

**DRAFT MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING**  
**November 13<sup>th</sup>, 2020**

**Type of Meeting:** Regular Meeting

**Place:** MCD Office 1906 State St, Meeteetse, WY

**Date:** Friday, 11/13/2020

**Time:** 9:30 a.m.

**Presiding Officer:** Joe Thomas

**Supervisors Present:** Shawn Shepperson, Matt Burkhardt, Tim Morrison (9:45), Lionel Ostrander (10:15)

**Supervisors Absent:**

**District Manager:** Steffen Cornell

**NRCS District Conservationist:** Rory Karhu (absent)

**CALL TO ORDER/MINUTES:** Meeting was called to order at 9:42 a.m. by MCD Vice-Chairman Joe Thomas. Matt Burkhardt moved to approve the MCD Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Shawn moved to approve the Minutes from the October 16<sup>th</sup>, 2020 Regular Board meeting, Matt seconded, motion passed unanimously. Matt moved to approve the Minutes from the October 28<sup>th</sup>, 2020 Special Board meeting, Shawn seconded, motion passed unanimously.

**TREASURER'S REPORT:**

- **Treasurer's Report** – Shawn reviewed the October Treasurer's Report prior to the meeting, which includes the Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report and the Meeteetse Conservation District Bills for the month. Shawn moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Matt seconded, motion passed unanimously.

**Blanket Voucher October & November 2020**

Type	Date	Num	Name	Memo	Paid Amount
<b>1000 - First Bank of Wyoming</b>					
Check	10/31/2020	ACH	Wyoming Department of Workforce Services	To pay 3rd Qtr, 2020 payables due	-85.93
Check	10/31/2020	3377	Wyoming Retirement System	October, 2020 Contributions - Agency # 564	-797.28
Check	10/31/2020	3378	Pinnacle Bank - VISA	November payment for October transactions	-5,340.94
Check	10/31/2020	3379	John H Frey {employee}	October, 2020 (18.9 hrs) - Paycheck - J Frey - RT	-261.81
Check	10/31/2020	3380	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for October '20	-400.00
Check	10/31/2020	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2020 - Paid by EFTPS 11/13/20	-454.68
Total 1000 - First Bank of Wyoming					-7,340.64
<b>1001 - Pinnacle Bank Chk - xx01</b>					
Check	10/31/2020	3662	Steffen C Cornell {employee}	October, 2020 (176 hrs) - Paycheck - S Cornell - DM	-2,881.35
Check	10/31/2020	3663	Orchard Trust	October, 2020 - Plan #93001-02 D 354	-100.00
Check	10/31/2020	3664	Schatz Accounting Services	October, 2020 - Invoice 3582	-200.00
Check	10/31/2020	3665	WCDEA	Calendar 2020, Employee Dues	-25.00
Check	11/02/2020	ACH	Google {vendor}	October, 2020 - conservewy.net - G Suite Business	-24.00
Check	11/09/2020	ACH	Black Hills Energy	October, 2020 - Acct. # 3214 4702 69	-60.84
Check	11/10/2020	ACH	Town of Meeteetse	October, 2020 Utilities	-159.15
Check	11/12/2020	ACH	VSP Vision Care	Vision Insurance for November, 2020	-18.69
Check	11/16/2020	ACH	TCT West Inc.	October, 2020 - Acct. # 00040249-3	-119.51
Check	11/17/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for December	-1,572.00
Check	11/25/2020	ACH	Big Horn REA {vendor}	October, 2020 - Acct. # 10337-003	-166.97
Total 1001 - Pinnacle Bank Chk - xx01					-5,327.51
<b>TOTAL</b>					<b>-12,668.15</b>

**DISTRICT CONSERVATIONIST REPORT:** Rory was involved in the following programs for the month of October: Fiscal Year 2021 application planning; planning with clients via text, email and phone; in-office planning with participant; on-site construction checks/certifications; mailing deferral letters. Certified Practices for the month include: Irrigation Pipeline, Nutrient Management, Irrigation Water Management, Windbreak/Shelterbelt Establishment, Tree/Shrub Site Preparation, Mulching, Fence, Conservation Cover, Pest Management, Cropland Annual Payment, Rangeland Annual Payment, Brush Management, and Conservation Cover. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance; office appointments; field visits with clients; HEL Conservation Plans and Wetland Determinations. Rory attended staff meetings and the PCFCD and CCD meetings; Park County FSA County Committee meeting; Area Conservationist/District Conservationist meetings; Absaroka Fence Initiative Teleconference meetings (2); and Willwood Workgroup 3 meeting.

**DISTRICT MANAGER REPORT:** Steffen Cornell completed the following for the month of October: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly report; reviewed monthly timesheets; cash flow tracking; banking in Cody; Used Comp time that was accrued in May during SG egg collecting activities; PCLI in Powell and CBE at Cody Law Enforcement Center; Shared MRFP vedo clips with Emily Reed from WMI; Assisted new WDA grants manager with SGPP documentation; Visited with Rory and Angie on the Wilson-McNally ditch; Absaroka Fence Initiative meetings; Assisted Buffalo residents with GIS maps for hunt area 62; Attended NRM Plan meeting in Cody; Retrieved Spring Creek Precip/weather data for Mike Riley; Facebook postings; entered CoCoRaHS weather data into website; Changed SD cards on all 6 YU Cameras; Conducted YU Fence replacement work; and ordered supplies and materials from vendors.

**OLD BUSINESS:** Steffen reviewed the top 5 work priorities for FY21. Tim moved to adopt the top 5 as part of the Annual Plan of Work, Shawn seconded, motion passed unanimously. Tim would like progress to be noted each month with completed activities in Red font with a percentage as well. Steffen is still working on a community survey to send out, including a format as well as questions to ask. He asked the Board to provide a few examples of questions in an email. Steffen reviewed progress on the YU Fence project, noting that staff will soon be done with fieldwork for the year until after July 1 of '21. General: for PCLI, the Board would like the District Manager to prioritize Meeteetse area Board meetings if possible such as the School Board and Town Council and other CD's. The election results were reviewed and Tim moved to draft a letter drafted to Colleen Renner, Park county Clerk to request an explanation of the mix up in dates published with what is in statute. Tim will help Steffen draft the letter and the Board would like Steffen to give County advanced notice that the letter will be on its way. Lionel seconded, motion passed unanimously. Joe would like the DM to ask Sheryl (Paben) Dale about occasional office cleaning and what the cost would be.

**NEW BUSINESS:** Steffen reviewed the status of the Annual Plan of work and Annual Report, noting that a special meeting may be necessary to approve near the end of December. Joe would like Matt and Shawn to randomly sample some transactions for the FY20 financial review by Dec. 9<sup>th</sup> if possible. The Board reviewed the calendar for November and December.

**MEETING ADJOURNED at 10:56 a.m.** – Next Regular Board Meeting is Wednesday December 9<sup>th</sup>, 2020 at 3:00 p.m.

Date: 12/11/2020

Authorized Signatures: Shawn Shepperson  
Matt Burkhardt  
Tommy Mauris