MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
April 10th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 04/10/2019
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, Joe Thomas, Shawn Shepperson
Supervisors Absent: None
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: None

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:02 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Joe moved to approve the March 18th, 2019 MCD Board Meeting Minutes as written, Tracy Renner seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the March and April 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Tracy moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*
    - ***Bank Entity Authorization*** *– Tracy moved to approve the signatures by all MCD Board Members as "Authorized Entities" for the Pinnacle Bank account, Joe seconded, motion passed unanimously.*

Blanket Voucher March – April 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	03/31/2019	3327	CLS America	March, 2019 - Inv. # CIN1904FIN00271, Collection of sage-grouse spatial data.	-86.00
Check	04/10/2019	ACH	United States Treasury	941 Deposit - 1st Qtr, 2019 - Paid by EFTPS 4/10/19	-875.38
Total 1000 · First Bank of Wyoming					-961.38
1001 · Pinnacle Bank Chk - xx01					
Check	03/31/2019	3527	Orchard Trust	March, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	03/31/2019	3528	Pinnacle Bank - VISA	April payment for March transactions	-968.44
Check	03/31/2019	3529	Wyoming Retirement System	March, 2018 Contributions - Agency # 564	-1,265.51
Check	03/31/2019	3530	Steffen C Cornell {employee}	March, 2019 - Paycheck - S Cornell - DM	-3,068.11
Check	03/31/2019	3531	Joshua D Kipley {employee}	March, 2019 - Paycheck - J Kipley - RS	-2,578.39

Check	03/31/2019	3532	American Stewards of Liberty	Membership Renewal 2019	-25.00
Check	04/01/2019	ACH	Google {vendor}	March, 2019 - conservewy.net - G Suite Business	-20.00
Check	04/10/2019	ACH	Town of Meeteetse	March, 2019 Utilities	-121.70
Check	04/10/2019	ACH	Black Hills Energy	March, 2019 - Acct. # 3214 4702 69	-89.30
Check	04/15/2019	ACH	TCT West Inc.	March, 2019 - Acct. # 00040249-3	-113.02
Check	04/16/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for May Coverage	-1,410.12
Check	04/25/2019	ACH	Big Horn REA {vendor}	March, 2018 - Acct. # 10337-003	-178.69
Total 1001 · Pinnacle Bank Chk - xx01					-9,888.28
1004 · Firewise - Pinn Bank					
Check	03/31/2019	1120	Vision West	Invoice # 6045-s	-21.25
Total 1004 · Firewise - Pinn Bank					-21.25
TOTAL					**-10,870.91**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of March: Fiscal Year 2019 application planning for Park County; pre-construction meeting; secondary containment designs; solar pump design; pollinator planting design; on-site planning and construction checks. Rory provided Conservation Technical Assistance for the following: in-office conservation planning with producer; sprinkler system preliminary designs; Willwood Watershed Project planning; Highly Erodible Land (HEL) preliminary determination; HEL Conservation plans; shared range sampling shapefiles with MCD at request of participant; discussed Rangeland Hydrology and Erosion Model Web Tool with DEQ. Rory attended Conservation Connection teleconference; Willwood Workgroup #3 meeting; employee mid-term performance reviews; Cultural Resources refresher training; Civil Rights Advisory Committee teleconference; PCFCD and CCD monthly meetings.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of March: prepared and distributed the monthly MCD Board meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; collected SD cards from cameras for the Meeteetse Rim Fence Project and developed field forms/spreadsheet; developed Park County Community Wildfire Protection Plan contact list; attended WY Prescribed Fire Council call via teleconference; flew drone at G45 Meeteetse bridge; completed BLM Fifteenmile Wild Horse comment letter; continued to collect sage-grouse spatial data; worked on updating MCD WQM SAP and entered previous WQM data; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD website and Facebook page, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of March: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; continued documented bookkeeping procedures; worked on MCD Vacation Accrual Policy; researched Microbial Source Tracking options for the WQM program; worked on BLM Fifteenmile HMAP comment letter; worked on providing SGPP data to WGFD; submitted RHAP application to WY Dept. of Ag, and continued the ASAP registration process with BLM.*

OLD BUSINESS: ***Board Member Vacancy*** *- WY Dept. of Agriculture has appointed Shawn Shepperson as new MCD Board Member for the At-Large position, he has also signed the Oath of Office which is on file.* ***Vacation Accrual Policy*** *– Tim and Lionel prefer the Washakie County CD Vacation Accrual Policy. Lionel would like to adopt MCD Ch. 7.1 language as recommended by MCD staff, (except the maximum carryover amount), and approve MCD Ch. 7.1 in the Personnel Policy & Procedures, and to have the option to adjust the total maximum accrual amount, which will be discussed at the July Board meeting, Joe seconded, motion passed unanimously.* ***Water Quality Monitoring*** *– MCD Board is in consensus to eliminate WQM sampling site G30 and keep G33, and that monitoring will start May 9th, 2019.*

NEW BUSINESS: ***Merit Energy Spring Creek Surface Discharge*** *– The MCD drone could be useful in monitoring the project at different stages in development and would be beneficial for MCD to be involved, Lionel moved to submit a comment letter on behalf of MCD, Tracy seconded, motion passed unanimously.* ***LGLP Renewal*** *– Same $1,000 deductible, Tracy moved to renew the LGLP, Joe seconded, motion passed unanimously.* ***AIMs Training in Lander*** *- Tracy moved for MCD staff to try to attend if possible as time allows, otherwise to watch the training videos instead, Joe seconded, motion passed unanimously.* ***WQM Training in Lander*** *– Joe moved for Steffen to attend the training if it fits his schedule, Lionel seconded, motion passed unanimously.* ***NRCS Division I Local Work Group*** *– MCD Board reviewed the Division I spreadsheet for the 2019 Resource Concerns. After some discussion, Tim suggested keeping only the Lower Greybull River as a Priority Watershed for 2019. Tracy moved to keep the same Resource Concerns rankings that were selected last year in 2018, and that only the Lower Greybull River be selected as the MCD Priority Watershed for 2019, Lionel seconded, motion passed unanimously. MCD Board reviewed calendars for April and May 2019.*

MEETING ADJOURNED at 4:04 p.m. *- Next Regular Board Meeting is Wednesday May 8th, 2019 at 3:00pm.*

Date: MAY 8, 2019 **Authorized Signatures:** Timothy J Mauss

Shawn Thompson

George T. Renner