MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
August 19th, 2020

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 8/19/2020
Time: 3:00 p.m.
Presiding Officer: Joe Thomas
Supervisors Present: Lionel Ostrander, Matt Burkhart
Supervisors Absent: Shawn Shepperson, Tim Morrison
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu (absent, report on file)
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:02 p.m. by MCD Vice Chairman Joe Thomas. Lionel moved to approve the Agenda and recognize guests, Matt Burkhart seconded, motion passed unanimously. Lionel moved to approve the Board Minutes from the June 10th, 2020 meeting, Matt Burkhart seconded, motion passed unanimously. Lionel moved to approve the Board Minutes from the July 8th, 2020 meeting, Matt seconded, motion passed unanimously. Lionel moved to approve the Minutes from the August 3rd, 2020 Special meeting, Matt seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Shawn reviewed the July and August Treasurer's Report prior to the meeting, which includes the 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 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	07/31/2020	ACH	Wyoming Department of Workforce Services	To pay 2nd Qtr, 2020 payables due	-702.20
Check	07/31/2020	3361	WEBT	Life Insurance Payment for 3rd & 4th Quarters, 2020. WACD-BL-534802	-34.50
Check	07/31/2020	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2020 - Paid by EFTPS 8/14/20	-1,060.46
Check	07/31/2020	3362	Joshua D Kipley {vendor}	Reimbursement - July, 2020	-40.64
Check	07/31/2020	3363	Woods Hole Group	Inv. # CIN2006FIN01088 & Inv. # CIN2007FIN00816	-119.20
Check	07/31/2020	3364	WY Dept. of Ag	Return Funds Allocated to Equipment for WQ Grant	-101.00
Total 1000 · First Bank of Wyoming					-2,058.00
1001 · Pinnacle Bank Chk - xx01					
Check	07/31/2020	3645	Joshua D Kipley {employee}	July 2020 (184 hrs) - Paycheck - J Kipley - RS	-2,784.02

Check	07/31/2020	3646	Vision West	Invoice # 6702-s	-185.00
Check	07/31/2020	3647	ESRI	Invoice # 93873443	-50.00
Check	07/31/2020	3648	Roger's Sport Center	Invoice # 321976	-175.01
Check	07/31/2020	3649	Park County Weed & Pest	Invoice # 20201984	-22.22
Check	07/31/2020	3650	Dave Balling Agency	Invoice #597 Dishonesty Bond	-147.00
Check	07/31/2020	3651	Schatz Accounting Services	July, 2020 - Invoice 3524	-75.00
Check	07/31/2020	3652	Orchard Trust	July, 2020 - Plan #93001-02 D 354	-200.00
Check	07/31/2020	3653	Pinnacle Bank - VISA	August payment for July transactions	-265.36
Check	07/31/2020	3654	Wyoming Retirement System	July, 2020 Contributions - Agency # 564	-1,533.68
Check	07/31/2020	3655	Steffen C Cornell {employee}	July, 2020 (184 hrs) - Paycheck - S Cornell - DM	-3,789.46
Check	08/03/2020	ACH	Google {vendor}	July, 2020 - conservewy.net - G Suite Business	-24.00
Check	08/10/2020	ACH	Town of Meeteetse	July, 2020 Utilities	-266.15
Check	08/11/2020	ACH	Black Hills Energy	July, 2020 - Acct. # 3214 4702 69	-35.42
Check	08/17/2020	ACH	TCT West Inc.	July, 2020 - Acct. # 00040249-3	-119.30
Check	08/18/2020	ACH	VSP Vision Care	Vision Insurance for August, 2020	-17.83
Check	08/19/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for September	-2,213.00
Check	08/19/2020	ACH	Big Horn REA {vendor}	July, 2020 - Acct. # 10337-003	-81.45
Total 1001 · Pinnacle Bank Chk - xx01					-11,983.90
TOTAL					**-14,041.90**

DISTRICT CONSERVATIONIST REPORT: *Rory was involved in the following programs for the month of July: Fiscal Year 2020 and 2021 application planning for Park and Big Horn Counties; planning with clients via text, email and phone; on-site construction checks/certifications; contract reviews. Certified Practices for the month include: Irrigation System, Surface and Subsurface; Forage and Biomass Planting; Conservation Cover; Nutrient Management. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance; office appointments; field visits with clients; Preliminary HEL Determinations. Rory attended the PCFCD meeting; AC/DC meeting; Conservation connection meeting; FPAC Customer Experience Division committee and Technology Sub-committee teleconferences; weekly staff meetings; employee performance reviews; and Big Horn Basin Sage Grouse Local Work Group project proposal reviews.*

RESOURCE SPECIALIST REPORT: *Josh completed the following for the month of July: Attended MCD monthly Board Meeting; prepared RS Monthly Report and Timesheet; pulled weeds in empty lot; moved miscellaneous boxes and equipment back into shed; updated the District vehicle mileage log; and power washed the Can-Am. Josh completed drone flights of the Greybull River island removal and in Worland for the WCCD and processed imagery using Pix4D; assisted with Range Monitoring in Cow Pasture Allotment with BLM; replaced exclosures and performed range monitoring at Little Buffalo Basin and Spring Creek soil moisture sites; collected and replaced SD cards from cameras and surveyed 3.5 miles of fence on the YU bench; and continued to record the CoCoRAHS data.* ***Resignation Letter –*** *Josh submitted his letter of Resignation to the MCD Board effective August 24th, 2020, Lionel moved to accept Josh's letter of Resignation, Matt Burkhart seconded, motion passed unanimously.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of June: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly report; reviewed monthly timesheets; cash flow tracking; collected unused herbicide from landowner; assisted Rec District with a weed issue at the after-school building; transferred all Sage grouse tracking equipment and supplies to Diamond Wings / WSSGRF; RHAP correspondence and monitoring on Cow Pasture and Enright allotments; repaired winch cable on CanAm; scheduled and delivered CanAm at Roger's Sport Center in Cody for maintenance and repairs and then picked back up;*

applied for ESRI Conservation Program to get a reduced cost license for ArcGIS online to share maps; submitted plan of work and voucher for reimbursement for WDA WQ grant; extracted EXIF data from inventory photos for YU Bench fence project to be used for mapping; correspondence with Destin H., Tony M., Jenny D. and Abby S.; GIS mapping for YU bench; reviewed NRCS fence specs and classified field inventory photos in ArcGIS. Steffen will be off on September 3rd and 4th.

OLD BUSINESS: ***Carried over to next meeting.***

NEW BUSINESS: ***Base Funding Forms*** *– Joe as Vice Chairman signed the Proof of Risk Management & Proof of Bonding forms from the Dept. of Ag. The MCD Board reviewed calendars for the months of August & September 2020.*

MEETING ADJOURNED at 3:35 p.m. *– Next Regular Board Meeting is Wednesday September 9th, 2020 at 3:00 p.m; the 2020 Area III Meeting is scheduled September 10th in Basin, WY.*

Date: SEPTEMBER 9, 2020 **Authorized Signatures:**