MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
December 13th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 12/13/2017
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, Kathy Gilbreath, Joe Thomas
Supervisors Absent:
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle (Absent)
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 2:55 p.m. by Tim Morrison. Joe Thomas moved to amend and approve the December agenda to include Capital Equipment Purchasing, Lionel Ostrander seconded, motion passed unanimously. Kathy Gilbreath moved to approve the November 8th, 2017 MCD Board Meeting Minutes as written, Tracy Renner seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Review Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the Profit and Loss Statement, Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District bills. Kathy moved to approve and pay the MCD bills, and place the Treasurer's Report on file for audit, Joe Thomas seconded, motion passed unanimously. Joe made a motion to give a Christmas bonus to the District Manager and Resource Specialist in the amount of $150 each, Kathy seconded, motion passed unanimously.*
- ***Transfer Money from WGIF Startup Reserve into another Reserve account*** *– Tracy moved to transfer money from WGIF Startup Reserve into separate Reserve account, that way there is one less account to reconcile, Joe seconded, motion passed unanimously.*
- ***Final Review of Proof of Cash/Self Audit*** *– Steffen went over the Proof of Cash and Self Audit documents with the MCD Board, and there was discussion recommending having a third party look over the documents as well. Joe moved to approve the Proof of Cash/Self Audit and have a third party review, Lionel seconded, motion passed unanimously.*

Blanket Voucher November 2017 – December 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	11/30/2017	je147	United States Treasury	941 Deposit - 4th Qtr, 2017 - Paid by EFTPS 12/13/17	-1,178.34
Check	11/30/2017	3291	CLS America	CIN1711USA01115 November, 2017. Collection of sage-grouse spatial data.	-441.76
Check	11/30/2017	3292	HWA Wildlife Consulting, LLC	November Invoice - 5380	-7,327.50
Total 1000 · First Bank of Wyoming					-8,947.60
1001 · Pinnacle Bank Chk - xx01					
Check	11/30/2017	3393	American Stewards of Liberty	Membership Renewal 2018 & Coordination EO support	-85.00
Check	11/30/2017	3394	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for November Coverage	-1,355.88

Check	11/30/2017	3395	Dave Balling Agency	Invoice #447	-100.00
Check	11/30/2017	3396	George T. Renner	Reimbursement for lodging during 2017 WACD Annual Convention	-225.00
Check	11/30/2017	3397	Orchard Trust	November - Plan #93001-02 D 354 for Steffen Cornell	-20.00
Check	11/30/2017	3398	Pinnacle Bank - VISA	December payment for November transactions.	-1,516.27
Check	11/30/2017	3399	Schatz Accounting Services	Invoice 2945 for November Services	-225.00
Check	11/30/2017	3400	WEBT	December - Life Insurance Payment for 1st & 2nd Quarters, 2018. WACD-BL-534802	-48.00
Check	11/30/2017	3401	Wyoming Retirement System	November, 2017 Contributions - Agency # 564	-1,314.32
Check	11/30/2017	3402	Steffen C Cornell {employee}	November, 2017 - Paycheck - S Cornell - DM	-3,534.64
Check	11/30/2017	3403	Joshua D Kipley {employee}	November, 2017 - Paycheck - J Kipley - RS	-2,637.27
Check	12/10/2017	ACH	TCT West Inc.	00040249-3. November, 2017	-180.51
Check	12/11/2017	ACH	Black Hills Energy	3214 4702 69 - November, 2017	-81.21
Check	12/11/2017	ACH	Town of Meeteetse	November, 2017 Utilities	-121.70
Check	12/13/2017	3404	Bernard C Spanogle {employee}	VOID	0.00
Check	12/13/2017	3405	Steffen C Cornell {employee}	VOID	0.00
Check	12/13/2017	3406	Joshua D Kipley {employee}	VOID	0.00
Check	12/13/2017	3405	Steffen C Cornell {employee}	Christmas Bonus 2017	-150.00
Check	12/13/2017	3406	Joshua D Kipley {employee}	Christmas Bonus 2017	-150.00
Check	12/20/2017	ACH	Big Horn REA {vendor}	l0337-003, November, 2017	-204.20
Total 1001 · Pinnacle Bank Chk - xx01					-11,949.00
1004 · Firewise - Pinn Bank					
Check	11/30/2017	1112	Verizon Wireless	242040822-00001, November, 2017	-78.00
Total 1004 · Firewise - Pinn Bank					-78.00
TOTAL					**-20,974.60**

