

ANNUAL REPORT TO THE
WYOMING BOARD OF AGRICULTURE
FISCAL YEAR 2012

July 1, 2011 - June 30, 2012



MEETEETSE
CONSERVATION DISTRICT

910 Park Avenue, PO Box 237, Meeteetse, Wyoming 82433

Phone (307) 868-2484

Fax (307) 868-2489

E-mail: mcd@tctwest.net

On the Web at <http://www.meeteetsecd-wy.gov>

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Introduction

This Annual Report has been prepared in partial fulfillment of the requirements for Wyoming Conservation District funding through the Wyoming Department of Agriculture. It is also intended to assist the Meeteetse Conservation District (MCD) Board of Supervisors in keeping the general public, other governmental entities, and non-governmental organizations informed of the activities and accomplishments of the Meeteetse Conservation District through fiscal year (FY) 2012.

The MCD encourages public comments, which will help the District effectively plan its future.

Meeteetse Conservation District Board of Supervisors as of June 30, 2012:

Louis Abarr	Chairman
Dan Morris	Vice-Chairman
Craig Geving	Treasurer
Tracy Renner	Secretary
Clara Mae Yetter	Member

Meeteetse Conservation District Staff as of June 30, 2012:

Steve Jones	Resource Management Coordinator (RMC)	Salaried, full-time
William Woolston	Sage Grouse Initiative Range Conservationist	Salaried, full-time
Steffen Cornell	Resource Specialist (RS)	Hourly, full-time
Lisa Love	District Clerk	Hourly, part-time

The MCD leased the old Town Hall building from the town of Meeteetse and subleased the old sheriff's office portion of that building to the Park County Weed & Pest Control District.

Administration

In order to better evaluate its accomplishments and attainment of objectives, MCD continued to differentiate between District administration and District operations. MCD defines *administration* activities as those activities that primarily keep the office and District functioning.

On a cost basis, approximately 18% of the MCD's administration activities were performed by the Resource Management Coordinator (RMC), who was responsible for the day-to-day activities of the MCD, including district budgeting and finances, and who supervised and provided guidance for the District Clerk and the Resource Specialist (RS). The Clerk performed approximately 74% of the MCD's administrative activities, including bookkeeping, payroll, and secretarial tasks. The RS assisted the RMC and Clerk in administrative activities as needed, approximately 8% of the MCD's administrative activities. The Clerk's attendance at MCD Board meetings was in general considered administrative activity.

Administrative direct expenditures made up 17% of the MCD total expenditures in FY 2012.

28% of salary and wages were administrative expenditures.

Salary and wages for administrative duties were 59% of total administrative expenditures.

Non-payroll expenses, such as office rent, insurance, utilities, dues, and supplies accounted for 41% of administrative expenditures.

Administrative Training:

Lisa attended and successfully completed the Conservation District Employee Certification training in Cheyenne during February.

To the best of their ability, Board members and staff attended Supervisor Training webinars held by the WDA and the MCD participated in WACD Statutory Jurisdiction & Expertise discussions.

Budget:

The MCD Board of Supervisors and staff developed the budget for FY 2012 according to District Operations procedure. The budget was approved at the public budget hearing on July 20th, 2011. All FY 2012 activities were within the constraints of the budget. Funding was carried into FY 2012 from FY 2011 in the Startup Reserve account, used to fund the District through December 2012, when the first mill levy check arrived. The Startup Reserve account for FY 2013 was funded at FY 2012 year-end.

Finances:

In FY 2012, the MCD maintained checking accounts at First National Bank in Powell and at Pinnacle Bank in Cody, as well as accounts for both cash and reserve funds with the Wyoming Government Investment Fund (WGIF). Big Horn Federal S&L certificates of deposit were used for certain reserve accounts.

The MCD operated on a cash basis and had no debt. The MCD used a VISA account through Pinnacle Bank to simplify purchasing. QuickBooks Pro was and continues to be the accounting software used by MCD. MCD began using an outside contractor, Schatz Accounting Services for managing payroll and certain other bookkeeping responsibilities.

The MCD FY 2012 operating revenues of \$297,184 consisted of \$200,743 (68%) from its mill levy, \$8,824 (3%) from WDA Base Funding, \$5,483 (2%) from WDA Water Quality Monitoring Grant, \$70,000 (23%) from Competitive Grants, and \$12,134 (4%) from interest and other income.

