MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

December 13th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 12/13/2018
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Kathy Gilbreath, Joe Thomas, Lionel Ostrander
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 1:00 p.m. by Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Kathy Gilbreath seconded, motion passed unanimously. Kathy moved to accept the November 7th, 2018 MCD Board Meeting Minutes as written, Joe Thomas seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** – *Steffen Cornell reviewed with the MCD Board the November and December 2018 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Joe moved to approve the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Kathy seconded, motion passed unanimously.*

Blanket Voucher November – December 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	11/30/2018	je166	United States Treasury	941 Deposit - 4th Qtr, 2018 - Paid by EFTPS 12/14/18	-935.30
Check	11/30/2018	3314	CLS America	November, 2018 - Inv. # CIN1812FIN00285, Collection of sage-grouse spatial data.	-137.00
Check	11/30/2018	3315	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for January Coverage	-1,410.12
Check	11/30/2018	3316	Orchard Trust	November, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	11/30/2018	3317	Pinnacle Bank - VISA	December payment for November transactions	-229.73
Check	11/30/2018	3318	Schatz Accounting Services	November, 2018 - Invoice 3134	-157.50
Check	11/30/2018	3319	Wyoming Retirement System	November, 2018 Contributions - Agency # 564	-1,318.24
Check	11/30/2018	3320	Steffen C Cornell {employee}	November, 2018 - Paycheck - S Cornell - DM	-3,509.20
Check	11/30/2018	3321	Joshua D Kipley {employee}	November, 2018 - Paycheck - J Kipley - RS	-2,662.65
Check	11/30/2018	3322	Park County School District 16	Meeteetse FFA	-150.00
Total 1000 · First Bank of Wyoming					-10,559.74

1001 · Pinnacle Bank Chk - xx01					
Check	12/05/2018	ACH	Google {vendor}	November, 2018 - conservewy.net - G Suite Business	-20.00
Check	12/10/2018	ACH	Black Hills Energy	November, 2018 - Acct. # 3214 4702 69	-69.53
Check	12/10/2018	ACH	Town of Meeteetse	November, 2018 Utilities	-121.70
Check	12/13/2018	3498	Steffen C Cornell {employee}	Christmas Bonus 2018	-100.00
Check	12/13/2018	3499	Joshua D Kipley {employee}	Christmas Bonus 2018	-100.00
Check	12/15/2018	ACH	TCT West Inc.	November, 2018 - Acct. # 00040249-3	-110.58
Check	12/26/2018	ACH	Big Horn REA {vendor}	November, 2018 - Acct. # 10337-003	-160.73
Total 1001 · Pinnacle Bank Chk - xx01					-682.54
TOTAL					**-11,242.28**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of November: new applications and on-site planning for 2019; contract modifications for 2017 and 2018; annual contract reviews. The following NRCS certified practices for November were: nutrient management; irrigation water management; conservation cover. Rory provided Conservation Technical Assistance for the following: In–office conservation planning with producers; on-site irrigation planning and surveys; water rights verification requests; wetland seeding information; noninsured Crop Disaster Assistance Program letter. Rory attended the BLM Field Manager installation ceremony; Willwood Irrigation District Board meeting; Heart Mountain Irrigation District Board meeting; WACD Convention and NRCS District Conservationist meeting in Evanston, WY.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of November: prepared and distributed the monthly MCD Board Meeting Minutes; prepared Resource Specialist monthly report; scanned MCD monthly financial documents; worked on the MCD District Reporting documents; completed laptop repairs; BLM RHAP information and meeting; correspondence with USFS Hydrologist regarding Wood River Bank Stabilization Project; attended the monthly WY Prescribed Fire Council conference call; continued to collect sage-grouse spatial data; reviewed pics and updated spreadsheet for YU Bench Fence Project; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD Facebook page and website, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of November: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; documented bookkeeping procedures; RHAP research, correspondence, and application development with BLM and MCD landowner.*

OLD BUSINESS: *A meeting with Elected Officials and the Washakie County Conservation District is scheduled for December 18th in Worland, Josh and Tracy will be attending; NRCS is still trying to coordinate funding for the Meeteetse Rim Fence Project; BLM personnel are also in the process of trying to coordinate funding for the YU Bench Fence Project; MCD has received the Final Report for the Greybull River Level I Study; MCD Staff will be trying to identify allotments for the WY Dept. of AG RHAP application and will be reaching out to the BLM; Tracy moved to approve Christmas bonuses for MCD staff, Joe seconded, motion passed unanimously; Lionel moved to approve the signature of the Base Funding documents by the MCD Chairman for the Dept. of AG, Tracy seconded, motion passed unanimously.*

NEW BUSINESS: *Tracy moved to approve the MCD Self-Audit and Proof of Cash, Joe seconded, motion passed unanimously; Lionel and Tim both signed their District Supervisor Oaths of Office; Joe moved to approve and sign the MCD Annual Report, One Page Summary and Plan of Work, Lionel seconded, motion passed unanimously; the Livestock Roundup would like an update on the Sage Grouse Predation Project, MCD staff will contact Hayden Wing Associates to*

provide updated information; USFS Hydrologist will meet with MCD staff and landowner regarding the proposed Wood River campground Bank Stabilization Project; The MCD Board reviewed the calendars for December 2018 and January 2019.

MEETING ADJOURNED at 2:34 p.m. – *Next Regular Board Meeting is January 9th, 2019 at 1:00pm.*

Date: 1-9-19 **Authorized Signatures:** Timothy J Mannion