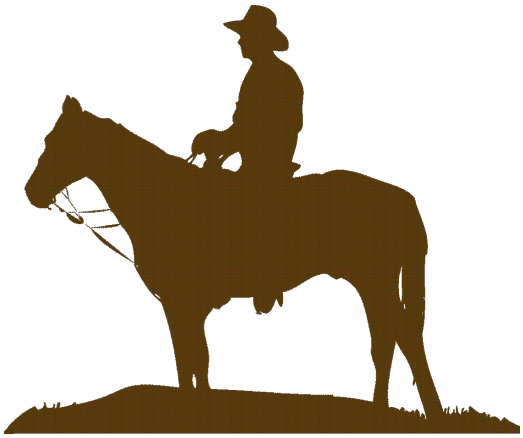
ANNUAL REPORT TO THE

WYOMING BOARD OF AGRICULTURE

FISCAL YEAR 2024

July 1, 2023 - June 30, 2024



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 2024 (FY 24). The MCD encourages public comments, which will help the District effectively plan its future.

SUPERVISORS:

There were no changes in the MCD Board during FY 24.

MCD Board of Supervisors as of *July 1, 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

MCD Board of Supervisors as of *June 30, 2024*

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:

Kennedi Johnson worked as seasonal Resource Technician from May ’24 to August ’24. Ashley Coenen was hired to perform book keeping duties during FY 24.

MCD Staff as of *July 1, 2023*

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

MCD Staff as of *June 30, 2024*

Name	Position	Status
Steffen Cornell	District Manager (DM)	FT, Permanent
Ashley Coenen	Admin Assistant (AA)	PT, Permanent
Kennedi Johnson	Resource Technician (RT)	PT, Seasonal

BUDGETING:

The MCD Board of Supervisors and staff developed the budget for FY 24 according to the Wyoming Uniform Municipal Fiscal Procedures Act. The budget was approved following the public budget hearing on July 19th, 2023. All FY 24 activities were within the constraints of the budget.

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

In FY 24, 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 other financial reporting responsibilities.

BALANCE SHEET COMPARISON of FY 24 & FY 23:

	Jun 30, 24	Jun 30, 23	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · First Bank of Wyoming	50,967.98	6,653.88	44,314.10	665.99%
1001 · Pinnacle Bank Chk - xx01	5,848.89	7,678.93	-1,830.04	-23.83%
1004 · Firewise - Pinn Bank	140.00	140.00	0.00	0.0%
1050 · WGIF Local xx00	62,658.13	134,594.40	-71,936.27	-53.45%
1052 · WGIF Mixed xx65	23,029.01	4,543.41	18,485.60	406.87%
1054 · WGIF Firewise xx04	3,360.77	3,310.28	50.49	1.53%
1910 · WGIF Depreciation Reserve xx73	40,110.63	3,161.60	36,949.03	1,168.68%
1920 · WGIF NRM&P Reserv xx74	29,182.55	31,184.37	-2,001.82	-6.42%
1930 · WGIF Emerg Res Mixed xx75	12,127.37	11,509.14	618.23	5.37%
Total Checking/Savings	227,425.33	202,776.01	24,649.32	12.16%
Total Current Assets	227,425.33	202,776.01	24,649.32	12.16%
TOTAL ASSETS	**227,425.33**	**202,776.01**	**24,649.32**	**12.16%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2101 · Payroll Liabilities				
2101.01 · Payroll Liabilities-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	-1,219.88	-1,182.38	-37.50	-3.17%
Total Other Current Liabilities	-168.59	-131.09	-37.50	-28.61%
Total Current Liabilities	-168.59	-131.09	-37.50	-28.61%
Total Liabilities	-168.59	-131.09	-37.50	-28.61%
Equity				
3000 · Opening Bal Equity	279,444.00	277,035.51	2,408.49	0.87%
3900 · Retained Earnings	-74,128.41	-178,216.16	104,087.75	58.41%
Net Income	22,278.33	104,087.75	-81,809.42	-78.6%
Total Equity	227,593.92	202,907.10	24,686.82	12.17%
TOTAL LIABILITIES & EQUITY	**227,425.33**	**202,776.01**	**24,649.32**	**12.16%**