Total expenditures were \$276,972.

Administration total expenditures were \$47,784 (17% of total expenditures), operations total expenditures, including project contribution pass-throughs, were \$192,075 (69% of total expenditures).

Indirect expenditures were \$30,523 (11% of total expenditures) and total capital outlay for equipment and software was \$6,589 (2% of total expenditures) with \$368 for administration and \$6,221 for operations.

Meetings:

MCD's Board of Supervisors and staff regularly met on the first Wednesday following the 4th day of each month of FY 2012, at the District office at 910 Park Avenue in Meeteetse, as scheduled. All regular meetings, special meetings, work sessions, and budget hearing were held as is provided for under State law.

The MCD actively participated at the Area and State level meetings as a member of the Wyoming Association of Conservation Districts (WACD), attending the WACD Area III meeting, and the WACD 2011 Annual Convention.

Additionally, the MCD maintained a close working relationship with the Wyoming Department of Agriculture, which has statutory oversight of certain conservation district activities.

Operations

MCD defines services and associated activities for which the District was formed as *operations*. MCD operations include natural resource management and planning, educational seminars and workshops, monitoring and reporting water quality, soil moisture, range, local weather conditions, natural resource education, and other natural resource related activities of value to the community. The MCD may assist

other entities in providing similar activities, and participation in certain technical training activities may be considered part of operations.

On a cost basis, about 55% of MCD’s operations activities were performed by the Resource Management Coordinator (RMC), who had general responsibility for day-to-day operations, and who supervised and provided guidance for the other employees. The Resource Specialist (RS), who assisted the RMC and also worked on independent projects, was responsible for approximately 28% of operations activities. The Clerk also acted assisted with some operations tasks as Resource Technician, assisting both the RMC and RS, and performed approximately 17% of operations activities.

Operations expenditures made up 69% of the MCD total expenditures.

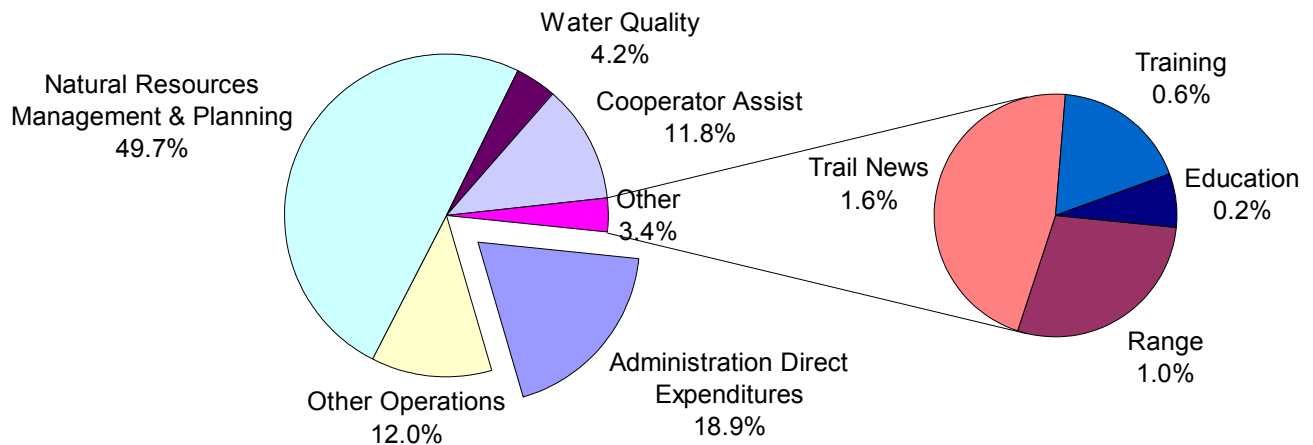
72% of salary and wages were operations expenditures.

Salary and wages for operations duties made up 38% of total operations expenditures.

Non-payroll expenses, such as supplies, mileage, and travel accounted for 62% of operations expenditures.

81% of the MCD’s direct expenditures were for operations and 19% for administration.

FY 2012 Direct Expenses by Class



Cooperator Assistance:

Seven NRCS conservation projects were funded in the MCD, all were in the Greybull River watershed.

