MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
December 11th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 12/11/2019
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, Shawn Shepperson, Joe Thomas
Supervisors Absent: George (Tracy) Renner
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 1:05 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Joe moved to approve the November 7th, 2019 MCD Board Meeting Minutes as presented, Shawn seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** – *Steffen Cornell reviewed with the MCD Board the November and December 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Shawn 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.*
    - ***Christmas/Holiday Bonus*** – *MCD Board is aware of the Christmas Bonus for MCD staff, which is on the Blanket Voucher.*

Blanket Voucher November - December 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	11/30/2019	ACH	United States Treasury	941 Deposit - 4th Qtr, 2019 - Paid by EFTPS 11/15/19	-931.12
Check	11/30/2019	3349	Woods Hole Group	Inv. # 161813-1105, Collection of sage-grouse spatial data in November	-35.00
Check	11/30/2019	3350	Park County School District 16	Meeteetse FFA	-160.00
Check	11/30/2019	3351	Orchard Trust	November, 2019 - Plan #93001-02 D 354	-150.00
Check	11/30/2019	3352	Pinnacle Bank - VISA	December payment for November transactions	-642.82
Check	11/30/2019	3353	Wyoming Retirement System	November, 2019 Contributions - Agency # 564	-1,361.67
Check	11/30/2019	3354	Steffen C Cornell {employee}	November, 2019 - Paycheck - S Cornell - DM	-3,545.90
Check	11/30/2019	3355	Joshua D Kipley {employee}	November, 2019 - Paycheck - J Kipley - RS	-2,536.84
Total 1000 · First Bank of Wyoming					-9,363.35

1001 · Pinnacle Bank Chk - xx01					
Check	11/30/2019	3585	WEBT	Life Insurance Payment for 1st & 2nd Quarters, 2020. WACD-BL-534802	-48.00
Check	11/30/2019	3586	WACD {vendor}	Invoice 5121 - 2019 Convention Registration	-354.00
Check	11/30/2019	3587	Wyoming Natural Resource Foundation	Invoice 912 - Gator Tickets	-175.00
Check	11/30/2019	3588	EDE Consultants	Invoice 1119171 - Data Compilation, Analyses & Reporting	-488.00
Check	11/30/2019	3589	Schatz Accounting Services	November, 2019 - Invoice 3365	-12.50
Check	12/01/2019	ACH	Google {vendor}	November, 2019 - conservewy.net - G Suite Business	-24.00
Check	12/10/2019	ACH	Town of Meeteetse	November, 2019 Utilities	-121.70
Check	12/10/2019	ACH	Black Hills Energy	November, 2019 - Acct. # 3214 4702 69	-98.86
Check	12/11/2019	3590	Steffen C Cornell {employee}	Christmas/Holiday Bonus 2019	-100.00
Check	12/11/2019	3591	Joshua D Kipley {employee}	Christmas/Holiday Bonus 2019	-100.00
Check	12/13/2019	ACH	VSP Vision Care	Vision Insurance for December, 2019	-17.83
Check	12/15/2019	ACH	TCT West Inc.	November, 2019 - Acct. # 00040249-3	-117.37
Check	12/18/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for January	-735.46
Check	12/26/2019	ACH	Big Horn REA {vendor}	November, 2019 - Acct. # 10337-003	-126.16
Total 1001 · Pinnacle Bank Chk - xx01					-2,518.88
TOTAL					**-11,882.23**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of November: Fiscal Year 2020 application planning for Park County; on-site planning and construction checks; on-site engineering surveys/designs completed; finished National Resources Inventory (NRI) data input; mailed FY 2019 and FY 2020 certified deferral letters. Rory provided the following Conservation Technical Assistance: In-office assistance; meeting with The Nature Conservancy and CCD to coordinate development of a water quality educational brochure. Rory attended the following: Area Conservationist/District Conservationist monthly teleconference; Conservation Connection teleconference; PCFCD, MCD, CCD monthly meetings; Customer Experience Division Technology Committee & Subcommittee teleconference; developed mandatory office "Occupant Emergency Plan"; and created mandatory FY 2020 "Individual Development Plan".*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of November: attended MCD monthly Board Meeting; prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; worked on the Annual Report, Plan of Work and One page summary documents for District Reporting; attended the WACD Annual Convention in Buffalo; sent drone flight info to WCCD; worked on the RHAP Project Update Report and performed Landscape Appearance monitoring in Enright allotment; attended the Fall Ranching Seminar hosted by MCD; visited the UW soil moisture sites and downloaded data; continued to collect sage grouse spatial data; entered collected and recorded CoCoRAHS data; entered data into Microsoft Access database for the Water Quality Monitoring grant; and helped deploy six cameras on YU Bench for the fence modification project.*

FIREWISE REPORT: *Josh worked on revising the Park County CWPP document and maps with new data; had correspondence with Bernie Spanogle, and completed a Firewise Report.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of November: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; cash flow tracking; attended the WACD Annual Convention in Buffalo; updated Access reports for better financial reporting; worked on the RHAP Project Update Report and conducted Landscape Appearance monitoring; attended the Fall*

Ranching Seminar hosted by MCD; correspondence with Park County and DEQ about septic issues; researched AUM calculations, stocking rates and range principles; updated Facebook page; correspondence with EDE and Hall Sawyer.

OLD BUSINESS: ***District Reporting –*** *Joe moved to approve and sign the FY '19 Annual Report, FY '20 Plan of Work, and One Page Summary based on the contingency that NRCS will confirm the dollar amounts in the Annual Report for practices performed in Meeteetse, Lionel seconded, motion passed unanimously.*

NEW BUSINESS: ***LGLP Ballot –*** *Lionel Ostrander moved for MCD to vote for Brad Bassie for the At-Large position and Richard C. Grant for the County Commissioner position, Joe seconded, motion passed unanimously.* ***Small Water Application*** *- Application is due January 1st, 2020, the Board will have a conference call to approve the Small Water Project application and partnership on December 19th at 10:00 a.m.* ***WACD Convention 2021 in Area III*** *– Discussion for proposed collaborative effort between Area III Conservation Districts to host the annual WACD Convention in 2021 will be placed on the Agenda for next month's meeting under Old Business. The MCD Board reviewed calendars for the months of December 2019 & January 2020.*

MEETING ADJOURNED at 3:10 p.m. *– Next Regular Board Meeting is Wednesday January 8th, 2020 at 1:00 p.m.*

Date: JANUARY 8, 2020 **Authorized Signatures:**