FY 24 REVENUES & EXPENDITURES:

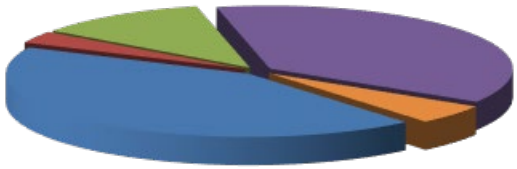
Income	
3100 · Operating Revenues	
3110 · District Contract Services	3,844.00
3120 · Sales/Rentals	5,080.00
3150 · Mill Levy	
3150.01 · State Assessed	1,499.86
3150.03 · State Minerals	94,174.31
3150.05 · Other Taxes	24,430.67
3150.07 · Auto	4,573.38
3150.09 · Delinquent Interest	209.90
Total 3150 · Mill Levy	124,888.12
Total 3100 · Operating Revenues	133,812.12
3200 · Grants	
3220 · Dept of Ag Base Funding Grant	8,823.50
3230 · Dept of AG WQM grant- lab funds	4,621.63
3240 · WDA Competitive Grants	20,000.00
3250 · Competitive Grants	
325022A · Fish Passage Project	108,501.67
Total 3250 · Competitive Grants	108,501.67
Total 3200 · Grants	141,946.80
3300 · Misc.	
3320 · Interest - C.D.s & Bank Accts	
3320.1 · Interest - non-reserve Accts	5,374.06
3320.2 · Interest - reserve Accts	4,064.44
Total 3320 · Interest - C.D.s & Bank Accts	9,438.50
3340 · Building Use	
3341 · Rental Income	4,800.00
3342 · Ferret Den Income	120.00
Total 3340 · Building Use	4,920.00
3390 · Other income	318.09
Total 3300 · Misc.	14,676.59
Total Income	290,435.51
Gross Profit	290,435.51
Expense	
4000 · Admin Expenses	
4100 · Admin Personnel Services	
4105 · DM Admin	17,168.36
4120 · Admin Assistant	1,194.53
Total 4100 · Admin Personnel Services	18,362.89
4200 · Board & Employee Admin Expenses	
4205 · Travel (Meals & Lodging)	99.99
4210 · Mileage & Fuel	1.72
4215 · Bonds	247.00
4290 · Other Board Expenses	636.85
Total 4200 · Board & Employee Admin Expense	985.56
4300 · Contractual Services	
4310 · Accounting/auditing/Technical	720.00
Total 4300 · Contractual Services	720.00
4800 · Office	
4810 · Admin Supplies/Postage	1,210.11
4820 · Office Eqpt.-Rent/Repair/Maint.	407.75
4830 · Office Bldg-Supp/Maint/Repairs	6,397.54
4850 · Office Utilities	6,365.71
Total 4800 · Office	14,381.11
4900 · Other Admin	
4910 · Dues/Memberships/Subscriptions	2,297.61
4925 · Registrations/Tuition/Apps	300.00
4990 · Other Misc.	36.99
Total 4900 · Other Admin	2,634.60
Total 4000 · Admin Expenses	37,084.16

