MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
July 12th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 07/12/2017
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Kathy Gilbreath, George (Tracy) Renner, Joe Thomas
Supervisors Absent: Lionel Ostrander
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle (Absent)
NRCS District Conservationist: Rory Karhu
Others: None

The FY 2018 public budget hearing was opened by Tim Morrison at 12:10 p.m. The FY 2018 public budget hearing had no attendees/guests or comments. Joe Thomas moved to close the public budget hearing for the FY 2018 budget at 12:50 p.m. Kathy Gilbreath seconded. Motion passed unanimously.

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:10 p.m. by Tim Morrison. Joe Thomas moved to approve the July Board Meeting Agenda as presented, Tracy Renner seconded, motion passed unanimously. Joe Thomas moved to approve the June 14th, 2017 MCD Board Meeting Minutes as written, Kathy Gilbreath seconded, motion passed unanimously.*

TREASURER'S REPORT:

- *Review and approve the final FY 2018 budget – Tracy Renner moved to approve the final FY 2018 budget of $216,144, Kathy Gilbreath seconded, motion passed unanimously.*
- *Review Blanket Voucher and pay bills - Steffen Cornell reviewed with the Board the Profit and Loss Statement, Blanket Voucher, Bank Reconciliations and the Meeteetse Conservation District bills. Tracy Renner moved to approve the Bank Reconciliations, pay bills and place the Treasurer's Report on file for audit, Kathy Gilbreath seconded, motion passed unanimously. Tracy Renner moved to create a WGIF account for Firewise Title III Funds, Joe Thomas seconded, motion passed unanimously.*

Blanket Voucher June 2017 – July 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2017	3279	CLS America	CIN1706USA00887 June, 2017. Collection of sage-grouse spatial data.	-626.14
Check	06/30/2017	3280	HWA Wildlife Consulting, LLC	June Invoice - 5331	-772.50
General Journal	06/30/2017	je139	United States Treasury	941 Deposit - 2nd Qtr, 2017 - Paid by EFTPS 7/13/17	-1,091.92
General Journal	07/31/2017	je140	Wyoming Department of Workforce Services	To pay 2nd Qtr, payables due	-610.13
General Journal	07/31/2017	je140	Wyoming Department of Workforce Services	To pay 2nd Qtr, payables due - Firewise	-9.11
Total 1000 · First Bank of Wyoming					-3,109.80
1001 · Pinnacle Bank Chk - xx01					
Check	06/30/2017	3342	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for August Coverage	-2,341.11

Check	06/30/2017	3343	Orchard Trust	June - Plan #93001-02 D 354 for Steffen Cornell	-20.00
Check	06/30/2017	3344	Park County Treasurer (Vendor)	Registration Fees For MCD Truck, Trailer, & CanAm for FY 18	-514.57
Check	06/30/2017	3345	Pinnacle Bank - VISA	July payment for June transactions. Account Ending 6977 - Steffen C Cornell	-256.34
Check	06/30/2017	3346	Schatz Accounting Services	Invoice for June Services	-56.25
Check	06/30/2017	3347	Wyoming Retirement System	June, 2017 Contributions - Agency # 564	-1,243.18
Check	06/30/2017	3348	Steffen C Cornell {employee}	June, 2017 - Paycheck - S Cornell - DM	-2,941.58
Check	06/30/2017	3349	Joshua D Kipley {employee}	June, 2017 - Paycheck - J Kipley - RS	-2,425.24
Check	07/07/2017	Auto	Town of Meeteetse	June, 2017 Utilities	-121.70
Check	07/12/2017	Auto	Black Hills Energy	3214 4702 69 - June, 2017	-23.86
Check	07/14/2017	Auto	TCT West Inc.	00040249-3. June, 2017	-178.95
Check	07/25/2017	Auto	Big Horn REA {vendor}	10337-003, June, 2017	-111.84
Total 1001 · Pinnacle Bank Chk - xx01					-10,234.62
1004 · Firewise - Pinn Bank					
Check	06/30/2017	1102	Verizon Wireless	242040822-00001, June, 2017	-71.66
Total 1004 · Firewise - Pinn Bank					-71.66
TOTAL					**-13,416.08**