Project Description	Acres	Avg. Cost per Acre	Cost Share %	Amount Funded	Estimated Project Cost
Conservation Planning	2654	\$3.28	75	\$8,705	\$11,607
Hoop House	0	n.a	75	\$1,111	\$1,481
Irrigation Structure, Pipeline	132	\$777.61	75	\$102,644	\$136,859
Livestock & Wildlife Water	1413	\$13.06	75	\$18,454	\$24,605
Prescribed Grazing	2656	\$23.06	75	\$61,239	\$81,652
Russian Olive (2)	9345	\$23.41	75	\$216,738	\$288,984
Totals	16,200			\$408,891	\$545,188

The MCD supported the NRCS Sage Grouse Initiative (SGI) Strategic Watershed Action Team and hired William Woolston as its SGI Range Conservationist. William addressed SGI program over the entire Big Horn Basin working primarily with NRCS District Conservationist Rory Karhu out of the Powell USDA Service Center. Funding support comes to the MCD from the NRCS, the Intermountain west Joint Ventures, and the USDI Fish & Wildlife Service Partners program.

The MCD supported Hot Springs Conservation District in developing and beginning implementation of the Wyoming Rangeland Health Assessment Program grant project for Hillberry Ranches.

Additionally, the MCD directly provided the loan of certain District equipment to producers.

Education:

Youth Education:

Steve and Lisa assisted the Meeteetse FFA's Environmental & Natural Resources Team to prepare for the Wyoming FFA competition and for the FFA National Convention held in Indianapolis. The MCD also provided financial assistance to the FFA team for its trip to Indianapolis.

Supported NACD National Stewardship Week "Soil to Spoon" from April 29 to May 6 and sponsored a poster contest for grades K-12.

The District continued to provide educational information on the MCD website.

Community Education:

The MCD obtained a formal proclamation from the Town of Meeteetse and the Park County Commission for NACD Stewardship week.

Maintained the MCD's kiosk display at Ferret Park by the Greybull river.

MCD staff met with representatives of UW-CES, Park County Weed & Pest and Planning and Zoning, other CDs, Irrigation Districts, and others as the "small Acreage task Force" to join efforts in a continuing collaboration and coordination of education efforts addressing small acreage issues and management.

In addition to the District's website as an educational outreach tool, the MCD continued its publication of the "Trail News" in both hard copy and by email. The electronic version of "Trail News" is also sent to the other Wyoming conservation districts, as well as to local, state, and federal government addresses.

Elected Officials and Government Agencies Education:

It has been obvious that many County Commissioners and legislators are in need of direct contact and information from local folks who use and rely on federal 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.

Natural Resource Management and Planning (NRM&P):

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

Big Horn Basin RC&D: The MCD was a dues-paying member of the Big Horn Basin RC&D, and both Steve and Clara Mae represented the MCD at RC&D meetings.

BLM Bighorn Basin Resource Management Plan (RMP Revision): The MCD, as a Cooperating Agency (CA) and using only locally derived funds, participated fully in the planning process, which included a plethora of meetings usually attended by Steve and Clara Mae. The MCD has provided comments during all portions of the RMP revision process. Under its Land Use Management and Resource Conservation Plan, the MCD formally opposes lands with special designations and increasing the areal extent of

existing ones, such as the Carter Mountain Area of Critical Environmental Concern (ACEC) which lies within the MCD. The MCD, with the four Bighorn Basin counties and six other conservation districts, continued use of Ecosystem Research Group (ERG) as a technical consultant. The MCD worked with the other local governments in efforts to properly evaluate and inventory the so-called BLM "Lands With Wilderness Characteristics". The MCD also continued to work with the counties and other Districts to provide transparent and open meetings with the BLM.

NRCS Resource meetings - The MCD attended and actively participated in NRCS Local Work Group meetings, as well as NRCS State Technical Committee meetings.