Expense (cont.)	
5000 · Operations Expenses	
5100 · OP Personnel Services	
5105 · DM Wages	38,748.30
5130 · Temporary Hire RT	953.75
Total 5100 · OP Personnel Services	39,798.57
5200 · Operations Travel	
5205 · Travel (Lodging & Meals)	676.78
5210 · Fuel & Mileage	1,526.89
Total 5200 · Operations Travel	2,203.67
5300 · General Operating Expenses	
5305 · Analytical Testing	80.00
5310 · Freight/Postage/Shipping	348.28
5330 · Rentals - Equip	55.00
5340 · Maint/Repairs-OP Equip	430.35
5350 · Supplies - Operations/Office	6,848.70
5370 · Dues,Memberships,Registrations	7,988.98
5390 · Other	150.00
Total 5300 · General Operating Expenses	15,901.31
5400 · Vehicle Expenses	
5410 · Passenger Vehicles Expenses	146.48
5430 · ATV / UTV Vehicle Expenses	131.94
Total 5400 · Vehicle Expenses	278.42
5500 · Professional Services	
5520 · Tech Cons NRM&P, WQM, Web, etc	7,001.25
Total 5500 · Professional Services	7,001.25
5600 · Special Expenses - Operations	
5610 · Contrib. to Outside Programs	250.00
5690 · Other Special Ops	
569022A · Fish Passage Project	117,141.03
569023A · Upland Hills SG Project	1,980.00
Total 5690 · Other Special Ops	119,121.03
Total 5600 · Special Expenses - Operations	119,371.03
Total 5000 · Operations Expenses	184,554.25
6000 · Indirect Expenses	
6100 · Insurance	
6101 · Automobile Insurance	1,676.00
6105 · Liability	600.00
6110 · Property Insurance	1,655.00
6100 · Insurance - Other	25.00
Total 6100 · Insurance	3,956.00
6200 · Indirect Payroll Costs	
6206 · Social Security - MCD	133.20
6210 · Workers Comp	1,183.96
6215 · Unemployment Taxes	0.00
6220 · Retirement	
6220.1 · Retirement (for employee)	5,087.50
6220 · Retirement - Other	5,153.50
Total 6220 · Retirement	10,241.00
6226 · Medicare - MCD	710.49
6250 · Employer Paid Insurance	
6251 · Health Insurance	15,883.50
6252 · Vision Insurance	224.28
6253 · Life Insurance	55.56
6255 · HSA Contribution	3,500.00
Total 6250 · Employer Paid Insurance	19,663.34
Total 6200 · Indirect Payroll Costs	31,835.47
Total 6000 · Indirect Expenses	35,791.47
7000 · Capital Outlay	
7010 · Admin equipment and software	1,312.33
7020 · Operations Equipment and softwa	9,414.98
Total 7000 · Capital Outlay	10,727.31
Total Expense	268,157.18
Net Income	**22,278.33**

REVENUES:

The MCD FY 24 total revenues of $290,436 consisted of $124,888 (43%) from its Mill Levy, $8,924 (3%) from Contract Services and Sales, $13,445 (5%) from WDA Base Funding and Lab Funds, $128,502 (44%) from Other Competitive Grants and $14,677 (5%) from Interest and Other Income. For comparison, FY 23 revenues were $358,993.

FY 2024 Revenues = $290,435.51

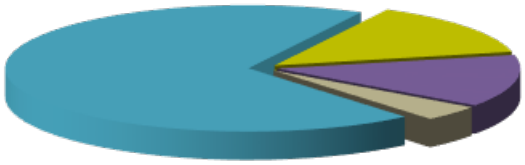


Mill Levy	$124,888.12 =	43%
Contract Services and Sales	$8,924.00 =	3%
WDA Base Funding, Lab Funds & Grants	$33,445.13 =	12%
Other Competitive Grants (fish passage)	$108,501.67 =	37%
Interest & other income	$14,676.59 =	5%

EXPENDITURES:

The MCD FY 24 total expenditures were $268,157. Operations expenditures, including project contribution pass-throughs were $184,458 (69%). Administration expenditures (not including Capital purchases) were $37,084 (14% of total expenditures), Indirect expenditures, including payroll expenses, insurance (liability, vehicle & property) and employee benefits were $35,888 (13%). Total Capital Outlay for equipment and software was $10,727 (4%). FY 23 total expenditures were $254,905 for comparison.