FIREWISE COORDINATOR REPORT: *(Absent) – Nothing to report*

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu submitted Division I priority watershed suggestions to MCD for Local Work Group consideration, and entered 2018 EQIP applications. Rory performed on-site checks of pollinator plantings, cover crop and pivot in the Powell-Clarks Fork Conservation District area. Rory certified and approved conservation practices such as: sprinkler systems, irrigation pipeline, pumping plants, a structure for water control, and nutrient management. Rory also provided conservation technical assistance by presenting a surge valve demonstration and field tour concerning Shoshone River Sediment, to multiple agencies and private landowners. Rory completed training in ATV operations in Powell, and Equal Employment Opportunity training in Casper. Rory also performed an on-site review of Bridger Plant Material Center tests plots.*

RESOURCE SPECIALIST REPORT: *Josh Kipley prepared the MCD Board Meeting Minutes and updated the Meeteetse Conservation District website. Josh continued to collect sage-grouse spatial data, performed nest surveys in Polecat Bench and YU Bench study areas, and created maps using ArcGIS. Josh also collected data from the Spring Creek and Little Buffalo Basin soil moisture sites, and sent the data to the University of Wyoming. Josh met with the BLM in Cody to discuss a fence replacement project; conducted Water Quality Sampling of the Greybull and Wood Rivers; continued to collect and enter weather data for the CoCoRAHS site; attended a drone demonstration from AECOM Engineering at the Lower Sunshine Reservoir; and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell posted QuickBooks transactions, payed the MCD bills, and prepared the final MCD budget for FY '18. Steffen prepared and sent an invoice to WGFD for SGPP reimbursement; created and distributed a map to the Local Work Group for selecting priority watersheds; met with the BLM in Cody to discuss a fence replacement project; and submitted reporting documents to the Wyoming Department of Agriculture. Steffen also completed FY '17 F-32 form, and attended a drone demonstration from AECOM Engineering at the Lower Sunshine Reservoir. Steffen requested vacation time off for August 17th, 18th and 21st. Tracy Renner moved to approve Steffen's vacation request, Joe Thomas seconded, motion passed unanimously.*

GENERAL: *The MCD is currently without a youth worker from the Meeteetse Youth Work Program.*

OLD BUSINESS: *Steffen updated the MCD Board regarding the SGPP cost for analysis provided by Hayden-Wing Associates Wildlife Consulting, and updated the MCD Board about MCD staff COMP time hours accrued. The NRCS Division I Local Work Group Priority Watershed was discussed, and Joe Thomas moved to select the Lower Greybull River as the MCD's priority watershed, Kathy Gilbreath seconded, motion passed unanimously. Tracy will also be representing Division I at the State Technical Advisory meeting in Casper on July 17th. The Wyoming Water Development Office provided a Notice to Proceed document for the Greybull River Level I Watershed Study.*

NEW BUSINESS: *Joe Thomas moved to allow MCD Chairman Tim Morrison to sign the Wyoming Department of Agriculture documents necessary for Conservation District reporting, Tracy Renner seconded, motion passed unanimously. Tracy moved for the MCD to donate $250 to Wyoming AG in the Classroom, Kathy Gilbreath seconded, motion passed unanimously. Steffen updated the MCD Board about information requested from the U.S. Department of Commerce regarding employment and payroll, and a new insurance provider form underwriter HUB. Black Footed Ferret Surveys will be conducted by the WGFD in late August and early September, and MCD staff will assist August 30th to September 2nd. Steffen mentioned that the MCD staff will be working on the Annual Plan of Work and Annual Report earlier than normal this year to get ahead of the deadline, and that the Resource Specialists performance evaluation was completed. There was discussion about Josh Kipley's participation as a volunteer firefighter with the Meeteetse Fire District, and Kathy Gilbreath made a motion to approve Josh's involvement as a volunteer firefighter, Joe Thomas seconded, motion passed unanimously. The MCD Board reviewed and approved the calendars for July and August 2017.*

MEETING ADJOURNED AT 3:58 p.m. - *Next Regular Board Meeting:* ***Wednesday August 9th, 2017 at 1:00pm.***

Date: AUGUST 9, 2017

Authorized Signatures: Timothy J Morrison