	2.89
Water Quality	303	5.41
Weather	51	0.91
Website	1	0.01
YU Bench Fence	71	1.26
Total	2,241	40

In order to better evaluate its accomplishments and attainment of objectives, MCD continued to differentiate between District administration and District operations.

OPERATIONS:

MCD defines services and associated activities for which the District was formed as *Operations*. MCD operations include: cooperator (technical) assistance, natural resource management & planning, educational seminars and workshops, wildlife habitat & migration enhancement projects, monitoring and reporting of water quality, soil moisture monitoring, range monitoring, reporting local weather conditions, water development projects, natural resource education, and other natural resource related activities of value to the community. The MCD assisted other entities or Conservation Districts in providing similar activities. Participation in certain technical training activities and workshops were usually considered part of operations.
The District Manager works cooperatively with partners and independently on various projects while the Resource Technician (RT) worked on the YU Bench Fence project and is responsible for lawn maintenance. The Administrative Assistant performed bookkeeping and documented meeting minutes exclusively. The DM accounted for 99% (1,557 hrs) of the total time spent working on operations type activities while the RT accounted for 1% (4 hrs).

- 71% of total salary and wages were for operations activities (64% in FY 22).
- Salary and wages for operations duties accounted for 22% (44% in FY 22) of total operations expenditures and 16% (24% in FY 22) of MCD's total expenditures in FY 23.
- Non-payroll operations expenses, such as consulting, capital equipment, supplies, mileage, and travel accounted for 78% (56% in FY 22) of total operations expenditures.

Cooperator Assistance:

In FY 23 there were numerous NRCS conservation contracts incorporating various certified practices that were either completed or remain active in MCD. The bullet points include payment information (totaling $175,860) for federal fiscal year 2023 which is different from the State of Wyoming's fiscal year.

- $46,900 was paid on 2.6 miles for certified practices related to big game migration corridors (obstruction removal, fence and structures for wildlife).
- $11,966 was paid for 5,360sq ft of High Tunnel System
- $27,298 was paid on 1.2 miles for certified practices related to big game migration corridors (obstruction removal and fence).
- $33,209 was paid on a separate 1.2 miles for certified practices related to big game migration corridors (obstruction removal and fence).
- $41,556 was paid for certified practices related to irrigation system improvements.
- $32,267 was paid on 4.2 acres for certified practices related to irrigation water management.

MCD staff continued to utilize Unmanned Aircraft Systems (UAS) to provide photo and video footage and elevation data for a variety of projects.

MCD entered into a contract with WY G&F to begin a Fish Passage project which will enhance native fish spawning and migration habitat within various tributaries of the upper Greybull River by improving or adding/removing irrigation infrastructure at key locations. G&F funds were provided to pay for engineering and design work and it is expected that WY Natural Resource Trust funds and WWDO small water project funds will aid in seeing the project through construction.

Education:

Community Education:

- The District continued to provide educational information regarding natural resource issues on the MCD website.
- In addition to the District's website as an educational outreach tool, the MCD maintained its Facebook page to disseminate educational materials and advertisements to the community.
- We continued to purchase and distribute quarterly editions of "Barnyards and Backyards" a UW Extension publication that focuses on small acreage and rural topics.
- MCD staff regularly provides mapping assistance and other relevant information to non-resident hunters visiting the area.
- MCD staff occasionally consults with local landowners in a one-on-one setting to educate them about the benefits of composting as it relates to solid waste reduction and soil health.

Elected Officials and Government Agencies Education:
It is important for County Commissioners and state legislators to have regular dialogue with Conservation Districts so they can understand and best represent those constituents who use and rely on natural resources. The MCD continued to provide information on an ongoing basis to local and State governmental entities as well as to the Wyoming Congressional Delegation, helping to keep the Delegation one of the best informed, responsive, engaged, and effective at addressing local needs.

- The District Manager attended the Annual Quad County Legislative Meeting in Cody with other CD staff to discuss concerns with legislators and county commissioners regarding the State Budget, Property Tax issues and funds for Water Quality lab equipment.

Natural Resource Management and Planning (NRM&P):

The MCD was actively involved in a multitude of natural resource-related issues. Participation included reviewing documents, attending public meetings, submitting formal comments, and keeping MCD cooperators informed of natural resource management and planning issues.

- *Forest Resources:* The MCD actively supported renewing Shoshone National Forest (SNF) grazing permits for operations within the District and its cooperators and permittees and has an MOU for joint cooperative monitoring with the SNF. MCD also encourages the harvest of renewable resources such as forest products that provide for forest health as well as economic enhancement to the local community.

- *Subdivision Reviews:* The MCD will continue to review subdivisions when they occur. Only one subdivision review (Whisper Ridge) was completed in FY 23 regardless of the continuous influx of out of state residents to Park County.

- *Unmanned Aircraft System (UAS):* While using its fleet of drones, MCD acquired video documentation, ortho-rectified high resolution imagery, elevation datasets and other data to support projects both within and outside of the MCD.

- *YU Bench Fence Modification Project:* In collaboration with the Bureau of Land Management (BLM), MCD staff finished this multi-year and multi-phased project in early FY 23. The goals of this initial phase were to convert three miles of woven-wire sheep fence in the District to a wildlife friendly design. Sheep fence inhibits wildlife migration movements across YU Bench, which is located northeast of Meeteetse and west of the Big Horn County line. These BLM allotments have not been grazed by sheep for many years and were unlikely to ever have sheep permitted again.

Networking and Participation in Outside Activities:

In FY 23, MCD continued as a member of the Wyoming Association of Conservation Districts, the National Association of Conservation Districts, the Meeteetse Visitor Center and American Stewards of Liberty. MCD pays dues for its employees to be members of the Wyoming Conservation Districts Employees' Association (WCDEA).

MCD hosted the annual NRCS Local Work Group Division 1 meeting in Powell, which is designed for Conservation Districts and the public to prioritize resource concerns as well as rank criteria for successfully securing funding as a voluntary participant in Farm Bill programs aimed at resolving those resource concerns.

Range:

MCD works with the University of Wyoming, and Department of Ecosystem Science and Management to help producers predict forage quality and quantity available for livestock. These predictions are based on range and precipitation monitoring taking place at two soil moisture sites in the District. The soil moisture, forage, and precipitation monitoring is an evolving long-term study to acquire baseline data and define the interrelationships between rangeland soil moisture, precipitation, and forage yield.

The Little Buffalo Basin (LBB) site is located on private rangeland seventeen miles southwest of Meeteetse. The Spring Creek (SC) site is located on private rangeland about four miles northwest of Meeteetse. Throughout FY 23, data was collected by an automated, solar-powered logger throughout each day. Periodically, data files were downloaded on site by district personnel and sent to appropriate UW personnel for analysis of the total water saturation of the soil. Precipitation data was collected yearlong, but the sites are too remote to properly monitor snowfall details.

Surface Water Quality Monitoring:

MCD initiated a new three-year Surface Water Quality monitoring program in FY 23 which focuses on previously un-monitored tributaries of the Greybull River in order to better understand their impact on the downstream impairment. With WDA funds, MCD hired a consultant (EDE) to develop an approved SAP and was able to commence sampling during the 2023 primary contact recreation season. MCD staff measured conductivity, pH, temperature, and turbidity and sampled for *E. coli* in accordance with requirements of Wyoming law and WDEQ regulations. WDA funds also helped purchase three small ramp flumes that will be installed in the Winter of FY 24 in order to collect better flow data for use in data analysis.

Training:

Training (including attendance of educational programs) is of great importance to the MCD. In FY 23, MCD staff attended the Annual Employee Training hosted by Sublette County Conservation District in Pinedale. Staff also attended a Federal Agency Fish Passage training in Sheridan as well as the WACD Water Quality recertification field day in Sheridan during FY 23.

Weather:

MCD employs a Davis Instruments Wireless Vantage Pro2 Plus Weather Station in order to continue to collect and log data on a real-time basis in an effort to keep its cooperators up-to-date on local weather conditions. Temperature, wind speed, barometric pressure, relative humidity, dew point, wind chill, wind direction, UV & solar radiation, and precipitation were parameters collected by the weather station and automatically uploaded to MCD's website as well as the National Weather Service and Citizen Weather Observation Program (CWOP, station #DW0465) using the Davis WeatherLink Network. MCD also submitted Meeteetse precipitation data to the national Community Collaborative Rain and Hail Study (CoCoRaHS, #WY-PK-22). Combined with soil moisture information, Meeteetse weather data helped Wyoming's State Climatologist with drought forecasting and reports. Our weather data also helps the National Weather Service in Riverton, Wyoming with "watches and warnings" and forecasting.