NRCS DISTRICT CONSERVATIONIST REPORT*: Rory Karhu was involved in the following programs: on-site construction checks; on-site elevation and cultural surveys; in-office 2018 EQIP planning; EQIP contract modifications; delivered final engineering designs; edited proposed FY 2018 ranking questions/resource concerns. Rory provided the following Conservation Technical Assistance: discussed Agricultural Land Easement Program with local Realtor; provided soils information to local Realtor; completed Highly Erodible Land (HEL) and Non-Highly Erodible Land (NHEL) preliminary technical determinations. Rory also attended the small acreage brainstorming session in Cody.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following: prepared the November 2017 MCD Board Meeting Minutes; assisted in completing the Meeteetse Conservation District FY '17 Annual Report and One Page Summary; continued to collect sage-grouse spatial data; collected data from the Spring Creek and Little Buffalo Basin soil moisture sites; attended SNF Travel Management meeting in Thermopolis; attended a UAV presentation in Worland; attended the Fall Ranching Seminar in Meeteetse; attended the WACD Annual Convention in Casper; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD Facebook page and website, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following: monthly bookkeeping, bank reconciliations, financial reports; made corrections to the FY '17 Proof of Cash and Self-Audit; worked on FY '17 Annual Report and FY '18 Annual Plan of Work; attended the WACD Annual Convention; attended the Fall Ranching Seminar in Meeteetse; attended SNF Travel Management meeting in Thermopolis; attended a UAV presentation in Worland; worked on planning for the Outdoor Classroom; researched Wild Horse issues and drafted a comment letter; collected raven spatial data; maintained correspondence with HWQ; maintained correspondence with consultants for the Level I Watershed Study.*

OLD BUSINESS: *Steffen discussed with MCD Board the current status of the Sage-Grouse Predation Project and Chapter 33 permitting; discussed possible options of what to do with the remaining ARGOS units, no decision made and Board will discuss more next meeting; Tim Morrison gave a brief overview of what took place at the University of Wyoming Extension brainstorming session on "Small Acreage Issues" in Cody; Josh presented to the Board the landscape plans for the Outdoor Classroom project, and the Board recommended the landscape plan displaying the statue in the corner of lot instead of in the center; MCD staff updated the Board with information from the SNF Travel Management meeting and comment letter; Steffen went over the legislative updates pertaining to audit requirements for conservation districts; the Board and staff discussed what took place at the Fall Ranching Seminar in Meeteetse, and the WACD Annual Convention in Casper.*

NEW BUSINESS: *Tracy moved to approve and endorse the FY '17 Annual Report, the FY '18 Plan of Work and One Page Summary as submitted, Joe seconded, motion passed unanimously. Steffen went over the draft procurement rule; Joe made a motion to donate $50 to the American Stewards to maintain membership, Lionel seconded, motion passed unanimously. There is a need for History Day judges on February 16th at the Meeteetse school, MCD staff may participate; Joe moved to go into Executive Session at 5:00pm to discuss personnel, Tracy seconded, motion passed unanimously; Joe moved to end the Executive Session at 5:08pm, Tracy seconded, motion passed unanimously; Steffen went over with the MCD Board some Capital Equipment Purchases that were made for future UAV use and requested permission to make future equipment purchases for drone operations; Tracy moved to approve MCD staff to use best judgment to make future purchases regarding drone operations and licensing, Joe seconded, motion passed unanimously; Tracy moved to allow for MCD to cover the cost of $700 for higher education pertaining to bookkeeping and accounting classes for Steffen, and to award Josh a pay raise of $.25 cents effective January 1st, Joe seconded, motion passed unanimously. Lionel moved to allow MCD staff to use vacation time after Christmas December 26th, 27th, 28th and 29th, Tracy seconded, motion passed unanimously. The MCD Board reviewed the calendars for December 2017 and January 2018.*

MEETING ADJOURNED AT 5:00 p.m. - *Next Regular Board Meeting:* ***Wednesday January 10th, 2018 at 3:00pm.***

Date: January 10, 2018 **Authorized Signatures:**