MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
April 12th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 04/12/2017
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, George (Tracy) Renner, 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: Claudia Francis

CALL TO ORDER: *Meeting was called to order at 1:03pm by Tim Morrison, who also suggested adding the Town of Meeteetse Recycling to the April Board meeting agenda, Tracy Renner moved to adopt and approve the April Board meeting agenda as amended, Kathy seconded, motion passed unanimously. Claudia Francis introduced herself as guest. Joe Thomas moved to approve the March 8th Board meeting minutes as read, Tracy Renner seconded, motion passed unanimously, March meeting minutes approved.*

TREASURER'S REPORT: ***BHF CD Maturity Notice*** *– Steffen Cornell mentioned that MCD has one CD maturity notice from Big Horn Federal and the MCD Board needs to decide what to do with it. Joe Thomas moved to direct staff to make the best investment for the funds, Lionel Ostrander seconded, motion passed unanimously. Steffen Cornell reviewed with the Board the profit and loss statement, blanket voucher, bank reconciliations and MCD bills. Tracy Renner moved to approve bank reconciliations, pay bills and place the treasurer's report on file for audit, Kathy Gilbreath seconded, motion passed unanimously.* ***LGLP Renewal for FY18*** *– Due before next Board meeting, MCD Board needs to select a deductible for the LGLP renewal FY' 18. There were some changes to the form this year, MCD Board chose a $500 deductible last year, then later selected $1000 to decrease our premium, Tracy Renner moved to choose the $1000 deductible, Lionel Ostrander seconded and motion passed unanimously.* ***FY 18 Budget*** *– Steffen Cornell informed the MCD Board that there will be a reduction in the FY'18 budget by 15%.*

Blanket Voucher March 2017 – April 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Deposit	03/09/2017		Meeteetse CD Firewise	March - Deposit Firewise Reimbursement to MCD for February Payroll Expenses	386.47
Deposit	03/31/2017		First Bank of Wyoming {customer}	Interest	0.05
Check	03/31/2017	3271	CLS America	CIN1703USA00688, March 2017. Collection of sage-grouse spatial data.	-859.08
Check	03/31/2017	3272	HWA Wildlife Consulting, LLC	March Invoice - 5294.	-3,517.50
General Journal	03/31/2017	je135	United States Treasury	941 Deposit - 1st Qtr, 2017 - Paid by EFTPS 4/13/17	-1,157.78
Deposit	04/11/2017		Big Horn REA {customer}	BH REA - Retirement of Capital Credits	48.23
Transfer	04/12/2017		First Bank of Wyoming {customer}	Transfer Funds to pay bills (HWA & CLS) associated with SGPP	4,449.76
General Journal	04/28/2017	je136	Wyoming Department of Workforce Services	To pay 1st Qtr, payables due	-601.76
General Journal	04/28/2017	je136	Wyoming Department of Workforce Services	To pay 1st Qtr, payables due - Firewise	-10.67
Total 1000 · First Bank of Wyoming					-1,262.28
1001 · Pinnacle Bank Chk - xx01					

Check	03/10/2017	Auto	TCT West Inc.	00040249-3. February, 2017	-190.64
Check	03/10/2017	Auto	Town of Meeteetse	February, 2017 Utilities	-121.70
Check	03/13/2017	Auto	Black Hills Energy	3214 4702 69 - February, 2017 Gas Service	-94.14
Deposit	03/13/2017		Park County Treasurer (incl Mill Levy)	February, 2017 Mill levy distribution	928.93
Check	03/24/2017	Auto	Big Horn REA {vendor}	10337-003, February, 2017	-174.52
Check	03/31/2017	3315	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for May Coverage	-2,341.11
Check	03/31/2017	3316	Orchard Trust	March - Plan #93001-02 D 354 for Steffen Cornell	-150.00
Check	03/31/2017	3317	Pinnacle Bank - VISA	March payment for March transactions. Account Ending 6977 - Steffen C Cornell	-718.49
Check	03/31/2017	3318	Schatz Accounting Services	Invoice 2826	-45.00
Check	03/31/2017	3319	Wyoming Retirement System	March, 2017 Contributions - Agency # 564	-1,299.68
Check	03/31/2017	3320	Steffen C Cornell {employee}	March, 2017 - Paycheck - S Cornell - DM	-2,956.18
Check	03/31/2017	3321	Joshua D Kipley {employee}	March, 2017 - Paycheck - J Kipley - RS	-2,531.66
Check	04/10/2017	Auto	Town of Meeteetse	March, 2017 Utilities	-121.70
Deposit	04/10/2017		Park County Treasurer (incl Mill Levy)	March, 2017 Mill levy distribution	873.15
Check	04/12/2017	Auto	Black Hills Energy	3214 4702 69 - March, 2017	-83.69
Transfer	04/13/2017		WGIF {customer}	Transfer funds from Pinnacle to WGIF local	-13,968.45
Check	04/15/2017	Auto	TCT West Inc.	00040249-3. March, 2017	-219.06
Check	04/25/2017	Auto	Big Horn REA {vendor}	10337-003, March 2017	-162.81
Total 1001 · Pinnacle Bank Chk - xx01					-23,376.75
1004 · Firewise - Pinn Bank					
Check	03/31/2017	1096	Verizon Wireless	242040822-00001, March 2017	-71.24
Check	03/31/2017	1097	Vision West	Invoice # 4933-s	-20.00
Total 1004 · Firewise - Pinn Bank					-91.24
1050 · WGIF Local xx00					
Deposit	03/31/2017		WGIF {customer}	Interest	12.55
Transfer	04/13/2017		Pinnacle Bank	Transfer funds from Pinnacle to WGIF local	13,968.45
Total 1050 · WGIF Local xx00					13,981.00
1060 · WGIF- SGPP xx76					
Deposit	03/31/2017		WGIF {customer}	Interest	12.18
Transfer	04/12/2017		First Bank of Wyoming {customer}	Transfer Funds to pay bills (HWA & CLS) associated with SGPP	-4,449.76
Total 1060 · WGIF- SGPP xx76					-4,437.58
TOTAL					**-15,186.85**

