MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
January 9th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 01/09/2019
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, 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 1:03 p.m. by MCD Chairman Tim Morrison. Tracy Renner moved to approve the Board Meeting Agenda as amended, Joe Thomas seconded, motion passed unanimously. Joe moved to accept the December 13th, 2018 MCD Board Meeting Minutes as written, Lionel Ostrander seconded, motion passed unanimously.*

Review/Appoint Board Officers: *Joe nominated Tim Morrison for the position of MCD Chairman, Tracy seconded, motion passed unanimously. Tracy nominated Joe Thomas for the position of MCD Vice-Chairman, Lionel seconded, motion passed unanimously. Joe nominated Tracy Renner for the position of MCD Treasurer, Lionel seconded, motion passed unanimously. Joe nominated Lionel Ostrander for the position of MCD Secretary, Tracy seconded, motion passed unanimously. Joe moved to re-authorize all current MCD Board Members as signatories for the Pinnacle Bank account, Lionel seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** – *Steffen Cornell reviewed with the MCD Board the December 2018 and January 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Lionel moved to approve the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Tracy seconded, motion passed unanimously.*

Blanket Voucher December 2018 – January 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	12/31/2018	je167	United States Treasury	941 Deposit - 4th Qtr, 2018 - Paid by EFTPS 1/10/19	-879.04
Check	12/31/2018	3323	CLS America	December, 2018 - Inv. # CIN1901FIN00294, Collection of sage-grouse spatial data.	-55.00
Check	12/31/2018	3324	Wyoming Retirement System	December, 2018 Contributions - Agency # 564	-1,258.32
General Journal	01/31/2019	je168	Wyoming Department of Workforce Services	To pay 4th Qtr, 2018 payables due	-685.11
Total 1000 · First Bank of Wyoming					-2,877.47

1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2018	3500	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for February Coverage	-1,410.12
Check	12/31/2018	3501	Orchard Trust	December, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	12/31/2018	3502	Pinnacle Bank - VISA	January payment for December transactions	-263.10
Check	12/31/2018	3503	Schatz Accounting Services	December, 2018 - Invoice 3152	-33.75
Check	12/31/2018	3504	WACD {vendor}	FY19 District Dues and Plant Material Center Dues	-6,786.60
Check	12/31/2018	3505	WEBT	WACD-BL-534802. Life Insurance for 1st & 2nd Qrtr 2019.	-48.00
Check	12/31/2018	3506	Steffen C Cornell {employee}	December, 2018 - Paycheck - S Cornell - DM	-3,365.10
Check	12/31/2018	3507	Joshua D Kipley {employee}	December, 2018 - Paycheck - J Kipley - RS	-2,543.57
Check	12/31/2018	ACH	Google {vendor}	December, 2018 - conservewy.net - G Suite Business	-20.00
Check	01/09/2019	ACH	Black Hills Energy	December, 2018 - Acct. # 3214 4702 69	-58.75
Check	01/10/2019	ACH	Town of Meeteetse	December, 2018 Utilities	-121.70
Check	01/15/2019	ACH	TCT West Inc.	December, 2018 - Acct. # 00040249-3	-113.28
Check	01/25/2019	ACH	Big Horn REA {vendor}	December, 2018 - Acct. # 10337-003	-198.21
Total 1001 · Pinnacle Bank Chk - xx01					-15,012.18
TOTAL					**-17,889.65**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of December: new applications and on-site planning for 2019; contract modifications for 2017 and 2018; final engineering designs; internal peer reviews for EQIP applications; on-site planning and construction checks; National Resources Inventory (NRI) data collection and upload for Park County; Division I ranking and subaccount selection and review. Rory provided Conservation Technical Assistance for the following: In–office conservation planning with producer; water rights verification requests; on-site consultation regarding a natural landslide that changed stream course; HEL preliminary determination; wetland determination with State and Area offices; fencing and wildlife migration consultation with TNC. Rory attended Willwood Workgroup #3 meeting; Cody Conservation District and Meeteetse Conservation District monthly meetings.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of December: prepared and distributed the monthly MCD Board Meeting Minutes; prepared Resource Specialist monthly report; scanned MCD monthly financial documents; attended a legislative lunch with elected officials in Worland; completed laptop repairs; met with MCD landowner and BLM to discuss RHAP project; met with MCD landowner and USFS Hydrologist to discuss Wood River Campground Bank Stabilization project; attended the WY Prescribed Fire Council meeting in Lander; conducted research for Hazardous Fuels Reduction grant; flew drone over Meeteetse Bridge to assess streambank erosion; reviewed the MCD Water Quality Monitoring SAP; 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 December: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; documented bookkeeping procedures; met with MCD landowner and BLM to discuss RHAP project; met with MCD landowner and USFS Hydrologist to discuss Wood River Bank Stabilization project; inquired about Soils Health workshop grant with other Conservation Districts; conducted drone research for software options; completed WGFD Ch. 33 permit renewal; continued to collect sage-grouse spatial data; completed paperwork for ASAP.gov for BLM State office.*

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OLD BUSINESS: *The MCD Board is in consensual agreement to allow MCD staff to utilize the District's drone to monitor the Wood River Campground Bank Stabilization project; MCD staff met with MCD landowner and BLM to discuss RHAP project and application details; Josh and Tracy attended a legislative lunch with elected officials and WCCD in Worland to discuss legislative issues; MCD staff renewed the WGFD Ch. 33 permit and need to submit sage-grouse location data to the University of Wyoming and WYGFD as part of the permitting annual report; the MCD Board had a discussion regarding potential candidates for MCD Board member to replace Kathy since her term is up, will discuss more next meeting.*

NEW BUSINESS: *MCD staff is currently looking at making small revisions to the MCD Water Quality Monitoring SAP, either by broadening monitoring efforts, or looking at additional monitoring sites, and inquiring about data analysis. Joe moved for the meeting to go into Executive session to discuss personnel at 2:47pm, Tracy seconded, motion passed unanimously. Joe moved for the meeting to exit Executive session for personnel at 2:55pm with no action taken, Tracy seconded, motion passed unanimously. The MCD Board reviewed the calendars for January and February 2019.*

MEETING ADJOURNED at 2:34 p.m. – *Next Regular Board Meeting is February 13th, 2019 at 1:00pm.*

Date: 2-13-19

Authorized Signatures: Timothy J Mauss

George T. Remm