Links for information on MCD's weather data are:
www.meeteetse-conservewy.net/weather-information/
www.weatherlink.com/user/meeteetsecd
www.findu.com/cgi-bin/wxpage.cgi?call=DW0465!Meeteetse&last=120
https://mesowest.utah.edu/cgi-bin/droman/mesomap.cgi?state=WY&rawsflag=3

Website:

The MCD continues to host its website www.meeteetse-conservewy.net that went online in 2005, as well as its own Facebook page https://www.facebook.com/MeeteetseCD/ that was developed in 2017, and through regular updates by staff, continues to be the District's primary communication tools, providing information on:

- Weather, including real-time data from the weather station located at the MCD office
- Current topics and events
- Range Management, including Soil moisture information from the Little Buffalo Basin and Spring Creek stations
- MCD work and project reports
- Water quality monitoring and related information
- MCD's Land Use Management and Resource Conservation Plan
- MCD's Annual Report & Plan of Work and Goals & Policies
- Information regarding assistance that MCD can provide to the public
- Meeting, conference, and workshop dates that may be of interest to the public
- MCD News/Information, including the latest version of the Trail News
- Fire Information
- NRCS Information

ADMINISTRATION:

MCD defines *Administration* activities as those activities that primarily keep the office and District functioning. Administrative activities (including training & community service) required an average of 12 employee hours per employee per week (30% of total employee hours). The District Manager (DM) is normally responsible for the bookkeeping, banking, financial reporting and other administrative responsibilities but an Administrative Assistant (AA) was hired to take over the bookkeeping and meeting minute documentation. The DM also performed tasks requiring direction, oversight and review of various administration-type activities, comprising approximately 78% of the total administrative time while the AA performed approximately 21% of the total administrative activities by staff (FY 22, DM = 98% and other staff = 2%). The AA position became vacant near the end of FY 23 but will certainly be filled in FY 24.

- 29% of total salary and wages were for administrative activities. This is a 8% decrease from the previous year.
- Salary and wages for administrative duties were 42% of total administrative expenditures (53% in FY 22).
- Non-payroll expenses, such as office building repairs, utilities, dues, and supplies accounted for 58% of total administrative expenditures (47% in FY 22).

Meetings:

MCD's Board of Supervisors and staff regularly met on the third Wednesday of each month of FY 23, at the District office located at 1906 State Street in Meeteetse, as scheduled. All regular meetings, special meetings, work sessions, and the annual budget hearing were held in accordance with Wyoming Statute. The MCD actively participated at the Area and State level meetings as a member of the Wyoming Association of Conservation Districts (WACD); attended the WACD Area III meeting in Thermopolis. The MCD conference room known as the "Ferret Den" was utilized for various meetings hosted by the Meeteetse Visitor's Center and the Town of Meeteetse, and is let out to the community and other entities for various events and gatherings. Staff and Supervisors also attended the WACD annual convention held in Casper in FY 23.

Administrative Training:

MCD maintained a close working relationship with the Wyoming Department of Agriculture, which has statutory oversight of certain conservation district activities as well as WACD. Staff will continue to attend trainings for employee (re)certification purposes as necessary.

CERTIFICATION:

MCD respectfully submits the MCD FY 23 Annual Report to the Wyoming Department of Agriculture and the Wyoming Association of Conservation Districts pursuant to requirements of law and applicable annual and biennium funding requests, and to the United States Department of Agriculture, Natural Resource Conservation Service, in accordance with our Memorandum of Understanding.

For the Meeteetse Conservation District Board of Supervisors,

ss/_____ 12/20/23

Timothy J. Morrison, Chairman Date

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MCD maintained a close working relationship with the Wyoming Department of Agriculture, which has statutory oversight of certain conservation district activities as well as WACD. Staff will continue to attend trainings for employee (re)certification purposes as necessary.

CERTIFICATION:

MCD respectfully submits the MCD FY 23 Annual Report to the Wyoming Department of Agriculture and the Wyoming Association of Conservation Districts pursuant to requirements of law and applicable annual and biennium funding requests, and to the United States Department of Agriculture, Natural Resource Conservation Service, in accordance with our Memorandum of Understanding.

For the Meeteetse Conservation District Board of Supervisors,

ss/ Timothy J Morrison

Timothy J. Morrison, Chairman

12/20/23

Date