Sage Grouse: Steve continued to represent Area III conservation districts as a member of the Big Horn Basin Sage-Grouse Local Working Group. The MCD also facilitated the continuing "sage grouse predation project". This project, investigating aspects of predation affecting sage grouse locally, was brought to fruition through action by all seven Area III Districts at the 2010 Area III meeting. It has garnered broad support including funding and in-kind contribution from predator management districts, individual ranches, oil and gas industry, grazing interests, plus other entities including the Wyoming Game & Fish Department. Additional financial support was provided by grant funding from the Wyoming Animal Damage Management Board, the Wyoming Private Grazing Lands Team, and the Big Horn Basin RC&D. Field investigations and research was under the joint auspices of the USDA-Wildlife Services field personnel in the Bighorn Basin and its National Wildlife Research Center in Logan, Utah. The MCD staff's involvement in the predation project grew as they made substantial in-kind contributions by performing captures, field surveys, monitoring, data management and quality control.

Shoshone National Forest: The MCD actively supported renewing Forest grazing permits for operations within and affecting the District. The MCD has also executed a MOU for cooperative monitoring with the Forest.

Shoshone National Forest's Forest Plan Revision: The MCD has been and continues to be a Cooperating Agency for the planning process, and is a member of the Shoshone Cooperating Agency Coalition, which includes county commissions and conservation districts having lands within the Shoshone NF.

Subdivision Reviews: The MCD reviewed two simple subdivision in FY2012.

Networking and Participation in Outside Activities:

In FY 2012, MCD was a member of the Wyoming Association of Conservation Districts, the National Watershed Coalition, the National Association of Conservation Districts, the Meeteetse Visitor Center, the Big Horn Basin RC&D Council, and American Stewards.

Steve, along with Kristen Tilley (Shoshone CD) served as Area III WCDEA representative.

Steve continued as a member of the UW Powell Research and Extension Center Advisory Board, as President of the Park County Farm Bureau, and when not representing the MCD represented Wyoming Farm Bureau Federation on the NRCS State Technical Committee, facilitating communication between the MCD and the Farm Bureau on issues of mutual concern.

Steve also continued as chairman of the Meeteetse Local Planning Area Advisory Committee for Park County Planning and Zoning, appointed by the Park county Board of County Commissioners.

Range:

The Meeteetse Conservation District (MCD) in conjunction with other Wyoming conservation districts is working closely with the University of Wyoming, Department of Renewable Resources in order to help producers predict forage quality and quantity available for livestock based upon monitoring precipitation and soil moisture. The monitoring is an evolving long-term study to acquire baseline data and examine the interrelationships between rangeland soil moisture, precipitation, and forage yield.

The Little Buffalo Basin station is located on rangeland 17 miles southwest of Meeteetse and a second soil moisture site is located on rangeland northwest of Meeteetse, near Spring Creek. Throughout the year, soil moisture was reported as total water saturation of the soil. Data was automatically collected several

times daily. Precipitation data was collected yearlong, but the sites are too remote to monitor snowfall details.

During late July 2011, range monitoring was done at both sites and photos were taken for the SamplePoint monitoring method at both sites. Forage clippings were collected, and additional site photos were taken at Little Buffalo Basin, with cover by life form data along four transects. Range site vegetation data was collected in order to determine relationships with the soil moisture and precipitation data. MCD plans to continue to collect this data annually with expectations of developing site trend.

Surface Water Quality Monitoring and Watershed Planning:

An important part of the background for monitoring and watershed planning is the overall vision of the MCD regarding the Greybull River watershed.

The MCD joined the other Bighorn Basin conservation districts in assisting the Wyoming DEQ in the Big Horn and Greybull rivers' Total Maximum Daily Load (TMDL) Project, with the intent of representing the needs of MCD Cooperators. The MCD participated on the TMDL technical steering committee.

The MCD has continued monitoring surface water quality on the Greybull River watershed.

The MCD typically measured conductivity, pH, temperature, and turbidity and sampled for *E. coli*. The MCD used the "5 in 30" protocol for *E. coli*, collecting a minimum of 5 samples representing separate 24 hour periods within 30 days, in order to ensure that its data would be considered credible under Wyoming statute and proposed rule revisions.

The MCD completed activities under the "Greybull River Streambed Processes & *E. coli* Distribution" grant from the WDA, which helped support a Masters level graduate student, Cory Beaugh, to assess selected factors that may be causing high variability in *E. coli* levels between samples and the short-term fluctuations in *E. coli* levels that have been observed in analyses. Cory's thesis is expected to be completed in the fall of 2012.

