

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
December 11th, 2020

Type of Meeting: Regular Meeting

Place: MCD Office 1906 State St, Meeteetse, WY and virtually via GoToMeeting (web)

Date: Friday, 12/11/2020

Time: 9:30 a.m.

Presiding Officer: Joe Thomas (phone)

Supervisors Present: Shawn Shepperson, Matt Burkhart, Lionel Ostrander (web), Tim Morrison (web)

Supervisors Absent:

District Manager: Steffen Cornell

NRCS District Conservationist: Rory Karhu (web)

Others: Colleen Renner, Park County Clerk (phone)

CALL TO ORDER/MINUTES: Meeting was called to order at 9:56 a.m. by MCD Vice-Chairman Joe Thomas. Colleen Renner was recognized as a guest and provided an explanation of the election results and discussed legislative issues related to special districts. Joe moved to approve the Minutes from the November 13th, 2020 Regular Board meeting, Shawn seconded, motion passed unanimously.

TREASURER'S REPORT:

- **Treasurer's Report** – Shawn and Matt reviewed the November 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 and Matt also reviewed the FY'20 General Ledger for accuracy related to accounts and classes. Joe moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Shawn seconded, motion passed unanimously.

Blanket Voucher November & December 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 - First Bank of Wyoming					
Check	11/30/2020	3381	Midwest Fence Company	Inv # 35709	-14.00
Check	11/30/2020	3382	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for November '20	-400.00
Check	11/30/2020	3383	John H Frey {employee}	November, 2020 (64.4 hrs) - Paycheck - J Frey - RT	-892.10
Check	11/30/2020	ACH	United States Treasury	941 Deposit - 4th Qtr, 2020 - Paid by EFTPS 12/15/20	-531.30
Total 1000 - First Bank of Wyoming					-1,837.40
1001 - Pinnacle Bank Chk - xx01					
Check	11/30/2020	3666	Orchard Trust	November, 2020 - Plan #93001-02 D 354	-100.00
Check	11/30/2020	3667	Pinnacle Bank - VISA	December payment for November transactions	-283.69
Check	11/30/2020	3668	Schatz Accounting Services	November, 2020 - Invoice 3607	-25.00
Check	11/30/2020	3669	Wyoming Retirement System	November, 2020 Contributions - Agency # 564	-761.04
Check	11/30/2020	3670	Steffen C Cornell {employee}	November, 2020 (168 hrs) - Paycheck - S Cornell - DM	-2,724.25
Check	11/30/2020	3671	W Bar Feed & Ranch Supply	Supplies for YU Bench fence project	-384.86
Check	11/30/2020	3672	Wea Market	Invoice for November, 2020	-63.45
Check	12/03/2020	ACH	Google {vendor}	November, 2020 - conservewy.net - G Suite Business	-24.00
Check	12/09/2020	ACH	Black Hills Energy	November, 2020 - Acct. # 3214 4702 69	-130.84
Check	12/10/2020	ACH	Town of Meeteetse	November, 2020 Utilities	-159.15
Check	12/11/2020	3673	Steffen C Cornell {employee}	Christmas Bonus 2020	-100.00
Check	12/14/2020	ACH	VSP Vision Care	Vision Insurance for December, 2020	-18.69
Check	12/15/2020	ACH	TCT West Inc.	November, 2020 - Acct. # 00040249-3	-148.30
Check	12/18/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for January	-1,572.00
Check	12/28/2020	ACH	Big Horn REA {vendor}	November, 2020 - Acct. # 10337-003	-223.55
Total 1001 - Pinnacle Bank Chk - xx01					-6,718.82
TOTAL					-8,556.22

DISTRICT CONSERVATIONIST REPORT: Rory was involved in the following programs for the month of November: Fiscal Year 2021 application planning; planning with clients via text, email and phone (2 in MCD); in-office planning with participant (1 in MCD); on-site construction checks/certifications (4 MCD); mailing deferral letters. Certified Practices for the month include: Irrigation Pipeline, Nutrient Management, Irrigation Water Management (1 MCD), Windbreak/Shelterbelt Establishment, Tree/Shrub Site Preparation, Mulching, Fence, Conservation Cover, Pest Management, Cropland Annual Payment (2 MCD), Rangeland Annual Payment (2 MCD), Irrigation System (1 MCD), Brush Management, Cover Crop, Grassland Conservation and Conservation Cover. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance (4 MCD); office appointments (2 MCD); 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. Inspected gated pipe for Hot Springs Co. CD, conducted employee performance summaries, vegetative spot checks with Area Office, became an alumni Field User Network member and picked up his LincPass card in Casper.

DISTRICT MANAGER REPORT: Steffen Cornell completed the following for the month of November: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly report; reviewed monthly timesheets; cash flow tracking; Used 6 hrs. Comp time that was accrued in May during SG egg collecting activities; PCLI in Cody and CBE at Forward Cody; participated in a virtual meeting as part of the Technical Committee for the Absaroka Fence Initiative; completed and submitted an annual update report for the Shepperson RHAP project to WDA; corresponded with Jodie Pavlica from WWDO on the Wood River Fish Ladder project; assisted two hunters with mapping; entered CoCoRaHS weather data into reporting system; Conducted YU Fence replacement work and disposal; and ordered/picked up supplies and materials from vendors.

OLD BUSINESS: Steffen reviewed the top 5 work priorities for FY21 noting that items having already been completed are now highlighted in red. A community open house may be delayed until things settle down with the current Covid issues. Steffen was able to gather 4 different examples of surveys that other CDs or partners have used to steer long-range / natural resource plan revisions. Steffen reviewed progress on the YU Fence project, noting that BLM and NRCS staff both spent one day assisting in November. Work for the season will be completed with about 2 more days of field work. There was some discussion regarding how things might change for landowners and others under a new presidential administration (related to conservation and land use). General: for PCLI, Steffen will try to attend Meeteetse area board meetings to fulfill the requirements of PCLI. The Board granted Steffen's request to detect some high priority fence segments that need to be modified by analyzing some fence and wildlife movement (GIS) data in order to assist the Absaroka Fence Initiative technical committee. There was discussion about updated Supervisor offices since Shawn (Treasurer) will be done after this meeting. Shawn moved to approve Matt as Treasurer pro tem until the next meeting since this is Shawn's last meeting. Lionel seconded, motion passed unanimously.

NEW BUSINESS: Sheryl Dale will do some office cleaning before the next Board meeting. The Board reviewed the calendar for December and January; Steffen will be out on the 23rd.

MEETING ADJOURNED at 10:57 a.m. – Next Regular Board Meeting is Wednesday January 13th, 2020 at 3:00 p.m. Special meeting scheduled for December 30th, 11:00 a.m. to approved the Annual Report and Plan of Work.

Date: JANUARY 18, 2021

Authorized Signatures:

