FINAL MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
February 13th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 02/13/2017
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, George (Tracy) Renner, Kathy Gilbreath and Joe Thomas
Supervisors Absent:
District Manager: Steffen Cornell
Resource Technician: Joshua Kipley
Firewise Coordinator: Bernie Spanogle
NRCS District Conservationist: Rory Karhu
Others: Daniel Wood – MLRA Soil Survey Leader

CALL TO ORDER:
Meeting was called to order at 1:09pm, by Tim Morrison: *Tracy Renner moved to approve the February board meeting agenda, Kathy seconded, motion passed unanimously. Steffen Cornell introduced guest Daniel Wood who is the MLRA Soil Survey Project Leader from the NRCS office in Powell. Daniel proceeded with his presentation on current soil survey projects taking place in the Meeteetse Conservation District's area. Lionel Ostrander moved to approve the minutes from the January 9th board meeting, Tracy seconded;* ***Discussion:*** *Tim Morrison suggested to make some minor changes to the January minutes, those changes were noted, Lionel Ostrander then moved to accept and approve the January minutes as amended, Kathy Gilbreath seconded, motion passed unanimously, January minutes approved. Tim Morrison said that for future board meetings the word 'draft' should be on the minutes of the previous meeting or the agenda.*

TREASURER'S REPORT: *Steffen reviewed the profit and loss, blanket voucher, and budget information, indicating that MCD is currently within expected budget. Steffen also reviewed the final calculations for reimbursements from the Firewise Program account owed to the MCD account for payroll expenses that the MCD has been paying since inheriting the program. Tracy moved to accept and place the treasurer's report on file for audit, approve reconciliations, and pay bills. Lionel seconded, motion passed unanimously.*

Blanket Voucher for Jan 31, 2017 – Feb 28, 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2017	3265	Bernard C Spanogle {employee}	January, 2017 - Paycheck - B Spanogle - FW (Firewise)	-27.07
Total 1000 · First Bank of Wyoming					-27.07
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2017	3291	American Stewards of Liberty	Membership Renewal 2017	-35.00
Check	01/31/2017	3292	Blue Cross Blue Shield of Wyoming	Health Insurance Payment for February & March Coverage	-4,682.22
Check	01/31/2017	3293	CLS America	CIN1612USA01043, January	VOID
Check	01/31/2017	3294	Dave Balling Agency	Invoice #408. Notary Bond for Steffen Cornell	-50.00
Check	01/31/2017	3295	Hayden-Wing Associates, LLC	January Invoice - 5279	-2,842.50

Check	01/31/2017	3296	Orchard Trust	January- Plan #93001-02 D 354 for Steffen Cornell	-150.00
Check	01/31/2017	3297	Pinnacle Bank - VISA	February payment for January transactions. Account Ending 6977 - Steffen C Cornell	-125.78
Check	01/31/2017	3298	Schatz Accounting Services	Invoice 2794	-270.00
Check	01/31/2017	3299	Vision West	Website hosting 4/1/16 - 3/31/17	-75.00
Check	01/31/2017	3300	Wyoming Retirement System	January, 2016 Contributions - Agency # 564	-1,174.77
Check	01/31/2017	3301	Bernard C Spanogle {employee}	January, 2017 - Paycheck - B Spanogle - RS	-27.85
Check	01/31/2017	3302	Joshua D Kipley {employee}	January, 2017 - Paycheck - J Kipley - RT	-2,109.57
Check	01/31/2017	3303	Steffen C Cornell {employee}	January, 2017 - Paycheck - S Cornell - DM	-2,826.58
Check	01/31/2017	3304	CLS America	CIN1701USA01011, January 2017	-580.92
Check	02/09/2017	Auto	Black Hills Energy	3214 4702 69 - January, 2017	-119.81
Check	02/10/2017	Auto	Town of Meeteetse	January, 2017 Utilities	-121.70
Check	02/10/2017	Auto	TCT West Inc.	00040249-3. January, 2017	-179.29
Check	02/25/2017	Auto	Big Horn REA	10337-003, January 2017	-223.46
Total 1001 · Pinnacle Bank Chk - xx01					-15,594.45
1004 · Firewise - Pinn Bank					
Check	01/31/2017	1089	Verizon Wireless	242040822-00001, January 2017	-71.24
Check	01/31/2017	1090	Meeteetse Conservation District	January - Firewise Reimbursement to MCD for Payroll Expenses	-38.65
Check	01/31/2017	1091	Meeteetse Conservation District	Firewise Reimbursement to MCD for Payroll Expenses paid out of First Bank pre FY '17	-2,666.22
Check	01/31/2017	1092	Meeteetse Conservation District	Firewise Reimbursement to MCD for UI and WC Expenses paid out of First Bank FY '17	-57.89
Total 1004 · Firewise - Pinn Bank					-2,834.00
					-18,455.52

