MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
January 8th, 2020

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 1/8/2020
Time: 1:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Shawn Shepperson, Joe Thomas
Supervisors Absent: George (Tracy) Renner, Lionel Ostrander
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 1:02 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Shawn moved to approve the December 11th, 2019 MCD Board Meeting Minutes as presented, Joe seconded, motion passed unanimously. Joe moved to approve the December 19th, 2019 Special Board Meeting Minutes, Shawn seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Tim reviewed with the MCD Board the December 2019 and January 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, Shawn seconded, motion passed unanimously.*
    - ***Appoint New Treasurer*** *– MCD Board reviewed WY State Statutes regarding Board member vacancies and change of Board Member offices. Joe moved to approve Shawn as the new Treasurer, Tim seconded, motion passed unanimously.*

Blanket Voucher December 2019 - January 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	12/31/2019	ACH	United States Treasury	941 Deposit - 4th Qtr, 2019 - Paid by EFTPS 1/09/20	-1,007.66
Check	12/31/2019	3356	Woods Hole Group	Inv. # CIN2001FIN00217, Collection of sage-grouse spatial data in December	-35.00
Total 1000 · First Bank of Wyoming					-1,042.66
1001 · Pinnacle Bank Chk - xx01					
Check	12/31/2019	3592	Dave Balling Agency	Invoice #565 Surety Bond for Treasurer	-100.00
Check	12/31/2019	3593	WACD {vendor}	2019-2020 District Dues	-6,778.92

Check	12/31/2019	3594	EDE Consultants	Invoice 1219199 - Data Compliation, Analyses & Reporting	-61.00
Check	12/31/2019	3595	Schatz Accounting Services	December, 2019 - Invoice 3383	-62.50
Check	12/31/2019	3596	Orchard Trust	December, 2019 - Plan #93001-02 D 354	-150.00
Check	12/31/2019	3597	Pinnacle Bank - VISA	January payment for December transactions	-526.66
Check	12/31/2019	3598	Wyoming Retirement System	December, 2019 Contributions - Agency # 564	-1,426.52
Check	12/31/2019	3599	Steffen C Cornell {employee}	December, 2019 - Paycheck - S Cornell - DM	-3,693.27
Check	12/31/2019	3600	Joshua D Kipley {employee}	December, 2019 - Paycheck - J Kipley - RS	-2,659.94
Check	01/02/2020	ACH	Google {vendor}	December, 2019 - conservewy.net - G Suite Business	-24.00
Check	01/10/2020	ACH	Town of Meeteetse	December, 2019 Utilities	-121.70
Check	01/10/2020	ACH	Black Hills Energy	December, 2019 - Acct. # 3214 4702 69	-119.09
Check	01/15/2020	ACH	VSP Vision Care	Vision Insurance for January, 2020	-17.83
Check	01/15/2020	ACH	TCT West Inc.	December, 2019 - Acct. # 00040249-3	-111.03
Check	01/18/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for February	-735.46
Check	01/18/2020	ACH	Big Horn REA {vendor}	December, 2019 - Acct. # 10337-003	-152.66
Total 1001 · Pinnacle Bank Chk - xx01					-16,740.58
TOTAL					**-17,783.24**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of December: Fiscal Year 2020 application planning for Park and Big Horn Counties; on-site planning and construction checks; on-site engineering surveys/designs completed; contract transfer; mailed FY2020 pending letters. The following Certified Practices for the month of December: Conservation Cover; Irrigation Water Management. Rory provided the following Conservation Technical Assistance: In-office assistance; phone call with Irrigation District Chairman to plan/coordinate possible large water quality improvement project; meeting with BLM, USFS, TNC, WGFD and landowners for initial planning of possible large wildlife friendly fence project. 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; FSA County Committee meeting.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of December: 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 for District Reporting; attended the Legislative Lunch in Worland; performed forage weight analysis from vegetation samples collected at UW soil moisture sites; 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 assisted with replacing SD cards from the cameras on YU Bench for the fence modification project.*

FIREWISE REPORT: *For the month of December Josh continued to work on revising the Park County Community Wildfire Protection Plan document and maps, and attended the WY Prescribed Fire Council annual meeting in Cody.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of December: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; cash flow tracking; updated Access reports for better financial reporting; submitted required funding documents to WDA; PPACA tax reporting; submitted RHAP Update Report to WDA; submitted Wood River Fish Ladder application to Small Water Program; attended the Wyoming Pipeline Corridor Initiative meeting in Thermopolis; attended the Migration*

presentation at the Draper Museum; WCDEA Training Committee planning; updated Facebook page; Water Quality research; assisted with SD card replacement for cameras on YU Bench.

OLD BUSINESS: ***WACD Convention 2021 –*** *Cody Conservation District will be in contact regarding logistics for the 2021 Convention, and possibly looking at the Holiday Inn in Cody for a venue.* ***General - Ripple Effect Exercise*** *– The Town of Meeteetse and the Wyoming Business Council are looking at what has been accomplished in the last seven years, and what can be accomplished in the future. MCD is trying to determine what needs to be done to the empty lot next to the office to attract people? Joe moved to pick a day in the spring to bring a skid steer to help improve the empty lot, Shawn seconded, motion passed unanimously.*

NEW BUSINESS: ***2020 Integrated 305(b) and 303(d) Report –*** *Joe would like to identify some sampling locations for future monitoring on Rawhide Creek. Looking at two or three sampling locations to find out what's going on, and perhaps supplement the WYDEQ's lack of data for classification. MCD staff can put together a monitoring plan to indicate what specifically will be monitored and coordinate with Joe on a day in the future to identify monitoring sites.* ***WY Migration Corridor Executive Order*** *- Waiting to see what WACD supports.* ***Small Water Project Application –*** *The amended application was submitted, waiting to hear back.* ***Review Calendars*** *- The MCD Board reviewed calendars for the months of January & February 2020.*

MEETING ADJOURNED at 2:33 p.m. *– Joe moved to adjourn, Shawn seconded, motion passed unanimously. Next Regular Board Meeting is Wednesday February 12th, 2020 at 1:00 p.m.*

Date: FEB 12, 2020 **Authorized Signatures:**