MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
February 12th, 2020

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 2/12/2020
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Shawn Shepperson, Joe Thomas, Lionel Ostrander
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 1:04 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Shawn moved to approve the January 8th, 2020 MCD Board Meeting Minutes as presented, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Tim and Shawn reviewed with the MCD Board the January and February 2020 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Joe 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.*

- ***Surety Bond for Shawn*** *– Shawn received paperwork to have notarized at the Town of Meeteetse.*

Blanket Voucher January - February 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	01/31/2020	ACH	Wyoming Department of Workforce Services	To pay 4th Qtr, 2019 payables due	-697.99
Check	01/31/2020	3357	Woods Hole Group	Inv. # CIN2002FIN00225, Collection of sage-grouse spatial data in January	-27.00
Check	02/12/2020	ACH	United States Treasury	941 Deposit - 1st Qtr, 2020 - Paid by EFTPS 2/12/20	-1,063.46
Total 1000 · First Bank of Wyoming					-1,788.45
1001 · Pinnacle Bank Chk - xx01					
Check	01/31/2020	3601	EDE Consultants	Invoice 0120015 - Data Compilation, Analyses & Reporting	-3,920.00
Check	01/31/2020	3602	Schatz Accounting Services	January, 2020 - Invoice 3404	-162.50
Check	01/31/2020	3603	Orchard Trust	January, 2020 - Plan #93001-02 D 354	-200.00
Check	01/31/2020	3604	Pinnacle Bank - VISA	February payment for January transactions	-60.14

Check	01/31/2020	3605	Wyoming Retirement System	January, 2020 Contributions - Agency # 564	-1,491.36
Check	01/31/2020	3606	Steffen C Cornell {employee}	January, 2020 - Paycheck - S Cornell - DM	-3,798.65
Check	01/31/2020	3607	Joshua D Kipley {employee}	January, 2020 - Paycheck - J Kipley - RS	-2,784.02
Check	02/02/2020	ACH	Google {vendor}	January, 2020 - conservewy.net - G Suite Business	-24.00
Check	02/10/2020	ACH	Town of Meeteetse	January, 2020 Utilities	-121.70
Check	02/11/2020	ACH	Black Hills Energy	January, 2020 - Acct. # 3214 4702 69	-135.87
Check	02/14/2020	ACH	VSP Vision Care	Vision Insurance for February, 2020	-17.83
Check	02/17/2020	ACH	TCT West Inc.	January, 2020 - Acct. # 00040249-3	-110.30
Check	02/19/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for March	-735.46
Check	02/25/2020	ACH	Big Horn REA {vendor}	January, 2020 - Acct. # 10337-003	-140.67
Total 1001 · Pinnacle Bank Chk - xx01					-13,702.50
TOTAL					**-15,490.95**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of January: Fiscal Year 2020 application planning for Park and Big Horn Counties; mailed practice reminder letters. The following Certified Practices for the month of January: Irrigation Pipeline; Irrigation System, Surface and Subsurface; Nutrient Management; Irrigation Water Management. Rory provided the following Conservation Technical Assistance: In-office and on-sight assistance; Wildlife migrations RCPP application assistance. Rory attended the following: Area Conservationist/District Conservationist monthly teleconference; Conservation Connection teleconference; PCFCD, MCD, CCD monthly meetings; Farm production and Conservation, Customer Experience Division (FPAC,CXD) Committee and Technology Subcommittee teleconference; Programs training in Casper.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of January: 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; attended the WGFD Wildlife Friendly Fence meeting in Cody; continued to collect Sage Grouse spatial data; collected and recorded the CoCoRAHS data; reviewed the Integrated Report from WYDEQ regarding Rawhide Creek; entered WQM data into Microsoft Access for the WQM Grant.*

FIREWISE REPORT: *For the month of January Josh attended the second CWPP meeting in Cody to discuss any new information that could be included in the revision; and continued to work on revising the Park County Community Wildfire Protection Plan document and associated maps.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of January: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; cash flow tracking; attended the WGFD Wildlife Friendly Fence meeting in Cody; correspondence and planning for WCDEA Winter Training; reviewed WGFD Ch.33 Report and completed the Movebank reference sheet for Sage Grouse locations; posted Facebook articles; correspondence with EDE Consultants, and performed database formatting.*

OLD BUSINESS: ***Dept. of Revenue Compliance*** *– MCD received a letter from the Dept. of Revenue indicating that MCD is Compliant for the tax year 2020.* ***The Town of Meeteetse Strategic Planning*** *– The Town is hosting a planning meeting at the MCD office "Ferret Den" February 19th, 2020.* ***Board Member Replacement*** *– MCD needs to submit Board Member recommendations to the Dept. of Agriculture Board. Joe moved to contact Tracy Renner for a resignation letter and advertise the Board Member vacancy in the Bulletin.* ***General*** *– Rory updated the Board that the Cultural survey was approved for the Meeteetse Rim Fence Project and received clearance to start the work once the weather improves.*

NEW BUSINESS: ***Diamond Wings LLC*** *– MCD was contacted by Diamond Wings LLC to wondering if MCD would assist with a Sage Grouse project, Steffen will have a meeting with them next week.* ***NRCS LWG Rankings*** *– Lionel moved to approve MCD's new NRCS priority rankings for 2021, and selected the Lower Greybull River as the Priority Watershed, Shawn seconded, motion passed unanimously.* ***Meeteetse FFA*** *– MCD has been contacted by local Meeteetse FFA students asking if MCD staff could assist with Water Quality testing/sampling information for this year's ENR.* ***Review Calendars*** *- The MCD Board reviewed calendars for the months of February & March 2020.*

MEETING ADJOURNED at 2:19 p.m. *– Lionel moved to adjourn, Joe seconded, motion passed unanimously. Next Regular Board Meeting is Wednesday March 12th, 2020 at 3:00 p.m.*

Date: 11 MARCH 2020

Authorized Signatures: