MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
July 11th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 07/11/2018
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, Kathy Gilbreath, Joe Thomas
Supervisors Absent: George (Tracy) Renner
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: Katy Epstein

The FY 2019 public budget hearing was opened by Tim Morrison at 12:05 p.m. The FY 2019 public budget hearing had no attendees/guests or comments. Joe Thomas moved to close the public budget hearing for the FY 2019 budget at 12:39 p.m. Kathy Gilbreath seconded. Motion passed unanimously.

CALL TO ORDER/MINUTES: *Meeting was called to order at 12:42 p.m. by Chairman Tim Morrison. Katy Epstein, a PHD student from MSU was introduced as guest. Joe Thomas moved to approve the Board Meeting Agenda as presented, Kathy Gilbreath seconded, motion passed unanimously. Kathy moved to approve the June 13th, 2018 MCD Board Meeting Minutes as written, Joe seconded, motion passed unanimously.*

TREASURER'S REPORT:

- **Adopt final FY '19 Budget** – *Joe moved to adopt the Final FY 2019 MCD Budget, Kathy seconded, motion passed unanimously.*
- ***Review Treasurer's Report*** – *Steffen Cornell reviewed with the MCD Board the June and July 2018 Profit & Loss Statement, Blanket Voucher, Bank Reconciliations, Budget vs. Actual, and the Meeteetse Conservation District Bills. Kathy 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.*

Blanket Voucher June – July 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	06/30/2018	3302	CLS America	June, 2018 - Inv. # CIN1806FIN00452, Collection of sage-grouse spatial data.	-372.00
Check	06/30/2018	3303	Bernard C Spanogle {employee}	VOID: June, 2018 - Paycheck - B Spanogle - FW (Firewise)	0.00
General Journal	06/30/2018	je157	United States Treasury	941 Deposit - 2nd Qtr, 2018 - Paid by EFTPS 7/12/18	-868.94
General Journal	06/30/2018	je157	United States Treasury	941 Deposit - 2nd Qtr, 2018 - Paid by EFTPS 7/12/18 - Firewise	-95.43
Check	06/30/2018	3304	Bernard C Spanogle {employee}	June, 2018 - Paycheck - B Spanogle - FW (Firewise)	-243.66
Total 1000 · First Bank of Wyoming					-1,580.03

1001 · Pinnacle Bank					
Chk - xx01					
Check	06/30/2018	3458	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for August Coverage	-1,410.12
Check	06/30/2018	3459	Orchard Trust	June, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	06/30/2018	3460	Pinnacle Bank - VISA	July payment for June transactions.	-297.57
Check	06/30/2018	3461	Schatz Accounting Services	June, 2018 - Invoice 3055 for Services	-22.50
Check	06/30/2018	3462	Wyoming Retirement System	June, 2018 Contributions - Agency # 564	-1,214.59
Check	06/30/2018	3463	Steffen C Cornell {employee}	June, 2018 - Paycheck - S Cornell - DM	-3,374.60
Check	06/30/2018	3464	Joshua D Kipley {employee}	June, 2018 - Paycheck - J Kipley - RS	-2,517.52
Check	06/30/2018	3465	WEBT	June - Life Insurance Payment for 3rd Quarter, 2018. WACD-BL-534802	-48.00
Check	07/05/2018	ACH	Google {vendor}	June, 2018 - conservewy.net - G Suite Business	-20.00
Check	07/10/2018	ACH	Town of Meeteetse	June, 2018 Utilities	-121.70
Check	07/11/2018	ACH	Black Hills Energy	June, 2018 - Acct. # 3214 4702 69	-22.82
Check	07/15/2018	ACH	TCT West Inc.	June, 2018 - Acct. # 00040249-3	-121.63
Check	07/25/2018	ACH	Big Horn REA {vendor}	June, 2018 - Acct. # 10337-003	-88.61
Total 1001 · Pinnacle Bank Chk - xx01					-9,309.66
1004 · Firewise - Pinn Bank					
Check	06/30/2018	1116	Meeteetse Conservation District	June, 2018 - Firewise reimbursement to MCD for payroll expenses	-347.62
Check	06/30/2018	1117	Bernard C Spanogle {vendor}	Reimbursement for mileage	-39.06
Total 1004 · Firewise - Pinn Bank					-386.68
TOTAL					**-11,276.37**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of June: 2018 EQIP planning and contracting for Park County; EQIP on-site construction checks; Emergency Conservation Program (ECP) on-site construction check; on-site cultural inspection with John Hatch, NRCS Cultural Resource Specialist; on-site engineering surveys, and final engineering design. The following certified practices were approved for June were: Sprinkler system (pivot), irrigation pipeline, structure for water control (flow meter), high tunnel system, irrigation pipeline, irrigation system for surface and subsurface, brush management (RO mechanical), brush management (RO chemical), structure for water control (Screen), and pumping plant. Rory provided Conservation Technical Assistance for Ag waste system on-site planning and draft design; in office irrigation system design and planning, and in office high-tunnel planning. Rory attended CCD, PCFCD AND MCD monthly Board meetings; Willwood workgroup #3 field tour, and the Greybull Valley Irrigation District field tour.*