FIREWISE COORDINATOR REPORT: *(Absent) – Nothing to report*

NRCS DC REPORT: *Rory Karhu joined a conference call with The Nature Conservancy concerning Regional Conservation Partnership Program (RCPP) Mitigation Corridor proposal that would include landowners in Park County, and presented the RCPP Water Quality proposal to Heart Mountain Irrigation District Board. Rory provided stock-water pipeline design to MCD producer, met in Greybull with Division I planners and DC's to complete "Resources" review, accepted 2 new High Tunnel applications, and completed 10 EQIP project reviews for Washakie and Big Horn Counties. Rory provided Conservation Technical Assistance with Highly Erodible Land Reconfigurations (HEL Recons) for 3 producers (13 Fields), provided soil testing (PH and EC) and tree/shrub information for PCFCD, and assisted producer with WY State Lands and Investments Non-Roadway Easement application.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed various administrative duties by sending previous MCD board meeting minutes to the Wyoming Department of Agriculture, WACD and Conservation District Area III supervisors. Josh*

and Steffen also met with consultants for the Greybull Level I Watershed Study, attended the WACD winter training in Casper and the Shoshone National Forest Travel Management public meeting in Cody. Josh provided an update on the ARGOS units that MCD staff had available for deployment, and which units still need to be recovered. Josh constructed additional harnesses for the sage grouse project, helped retrieve a missing ARGOS unit, captured sage grouse with HWA and performed raven nest surveys on Polecat Bench. Josh continued to collect and enter weather data for the CoCoRAHS site and completed the bi-weekly "Trail News".

DISTRICT MANAGER REPORT: *Steffen Cornell completed various administrative tasks which included; Quickbooks transactions, bank statements pertaining to disbursements, interest and deposits. Steffen maintained correspondence with various agencies and performed raven nest and sage grouse lek surveys on Polecat Bench. Steffen helped with locating a missing ARGOS unit, collected spatial sage grouse and raven data, attended the Shoshone National Forest public travel management meeting in Cody and performed various GIS work, planning and mapping.*

GENERAL: *Claudia Francis is here as a guest and wants to know what the status is of the recycling trailer location. MCD needs to decide if the town can use MCD lot. Steffen talked to the town and said they may put it across from Timber's place, or Water Street. The Town of Meeteetse is taking care of that situation, no decision made.*

OLD BUSINESS: *Steffen Cornell told the Board that MCD staff needs to keep trying to capture the remaining sage grouse for the sage grouse project, and that he is trying to form a project that involves a grazing component. The MCD Board talked about what involvement MCD will have in the future regarding the sage grouse project, and whether MCD has collected enough data for some analysis. Tim Morrison entertained a motion to rank the consultants proposals, Tracy Renner made a motion to the MCD Board recommending that a shortlisting of project consultants be Sunrise Engineering, Trec Inc., and Lowham Walsh LLC. Lionel Ostrander seconded, motion passed unanimously.*

NEW BUSINESS: *There is a business meeting held for the Meeteetse Youth Work Program regarding labor laws on April 13th, which Josh Kipley will attend. Joe Thomas made a motion to go into executive session to discuss personnel, Lionel Ostrander seconded, meeting in executive session at 3:00pm. There was no action taken during the executive session and Joe Thomas made a motion to exit executive session and return to the regular meeting, Tracy Renner seconded, motion passed unanimously and meeting returned to regular meeting at 3:07pm. The MCD Board reviewed and approved the calendars for April and May 2017.*

Meeting adjourned at 3:11pm - *Next Regular Board Meeting:* ***Wednesday May 10th, 2017 at 1:00pm.***

Date: 5/10/17 **Authorized Signatures:**