MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
August 9th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 08/09/2017
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Joe Thomas, Lionel Ostrander
Supervisors Absent: Kathy Gilbreath
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle (Absent)
NRCS District Conservationist: Rory Karhu
Others: Paige Tunby

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:06 p.m. by Tim Morrison. Rory Karhu introduced student NRCS employee Paige Tunby as guest. Joe Thomas moved to approve the August Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Lionel moved to approve the July 12th, 2017 MCD Board Meeting Minutes as written, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT:

- *Review Treasurer's Report Blanket Voucher and pay bills – Tim Morrison reviewed with the Board the Profit and Loss Statement, Blanket Voucher, Bank Reconciliations and the Meeteetse Conservation District bills. Joe Thomas moved to approve the Bank Reconciliations, pay bills and place the Treasurer's Report on file for audit, Lionel Ostrander seconded, motion passed unanimously.*
- *Review and Approve F-32 – Discussion to put F-32 in final pdf format and send to board members for review.*

Blanket Voucher July 2017 – August 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2017	3281	Bernard C Spanogle {employee}	July, 2017 - Paycheck - B Spanogle - FW (Firewise)	-351.95
Check	07/31/2017	3282	CLS America	CIN1707USA00432 July, 2017. Collection of sage-grouse spatial data.	-716.64
Check	07/31/2017	3283	HWA Wildlife Consulting, LLC	July Invoice - 5346	-277.50
General Journal	07/31/2017	je141	United States Treasury	941 Deposit - 3rd Qtr, 2017 - Paid by EFTPS 8/15/17	-1,037.72
General Journal	07/31/2017	je141	United States Treasury	941 Deposit - 3rd Qtr, 2017 - Paid by EFTPS 8/15/17 - Firewise	-137.85
General Journal	08/01/2017	je140	Wyoming Department of Workforce Services	To pay 2nd Qtr, payables due	-610.13
General Journal	08/01/2017	je140	Wyoming Department of Workforce Services	To pay 2nd Qtr, payables due - Firewise	-9.11
Total 1000 · First Bank of Wyoming					-3,140.90
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2017	3350	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for September Coverage	-2,341.11
Check	07/31/2017	3351	Dave Balling Agency	Invoice #428	-147.00
Check	07/31/2017	3352	HUB International	Property & Auto Insurance Premiums for FY18	-1,562.00

Check	07/31/2017	3353	Orchard Trust	July - Plan #93001-02 D 354 for Steffen Cornell	-20.00
Check	07/31/2017	3354	Pinnacle Bank - VISA	August payment for July transactions. Account Ending 6977 - Steffen C Cornell	-349.45
Check	07/31/2017	3355	Schatz Accounting Services	Invoice 2884 for July Services	-112.50
Check	07/31/2017	3356	WCDEA	FY18 Dues	-50.00
Check	07/31/2017	3357	Wyoming Agriculture in the Classroom	Education Donation	-250.00
Check	07/31/2017	3358	Wyoming Retirement System	July, 2017 Contributions - Agency # 564	-1,207.61
Check	07/31/2017	3359	Steffen C Cornell {employee}	July, 2017 - Paycheck - S Cornell - DM	-2,806.98
Check	07/31/2017	3360	Joshua D Kipley {employee}	July, 2017 - Paycheck - J Kipley - RS	-2,414.59
Check	08/10/2017	Auto	Town of Meeteetse	July, 2017 Utilities	-121.70
Check	08/14/2017	Auto	Black Hills Energy	3214 4702 69 - July, 2017	-23.29
Check	08/15/2017	Auto	TCT West Inc.	00040249-3. July, 2017	-178.85
Check	08/25/2017	Auto	Big Horn REA {vendor}	10337-003, July, 2017	-101.58
Total 1001 · Pinnacle Bank Chk - xx01					-11,686.66
1004 · Firewise - Pinn Bank					
Check	07/31/2017	1103	Bernard C Spanogle {vendor}	Reimbursement for mileage and expenses	-104.73
Check	07/31/2017	1104	Meeteetse Conservation District	July - Firewise Reimbursement to MCD for Payroll Expenses	-502.41
Check	07/31/2017	1105	Verizon Wireless	242040822-00001, July, 2017	-71.70
Total 1004 · Firewise - Pinn Bank					-678.84
TOTAL					**-15,506.40**