FIREWISE REPORT: *Park County may be planning on using current Title III funds for road access repairs in the Crandall area due to damage from recent landslides. MCD staff is researching potential projects for Title III funds.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of June: prepared the MCD Board Meeting Minutes; prepared RS monthly report; completed yard work and spraying of empty lot next to office; assisted in drone flight for WCCD in Worland; reviewed documents for the USDA Forest Service and BLM sage-grouse RMP Amendments; attended the Little Venus fire staff ride and meeting; attended the Greybull Valley Irrigation District field tour; downloaded UW soil moisture data from sites and secured cages; continued to collect sage-grouse spatial data; retrieved ARGOS transmitter OB027 & PBW62 north of Powell; completed a WQM field audit for certification; collected Water Quality Monitoring Samples; attended the Greybull Level I study public meeting in Emblem; collected camera SD cards and replaced batteries on YU Bench for the YU Bench Fence project; attended the "Discover Native Plants*

cards and replaced batteries on YU Bench for the YU Bench Fence project; attended the "Discover Native Plants workshop" in Cody; 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 June: completed the MCD monthly bookkeeping, budget updates, bank reconciliations, and all financial reports; retrieved ARGOS transmitter OB027 & PBW62 north of Powell; collected camera SD cards and replaced batteries on YU Bench for the YU Bench Fence project; attended the Little Venus fire staff ride; participated in drone flight for WCCD in Worland; completed WQM field audit for re-certification; attended the Greybull Valley Irrigation District field tour; collected WQM samples; registered with SAMS.gov; planning for YU bench fence replacement; and collected sage-grouse spatial data.*

OLD BUSINESS: *Joe moved to adopt and sign the MCD Procurement Policy using the same dollar amounts as the WACD Procurement Policy Template, Lionel seconded, motion passed unanimously; MCD will be looking for equipment to use for the YU Bench Fence Project; MCD staff will be applying for a grant from the WWNRT; Tim received a report indicating MDC staff successfully passed the WQM field audit and that Josh is now officially certified, and Steffen has re-certified. MCD staff attended the Greybull Valley Irrigation District field tour. General – MCD has purchased a battery powered backpack weed sprayer that is available for rent; Lionel moved to allow MCD staff $300 to purchase a hay moisture/temperature probe to rent out, Joe seconded, motion passed unanimously; Joe moved to allow MCD staff to rent the previous equipment at $10 a day and $20 for the weekend, Lionel seconded, motion passed unanimously. MCD staff was given approval by MCD Board consensus for the purchase a bulk order of books for $130 from the University of Wyoming Extension.*

NEW BUSINESS: *In regards to future MCD employee evaluations, the MCD Board would prefer employee evaluations to be conducted prior to being considered for a pay increase, and also in the months prior to the FYE Budget Hearing. The MCD Board reviewed the calendars for July and August 2018.*

MEETING ADJOURNED at 2:29 p.m. – *Next Regular Board Meeting is Wednesday August 8th, 2018 at 3:00pm.*

Date: AUGUST 8, 2018 **Authorized Signatures:** Timothy J Mauser

George T. Remmen

Merilee Kathy Hilbreath