FY 2024 Expenses = $268,157.19



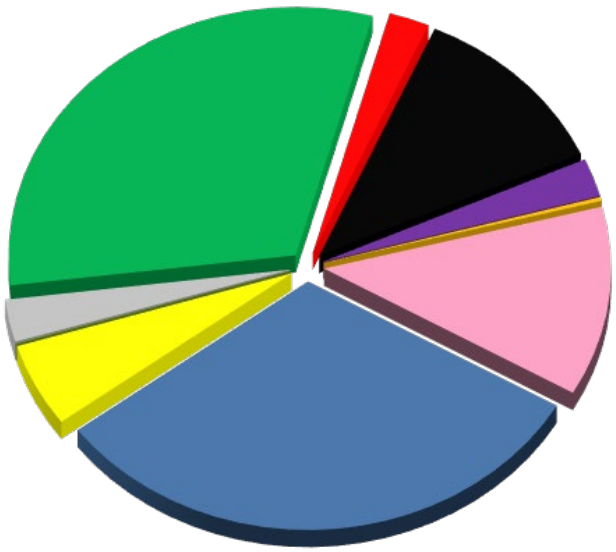
Operations	$184,457.73 =	69%
Administration	$37,084.16 =	14%
Indirect Expenses	$35,887.99 =	13%
Capital Outlay	$10,727.31 =	4%

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 classes such as Composting or Recycling activities. Total wage expenses were $58,065 for FY 24.

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 2024 District Activities by Class



Class	Employee Hours for FY '24	Avg. Employee Hours / Week	% of Total Wage Expenses
Admin	719	12.58	31.6%
Coop. Assistance	120	2.10	5.6%
Education (providing)	1	0.02	<1%
NRM&P	60	1.06	2.9%
Other Op	717	12.54	31.1%
Training - Op	50	0.87	2.4%
Water Quality	284	4.97	10.9%
Weather	55	0.96	2.6%
Website	6	0.10	<1%
Wildlife & Fisheries	275	4.80	12.67%
Total	2,288	40	100.0%

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 primarily on the Water Quality Monitoring project and a variety of other duties as necessary. The Administrative Assistant performed bookkeeping and documented meeting minutes exclusively. The DM accounted for 91% (1,433hrs) of the total time spent working on operations type activities while the RT accounted for 9% (136 hrs).

- 68% of total salary and wages were for operations activities (71% in FY 23).
- Salary and wages for operations duties accounted for 21% (22% in FY 23) of total operations expenditures and 15% (16% in FY 23) of MCD's total expenditures in FY 24.
- Non-payroll operations expenses, such as consulting services, capital equipment, supplies, mileage, and travel accounted for 80% (78% in FY 23) of total operations expenditures.

Cooperator Assistance:

In FY 24 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 $762,122) for federal fiscal year 2024 which is different from the State of Wyoming's fiscal year.

- $625,047 was paid on 26.4 miles for certified practices related to big game migration corridors (obstruction removal and fence).
- $3,882 was paid for 56 acres of Herbaceous Weed Treatment.
- $1,802 was paid for 530 acres of Prescribed Grazing practices.
- $131,390 was paid for certified practices related to irrigation water management and irrigation system improvements (Irrigation Pipeline, Pumping Plant, Sprinkler System and Structures for Water Control).

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 implementing certain management practices on their property to help address natural resource concerns.

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 (Hogg's Black Diamond) was completed in FY 24 despite the 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.

Networking and Participation in Outside Activities:

In FY 24, 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 its own NRCS Local Work Group County meeting in Meeteetse, 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 Partnered with the Western Landowners Alliance and Park Co. Weed and Pest to apply for a WNRT grant to contract aerial weed spraying services to combat cheatgrass infestations on private lands throughout the District using Rejuvra.

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 24, 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.

Other Op:

MCD ramped up its compost and recycling program in FY 24. Staff regularly collected organic waste products such as produce scraps from supermarkets, spent brewers' grains from breweries, horse manure from farms, wood chips from an area arborist, used coffee grounds from various coffee shops and even coffee bean husks from local roasters. These waste products are kept out of landfills and combined with shredded cardboard to sustain six large Red Wiggler bins in the office which produce worm castings which are then sold back to the public. MCD hopes to incorporate this topic into its community education programs in the future.

