MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
February 13th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 02/13/2019
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: Shawn Shepperson

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:03 p.m. by MCD Chairman Tim Morrison. Local producer Shawn Shepperson was introduced as guest. Tracy Renner moved to approve the Board Meeting Agenda as amended, Lionel Ostrander seconded, motion passed unanimously. Tracy moved to approve the January 9th, 2019 MCD Board Meeting Minutes as written, Lionel seconded, motion passed unanimously. MCD Chairman voted in both motions to supplement a quorum.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the January and February 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Tracy moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously. MCD Chairman also voted.*

Blanket Voucher January – February 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	01/31/2019	je168	Wyoming Department of Workforce Services	To pay 4th Qtr, 2018 payables due	-685.11
Check	01/31/2019	3325	CLS America	January, 2019 - Inv. # CIN1902FIN00356, Collection of sage-grouse spatial data.	-55.00
Check	02/15/2019	ACH	United States Treasury	941 Deposit - 1st Qtr, 2019	-998.78
Total 1000 · First Bank of Wyoming					-1,738.89
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2019	3508	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for March Coverage	-1,410.12
Check	01/31/2019	3509	Orchard Trust	January, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	01/31/2019	3510	Pinnacle Bank - VISA	February payment for January transactions	-287.03
Check	01/31/2019	3511	Park County Clerk	2018 Cost of Election Fee	-55.00
Check	01/31/2019	3512	Wyoming Retirement System	January, 2019 Contributions - Agency # 564	-1,386.04

Check	01/31/2019	3513	Vision West	Invoice # 5917-s	-21.25
Check	01/31/2019	3514	Dave Balling Agency	Invoice #511	-100.00
Check	01/31/2019	3515	Schatz Accounting Services	January, 2019 - Invoice 3174	-165.00
Check	01/31/2019	3516	Steffen C Cornell {employee}	January, 2019 - Paycheck - S Cornell - DM	-3,658.30
Check	01/31/2019	3517	Joshua D Kipley {employee}	January, 2018 - Paycheck - J Kipley - RS	-2,818.15
Check	01/31/2019	ACH	Google {vendor}	January, 2019 - conservewy.net - G Suite Business	-20.00
Check	02/11/2019	ACH	Town of Meeteetse	January, 2019 Utilities	-121.70
Check	02/11/2019	ACH	Black Hills Energy	January, 2019 - Acct. # 3214 4702 69	-95.36
Check	02/15/2019	ACH	TCT West Inc.	January, 2019 - Acct. # 00040249-3	-117.77
Check	02/25/2019	ACH	Big Horn REA {vendor}	January, 2018 - Acct. # 10337-003	-185.98
Total 1001 · Pinnacle Bank Chk - xx01					-10,491.70
1004 · Firewise - Pinn Bank					
Check	01/31/2019	1119	Vision West	Invoice # 5920-s	-21.25
Total 1004 · Firewise - Pinn Bank					-21.25
TOTAL					**-12,251.84**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of January: Fiscal Year 2019 application planning for Park County; contract modifications; final Engineering designs; EQIP application internal peer reviews; on-site planning and construction checks; Regional Conservation Partnership Program (RCPP) ranking conference call; advanced IWM plan development. The following NRCS certified practices for January were: irrigation pipeline, sprinkler system, pumping plant; structure for water control in Powell; irrigation water management in Cody. Rory provided Conservation Technical Assistance for the following: In-office conservation planning with producer; water rights verification project planning; fencing and wildlife migration consultation with landowner. Rory attended Ag Learn training; Conservation Connection teleconference; State Technical Guide Committee meeting teleconference; Willwood Workgroup #3 meeting, and PCFCD, CCD, and, MCD monthly meetings.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of January: prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; attended WASD Meeting vis teleconference; worked on WDA RHAP application; set up cameras for the Meeteetse Rim Fence Project (MRFP); continued to collect sage-grouse spatial data, and sent 2018 data to WGFD and WYNDD; added Facebook icon and updated links on MCD website; reviewed pics and updated the spreadsheet for YU Bench Fence Project; met with Cathy Rosenthal and worked on updating MCD WQM SAP; entered past years WQM data; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD Facebook page, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of January: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; continued documented bookkeeping procedures; BCBSWY system setup; worked on RHAP project application; researched vacation accrual for other agencies; met with Cathy Rosenthal regarding WQM SAP and reviewed WQM data; worked on various projects; banking at First Bank; WGFD Ch. 33 reporting; ArcGIS script updated and rearranged fields in ArcCatalog; ordered field supplies for camera deployment on MRFP; researched camera and solar charger mount methods on T-posts; responded to request from American Transparency.*

OLD BUSINESS: ***Meeteetse Rim Fence Project*** *– Rory still need to re-bid the project and doesn't foresee any changes in overall cost to the project.* ***RHAP project*** *– Partnership agreement forms were completed and delivered to MCD by*

OLD BUSINESS: ***Meeteetse Rim Fence Project*** *– Rory still need to re-bid the project and doesn't foresee any changes in overall cost to the project.* ***RHAP project*** *– Partnership agreement forms were completed and delivered to MCD by landowner. MCD received a Letter of Compliance from the Department of Revenue which is on file.* ***General*** *- Rory presented a Rangeland Hydrology and Erosion Model WEB Tool (RHEM) to the MCD Board, which could be a beneficial planning tool and used to provide erosion potential maps to MCD landowners.*

NEW BUSINESS*:* ***Vacation Accrual Policy*** *- Steffen recommended using Campbell County CD Vacation Accrual Policy as an example to update MCD Personnel Policy, Tracy moved that MCD staff develop a policy to provide to the Board next meeting in March regarding staff vacation accrual and use, Lionel seconded, MCD Chairman also voted, motion passed unanimously.* ***Public Records Request from American Transparency*** *- There was a request for MCD employee information and Steffen replied with current MCD Public Records Policy; and American Transparency responded requesting MCD not to proceed any further with the requested information.* ***WQM Data Request*** *- Tracy moved to allow MCD to provide provisional water quality monitoring data to Strike Consultant Inc., Lionel seconded, MCD Chairman also voted, motion passed unanimously.* ***BLM Fifteenmile HMAP Update and Gather*** *- MCD staff will prepare comments for the BLM Fifteenmile Wild Horse HMA Update and Gather.* ***BCBSWY*** *- Lionel moved to approve ACH setup for automatic payments for BCBSWY, Tracy seconded, MCD Chairman also voted, motion passed unanimously.* ***MCD Board Member Vacancy*** *- Tracy moved to submit the memo to WY Dept. of Ag for recommendation of Shawn Shepperson as new MCD Board member to fill the current vacancy, Lionel seconded, MCD Chairman also voted, motion passed unanimously. MCD Board Reviewed calendars for February and March 2019.*

MEETING ADJOURNED at 2:35 p.m. – *Next Regular Board Meeting is Monday March 18th, 2019 at 1:00pm.*

Date: MARCH 18, 2019 **Authorized Signatures:**