MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
August 15th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 08/15/2019
Time: 9:00am
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: No guests or attendees

CALL TO ORDER/MINUTES: *Meeting was called to order at 9:00 a.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Lionel moved to approve the July 10th, 2019 MCD Board Meeting Minutes as written, Joe seconded, motion passed unanimously. Lionel moved to approve the July 10th Budget Hearing Minutes, Shawn Shepperson seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the July and August 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Lionel 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.*

Blanket Voucher July - August 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2019	ACH	Wyoming Department of Workforce Services	To pay 2nd Qtr, 2019 payables due	-713.13
Check	07/31/2019	3338	CLS America	Inv. # CIN1908FIN00766, Collection of sage-grouse spatial data in July	-126.00
Check	07/31/2019	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2019 - Paid by EFTPS 8/15/19	-1,071.44
Total 1000 · First Bank of Wyoming					-1,910.57
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2019	3559	Orchard Trust	July, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	07/31/2019	3560	Pinnacle Bank - VISA	June payment for July transactions	-362.30
Check	07/31/2019	3561	Schatz Accounting Services	July, 2019 - Invoice 3285	-67.50
Check	07/31/2019	3562	WCDEA	Calendar 2019, Employee Dues	-50.00
Check	07/31/2019	3563	Dave Balling Agency	Invoice #542 Dishonesty Bond	-147.00
Check	07/31/2019	3564	Wyoming Retirement System	July, 2019 Contributions - Agency # 564	-1,491.36

Check	07/31/2019	3565	Steffen C Cornell {employee}	July, 2019 - Paycheck - S Cornell - DM	-3,529.46
Check	07/31/2019	3566	Joshua D Kipley {employee}	July, 2019 - Paycheck - J Kipley - RS	-2,883.03
Check	08/02/2019	ACH	Google {vendor}	July, 2019 - conservewy.net - G Suite Business	-24.00
Check	08/12/2019	ACH	Town of Meeteetse	July, 2019 Utilities	-121.70
Check	08/12/2019	ACH	Black Hills Energy	July, 2019 - Acct. # 3214 4702 69	-27.15
Check	08/13/2019	ACH	VSP Vision Care	Vision Insurance for July and August, 2019	-35.66
Check	08/15/2019	ACH	TCT West Inc.	July, 2019 - Acct. # 00040249-3	-120.50
Check	08/20/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for September	-2,095.30
Check	08/26/2019	ACH	Big Horn REA {vendor}	July, 2019 - Acct. # 10337-003	-97.32
Total 1001 · Pinnacle Bank Chk - xx01					-11,102.28
TOTAL					**-13,012.85**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of July: Fiscal Year 2019 application planning for Park County; on-site planning and construction checks; on-site engineering surveys; on-site cultural resources surveys; Conservation Cover (pollinator) plans; Nutrient Management plans; Irrigation Water Management plans; contract modifications; 2019 EQIP contract obligations; Division I application reviews. Rory provided Conservation Technical Assistance for the following: Highly Erodible Land (HEL) preliminary determinations; on-site assistance; in-office assistance. Rory attended the following: Rocky Mountain Area teleconference; PCFCD, MCD, CCD monthly meetings; Willwood Workgroup #3 meeting. Rory also presented two NRCS Conservation Plans that are taking place in the District to the MCD Board; Joe moved to approve Conservation plan #1, Shawn seconded, motion passed unanimously; Tracy moved to approve Conservation Plan #2, Joe seconded, motion passed unanimously.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of July: prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; flew drone up the Wood River and for WCCD in Worland; performed Firewise Assessments & provided reports for residents in Crandall and one on the North Fork; developed letters for WUI homeowners; worked on editing the CWPP for Park County; collected and sent soil moisture data to UW; continued to collect sage grouse spatial data; continued to collect and record CoCoRAHS data; added announcements to the MCD website; entered WQM data to Access and Excel databases; performed WQM sampling & processing.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of July: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; reviewed monthly timesheets; cash flow tracking; correspondence with WCCD, SNF for drone flight planning; correspondence with BLM and NRCS regarding RHAP; Gimbal research; drone altitude sensor testing; editing and processing imagery; drone flight at G45 and W8 to establish GCP's; updated forms and budget for YU Bench fence project per BLM.*

OLD BUSINESS: ***WNRF Raffle Tickets*** *– Tim purchased 1 WNRF raffle ticket.* ***RHAP Update –*** *MCD staff went out with landowner and BLM to the RHAP allotments to perform Landscape Appearance monitoring at previously determined locations.*

NEW BUSINESS: ***Property & Auto Insurance Renewal*** *– Lionel moved to allow the District Manager to approve and sign the Property & Auto insurance renewal for FY 2020, Shawn seconded, motion passed unanimously.* ***Price for Rain Barrels*** *– MCD Board recommended experimenting with the idea of MCD selling rain barrels to see if there is any public interest.* ***Workshop Planning*** *– MCD staff will reach out to see if there are any ideas for an upcoming workshop that MCD can host. The MCD Board reviewed calendars for the months of August & September 2019.*

MEETING ADJOURNED at 10:11 a.m. *– Next Regular Board Meeting is Wednesday September 11th, 2019 at 3:00pm.*

Date: Sept 11, 2019 **Authorized Signatures:**