FIREWISE COORDINATOR REPORT: *Report given by Josh Kipley. Bernie Spanogle monitored the June Creek fire, fearing it might threaten the Green Creek area on private land, and Bernie produced and distributed firewise flyers for landowners in the North Fork area. Bernie will be absent until August 23rd.*

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu performed inspections of new fence construction and completed high-tunnel crops, finalized Division Local Work Group meeting minutes, worked on new EQIP applications, and completed Stream Visual Assessment Protocol in the Meeteetse area. Rory certified and approved conservation practices such as: sprinkler systems, irrigation pipeline, pumping plants, a structure for water control, and nutrient management. Rory also provided conservation technical assistance on flood issues on the Greybull River, wildlife pond management, preliminary engineering design for irrigation, on-site irrigation planning, and HEL determinations.*

RESOURCE SPECIALIST REPORT: *Josh Kipley prepared the MCD Board Meeting Minutes and updated the Meeteetse Conservation District website, attended the UW Extension "Field Day" and soil moisture sensor demonstration in Powell, and assisted with a mapping project for a private land owner. Josh continued to collect sage-grouse spatial data, updated and created maps using ArcGIS; collected data from the Spring Creek and Little Buffalo Basin soil moisture sites, performed vegetation clippings, and transect monitoring. Josh conducted Water Quality Sampling of the Greybull and Wood Rivers; continued to collect and enter weather data for the CoCoRAHS site; and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell posted QuickBooks transactions; payed the MCD bills, conducted Employee Performance Evaluation for RS, completed FY '17 F-32 reporting for the Dept. of AG, and prepared and submitted the final MCD budget for FY '18. Steffen collected and processed raven spatial data, cleaned and compiled final shapefiles for HWA, and searched for PTT unit near Deaver. Steffen performed vegetation clippings at Little Buffalo Basin site, worked on changes to water quality Access database, assisted with mapping project for private landowner, and attended the UW Extension "Field Day" and soil moisture sensor demo in Powell.*

OLD BUSINESS: *Steffen mentioned to the MCD Board that there are no new developments regarding the Sage-Grouse Project. AirMed Care Membership for MCD staff was discussed and Joe Thomas moved to approve REACH coverage for full-time MCD employees with a three year membership, Tracy Renner seconded the motion and mentioned that it be put in MCD District policy as well, motion passed unanimously. Steffen discussed with the MCD Board that he contacted South Big Horn Conservation District, and Wyoming Game and Fish personnel. South Big Horn CD has a concern with the proposed fence project, in that replacing the fence may allow wildlife, specifically antelope, access to private landowners' fields contributing to crop damage.*

NEW BUSINESS: *Steffen is currently not authorized to access the First Bank of Wyoming bank account, Tracy moved to allow Steffen and Kathy Gilbreath access to First Bank of Wyoming account information, Joe Thomas seconded, motion passed unanimously. Tim Morrison signed the document as Chairman to allow Steffen access, Discussion regarding native seeding of empty lot next to the MCD office building for informational and educational display of native plant species, there was no action taken, just to keep the MCD Board members informed. Black Footed Ferret Surveys will be conducted by the WGFD in late August and early September, and MCD staff will assist August 30th to September 2nd. The MCD Board reviewed and approved the calendars for August and September 2017.*

MEETING ADJOURNED AT 2:57 p.m. - *Next Regular Board Meeting:* ***Wednesday September 13th, 2017 at 1:00pm.***

Date: 13 SEPT., 2017 **Authorized Signatures:** Timothy J Morrison

Member Kathy Gilbreath