Training:

Training (including attendance of educational programs) continued to be of great importance to the MCD. Steve has completed all WDA/WACD/UW training modules.

Steffen attended WCDEA winter training in Casper March 20th through March 22nd. Topics included Web Soil Survey, Basic Soils, Ecological Site Descriptions, Event Planning, Tree Identification, Generational Training, Advanced SuiteWater and "Boards that Work".

Steffen also completed Modules I and II of the WACD Water Quality Training Program.

Weather:

The District continued to operate its weather station, located at the MCD office in Meeteetse. The station collected weather data on a real-time basis. Temperature, wind speed, barometric pressure, relative humidity, dew point, wind chill, wind direction, and precipitation were collected and, using Weather View software, automatically uploaded to MCD's website. Solar insolation data is also collected. The District also kept cooperators up-to-date by providing cumulative weather data on the MCD website and by submitting Meeteetse precipitation data to the national Community Collaborative Rain and Hail Study (CoCoRaHS). Combined with soil moisture information, Meeteetse weather data helped Wyoming's State Climatologist with drought forecasting and reports. Our weather data also helped the National Weather Service out of Riverton, Wyoming with "watches and warnings" and forecasting.

MCD also continued its involvement with the Citizen Weather Observation Program to better share its weather data. Links to CWOP and MCD's weather data (Station # DW0465) are: <http://www.wxqa.com> http://www.met.utah.edu/cgi-bin/droman/meso_base.cgi?stn=D0465 and <http://www.findu.com/cgi-bin/wxpage.cgi?call=DW0465!Meeteetse&last=120>

Website: <http://www.meeteetsecd-wy.gov>

The MCD website went online in 2005 and has been one of 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.
- Greybull River Watershed Steering Committee information.
- Soil moisture information from the Little Buffalo Basin and Spring Creek stations.
- Education
- Current MCD work and project reports.
- Water quality monitoring and related information.
- Regulations
- MCD's Land Use Management and Resource Conservation Plan
- MCD's Goals and Policies
- Links to agencies, regulations, and sites of interest.
- Information regarding assistance MCD can provide to the public.
- MCD's Annual Report and Plan of Work.
- 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
- Range Management
- NRCS Information

Weed Management:

The MCD subleases the old sheriff's office portion of its office to the Park County Weed & Pest Control District. MCD staff has helped PCW&P sell pesticides, which previously had been available only in Cody or Powell. This relationship provided better service to the public, as visitors to each entity had increased awareness of the other.

The MCD supported continuing efforts to create the Meeteetse/Greybull weed Management Area as well as administratively supporting Weed & Pest's cost share program for Grasshopper control and programmatic Russian Olive detection and removal projects.

Conclusion:

In conclusion, MCD respectfully submits the Meeteetse Conservation District FY 2012 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 Board of Supervisors
Meeteetse Conservation District

ss/ Louis Abarr
Louis Abarr, Chairman

December 21, 2012
Date

Balance Sheet Comparison

	Jun 30, 12	Jun 30, 11
ASSETS		
Current Assets		
Checking/Savings		
1000 · First Bank of Wyoming	3,750.20	6,750.07
1001 · Pinnacle Bank Chk - xx01	24,908.02	16,185.07
1050 · WGIF Local xx00	304.06	47,755.52
1052 · WGIF Mixed xx65	299.71	98.57
1060 · WGIF- SGPP xx76	6,609.15	0.00
1910 · WGIF Dep Reserve xx73	61.56	61.56
1910.03 · BHFCD DepRes xx96	32,508.22	32,258.46
1920 · WGIF NRM&P Reserv xx74	91.56	91.50
1920.03 · BHF CD- NRM&P Res xx88	27,936.75	27,722.11
1930 · WGIFEmerg Res Mixed xx75	70.34	70.31
1930.03 · BHFCDEmergResMxd xx70	48,355.96	47,984.46
1931 · WGIFEmerg Res Local xx77	64.15	64.13
1931.02 · BHFCDEmerg Res Local Fnds xx38	56,058.92	55,625.00
1931.03 · BHFCDEmgResLocl xx62	48,863.90	48,488.50
1990 · WGIF Startup Res xx72	155,037.40	75,014.48
1990.01 · BHFCD Startup Res xx20	0.00	25,352.02
Total Checking/Savings	404,919.90	383,521.76
Total Current Assets	404,919.90	383,521.76
TOTAL ASSETS	404,919.90	383,521.76
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll Tax Liability	-1,063.75	1,360.32
2101 · Payroll Liabilities	3,610.44	0.00
2120 · Employee Share Benefits	293.30	293.30
Total Other Current Liabilities	2,839.99	1,653.62
Total Current Liabilities	2,839.99	1,653.62
Total Liabilities	2,839.99	1,653.62
Equity		
3000 · Opening Bal Equity	90,213.18	90,213.18
3900 · Retained Earnings	291,654.96	275,839.59
Net Income	20,211.77	15,815.37
Total Equity	402,079.91	381,868.14
TOTAL LIABILITIES & EQUITY	404,919.90	383,521.76