Firewise Coordinator Report: *Bernie Spanogle mentioned that there was not much going on with the Firewise Program at the moment. Bernie has been contacted to do a Firewise report on a property located on the South Fork of the Shoshone River. Bernie is also helping developing an assessment form for a resident so they can coordinate with the insurer to insure the house, and enter the Firewise program in the future.*

NRCS DC Report: *(Written report on file) Rory Karhu continued ranking 2017 Environmental Quality Incentives (EQIP) and Agricultural Management Assistance (AMA) applications. Rory met with Division I staff to conduct Peer-Peer review of ranked 2017 applications, and submitted schedule funding modifications for Wetlands Reserve Program (WRP) easement, and completed 2016 Cropland National Resources Inventory (NRI) for Park County. Rory also provided Conservation Technical Assistance in general planning and NRCS programs including; irrigation, soil erosion, and health planning.*

Resource Specialist Report: *Josh completed various administrative duties by sending previous MCD board meeting minutes to the Wyoming Department of Agriculture, WACD and conservation district area III supervisors, and completed an Employee Evaluation given by the District Manager. He submitted a letter to State Legislators in Park County for the HB 26 Bark Beetle Bill and attended a webinar for Rangeland Management Strategies and Tools. Josh gave an update on*

the ARGOS units used for the Sage Grouse Predation Project that still needed to be recovered once weather permitted. Josh provided multiple maps, and GIS shapefiles to Hayden Wing Consulting, and helped complete and submit the Fish and Wildlife Service Collection Permit for 2017. Josh continued to collect and enter weather data for the CoCoRAHS site and completed the bi-weekly "Trail News".

District Manager Report: *Steffen spent a majority of his time working on administrative duties which included; Quickbook transactions, Firewise reimbursements, bank statements, disbursements, deposits, and interest for the DOA proof of cash. Steffen also contributed operation hours to the Sage Grouse Predation Project, HB 26 Bark Beetle Bill, completion and submission of necessary wildlife permits, and continued correspondence with Hayden Wing Consulting via phone conferences and email.*

Legislative Updates: *Phone call with Bobbie Frank regarding recent legislative updates. (Updates on File)*

Old Business:

The SGPP Update was primarily covered in both the District Manager's and Resource Specialist's report. There is possibly a new sage grouse Lek that can be incorporated into the study this year 2017. MCD staff is still researching drone applications, and models for future needs, and for the SGPP project, particularly a drone model that is capable of being used for multiple applications. Dave Meyer had asked Steffen to review the Greybull Level I Watershed Study scoping document and revise as necessary. Tim mentioned that it would be helpful to have available the information that a level I watershed study would provide if the study was funded and completed. Tim recommended reviewing other Level I watershed plans that have been completed and incorporate similar applications into the Greybull Level I Study. Steffen mentioned also that in the future additional requirements could be met by having a Level I Watershed Study completed for the Greybull River, and that MCD has to consider other conservation districts and their interests. MCD staff will start Sage Grouse LEK monitoring at the end of next month.

New Business:

The board reviewed the draft Farm Bill Program Input from the WACD Convention which took place in November of 2016, and then completed the questionnaire. Bernie Spanogle reviewed the request for SNF forest supervisor letter he drafted with the board. Tim mentioned that the board should take action on sending the letter to the appropriate entities as amended on behalf of the district. Tracy moved to have the drafted letter sent as amended, Lionel seconded, motion passed unanimously. WACD supervisor and employee training will take place at the MCD office Feb. 23rd and 24th. The MCD board meetings have been changed to the 2nd Wednesday of each month. Joe Thomas moved to change the meetings from Mondays to Wednesdays, Kathy seconded, motion passed unanimously. The board went into executive session from 3:50pm to 3:59pm to discuss personnel. Tracy moved to accept Steffen's request for a pay increase to $17.50/hr for Josh retroactively, beginning February 1st, Joe seconded and motion passed unanimously. The board reviewed and approved the calendars for the rest of February and March.

Meeting Adjourned at 4:02 pm *- Next Regular Board Meeting:* ***Wednesday, March 8th, 2017 at 1:00pm.***

Date: MARCH 8, 2017 **Authorized Signatures:** Timothy J Mauss

Merilee Kathy Gilbreath