Surface Water Quality Monitoring:

MCD initiated a new two-year Surface Water Quality monitoring program in 2022 which focuses on previously un-monitored tributaries of the Greybull River in order to better understand their impact on the downstream impairment. Using WDA funds, MCD continued sampling surface waters at 7 sites during the 2023 & 2024 primary contact recreation seasons. 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 two small ramp flumes that were installed in FY 24 and staff conducted cross-section flow measurements using an OTT flowmeter that was previously purchased with other WDA funds 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 24, MCD staff attended the Annual Employee Training in Casper. Kennedi Johnson completed the Principles of Water Quality training.

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

Wildlife & Fisheries:

MCD continued working with WY G&F on a Fish Passage project to 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 WNRT funds and WWDO small water project funds will aid in seeing the project through construction in FY25 and beyond. MCD was able to utilize its Mavic 3E drone and Pix4D to contribute super high-resolution orthomosaic imagery during the design phase.

MCD continues to support legislation that allows the raising of sage grouse in captivity. MCD provided technical assistance to the Upland Hills Game Bird Farm in Powell through weekly tracking of live, wild GPS-tagged sage grouse hens and also recovered multiple transmitters in various locations throughout the Bighorn Basin when necessary. Sage grouse location data is reported annually to the WY G&F Department as a requirement of the Chapter 33 permit.

MCD Board Treasurer Matt Burkhart filled the 'Conservation District' representative vacancy on the Big Horn Basin Sage Grouse Local Work Group and participated with the group in allocating funds for various sage grouse conservation projects.

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 12.6 employee hours per week (31% 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 90% of the total administrative time while the AA performed approximately 10% of the total administrative activities by staff (FY 23, DM = 78% and other staff = 21%).

- 32% of total salary and wages were for administrative activities. This is an 3% increase from the previous year.
- Salary and wages for administrative duties were 48% of total administrative expenditures (42% in FY 23).
- Non-payroll expenses, such as office building repairs, utilities, dues, and supplies accounted for 52% of total administrative expenditures (58% in FY 23).

Meetings:

MCD's Board of Supervisors and staff regularly met on the second Wednesday of each month of FY 24, 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 Meeteetse. 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 also attended the WACD annual convention held in Dubois in FY 24.

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. Steffen Cornell attended the WACD Employee Certification training along with four of the MCD Board Members in order to satisfy WY Department of Audit requirements. The fifth Board Member completed his training online later in the year.

CERTIFICATION:

MCD respectfully submits the MCD FY 24 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 Agricultural, Natural Resource Conservation Service, in accordance with our Memorandum of Understanding.

For the Meeteetse Conservation District Board of Supervisors,

ss/ Timothy J. Morrison — 12/30/24

Timothy J. Morrison, Chairman — Date

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 12.6 employee hours per week (31% 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 90% of the total administrative time while the AA performed approximately 10% of the total administrative activities by staff (FY 23, DM = 78% and other staff = 21%).

- 32% of total salary and wages were for administrative activities. This is an 3% increase from the previous year.
- Salary and wages for administrative duties were 48% of total administrative expenditures (42% in FY 23).
- Non-payroll expenses, such as office building repairs, utilities, dues, and supplies accounted for 52% of total administrative expenditures (58% in FY 23).

Meetings:

MCD's Board of Supervisors and staff regularly met on the second Wednesday of each month of FY 24, 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 Meeteetse. 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 also attended the WACD annual convention held in Dubois in FY 24.

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. Steffen Cornell attended the WACD Employee Certification training along with four of the MCD Board Members in order to satisfy WY Department of Audit requirements. The fifth Board Member completed his training online later in the year.

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For the Meeteetse Conservation District Board of Supervisors,

ss/ Timothy J. Morrison Jr

Timothy J. Morrison, Chairman

12/30/24

Date