Revenues and Expenditures

	<u>July'11-June'12</u>	<u>Expenditures (continued)</u>	<u>July'11-June'12</u>
Revenues		5100 · OP Personnel Services	
3100 · Operating Revenues		5105 · RMC salary	36,416.76
3150 · Mill Levy	200,743.17	5110 · RS wages	9,823.75
Total 3100 · Operating Revenues	200,743.17	5115 · RT & Other Wages OP	1,650.00
3200 · Grants		5120 · SGI Range Con	24,205.28
3220 · Dept of Ag Base Funding Grant	8,823.52	Total 5100 · OP Personnel Services	72,095.79
3230 · Dept of AG WQM grant- lab funds	5,483.13	5200 · Travel	
3250 · Competitive Grants	70,000.00	5205 · Travel expenses	1,291.31
Total 3200 · Grants	84,306.65	5210 · Mileage	4,496.62
3300 · Misc.		Total 5200 · Travel	5,787.93
3320 · Interest - C.D.s & Bank Accts	1,744.92	5310 · Freight/Postage/Shipping	34.25
3330 · Refunds	46.68	5330 · Rents	320.00
3390 · Other income	10,342.12	5350 · Supplies	5,310.26
Total 3300 · Misc.	12,133.72	5370 · Dues,Memberships,Registrations	9,261.00
Total Revenues	297,183.54	5390 · Other	860.20
Expenditures		5600 · Special Expenses - Operations	
4100 · Admin Personnel Services		5610 · Contrib. to Outside Programs	6,350.00
4105 · RMC Admin	13,863.44	5690 · Other Special Operations	92,056.20
4110 · RS Admin	826.25	Total 5600 · Special Expenses - Operations	98,406.20
4120 · Clerk	8,704.92	6100 · Insurance	
4190 · Other Admin	4,802.25	6105 · Liability	1,141.00
Total 4100 · Admin Personnel Services	28,196.86	6110 · Property Insurance	250.00
4200 · Board & Employee Expenses		Total 6100 · Insurance	1,391.00
4205 · Travel	366.06	6200 · Indirect Payroll Costs	
4210 · Mileage	819.74	6206 · FICA - MCD	8,542.66
4215 · Bonds	297.00	6210 · Workers Comp	1,889.68
Total 4200 · Board & Employee Expenses	1,482.80	6215 · Unemployment Taxes	409.14
4300 · Contractual Services		6220 · Retirement	3,579.96
4310 · Accounting/auditing	3,437.50	6226 · Medicare - MCD	2,380.86
Total 4300 · Contractual Services	3,437.50	6250 · Health Insurance/Life Insurance	12,329.27
4800 · Office		Total 6200 · Indirect Payroll Costs	29,131.57
4810 · Office Supplies/Postage	1,274.61	7000 · Capital Outlay	
4820 · Office Eqpt.-Rent/Repair/Maint.	497.65	7010 · Admin equipment and software	367.90
4850 · Office Rent/Utilities/Maint.	10,003.83	7020 · Operations Equipment and software	6,221.44
Total 4800 · Office	11,776.09	Total 7000 · Capital Outlay	6,589.34
4900 · Other Admin		Total Expenditures	276,971.77
4910 · Dues	2,131.62	Net Surplus	20,211.77
4925 · Registrations/Tuition	158.00		
4990 · Other Misc.	601.36		
4900 · Other Admin - Other	0.00		
Total 4900 · Other Admin	2,890.98		