MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
June 13th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 06/13/2018
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, Kathy Gilbreath, and George (Tracy) Renner (via phone)
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle
NRCS District Conservationist: Rory Karhu
Others: Steve Roshon

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:06 p.m. by Chairman Tim Morrison. Steve Roshon a local landowner was introduced as guest. Tracy Renner moved to approve the Board Meeting Agenda as amended, Kathy Gilbreath seconded, motion passed unanimously. Kathy moved to approve the May 9th, 2018 MCD Board Meeting Minutes as written, Lionel Ostrander seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Review Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the May and June 2018 Blanket Voucher, Bank Reconciliations, Meeteetse Conservation District bills, and the Profit and Loss Budget vs. Actual. 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.*
    - ***Transfer of funds from Emergency Reserve Account to Operating Reserve*** *– Lionel moved to approve the transfer of funds of $20,000 from the Emergency Reserve account to the Operating Reserve account, Kathy seconded, motion passed unanimously.*
    - ***Set Budget Hearing Date*** *– Kathy moved to schedule the MCD Budget Hearing for July 11th at 12:00pm at the MCD office, Lionel seconded, motion passed unanimously.*

Blanket Voucher May – June 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2018	3299	CLS America	CIN1805FIN00461, May, 2018. Collection of sage-grouse spatial data.	-416.00
General Journal	05/31/2018	je155	United States Treasury	941 Deposit - 2nd Qtr, 2018 - Paid by EFTPS 6/15/18	-1,000.10
Check	05/31/2018	3300	Steffen C Cornell {employee}	May, 2018 - Paycheck - S Cornell - DM	-3,657.80
Check	05/31/2018	3301	Joshua D Kipley {employee}	May, 2018 - Paycheck - J Kipley - RS	-2,751.82
Total 1000 · First Bank of Wyoming					-7,825.72
1001 · Pinnacle Bank Chk - xx01					

Check	05/31/2018	3451	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for July Coverage	-1,410.12
Check	05/31/2018	3452	Orchard Trust	May, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	05/31/2018	3453	Pinnacle Bank - VISA	June payment for May transactions.	-307.87
Check	05/31/2018	3454	Schatz Accounting Services	Invoice 3040 for May Services	-45.00
Check	05/31/2018	3455	Wyoming Retirement System	May, 2018 Contributions - Agency # 564	-1,330.26
Check	05/31/2018	3456	Local Government Liability Pool	Invoice # 11334	-1,038.00
Check	05/31/2018	3457	Meeteetse FFA	FAA Sponsorship	-30.00
Check	06/01/2018	ACH	Google {vendor}	conservewy.net - G Suite Business - May, 2018	-20.00
Check	06/11/2018	ACH	Town of Meeteetse	May, 2018 Utilities	-121.70
Check	06/11/2018	ACH	Black Hills Energy	3214 4702 69 - May, 2018	-35.28
Check	06/15/2018	ACH	TCT West Inc.	00040249-3. May, 2018	-111.58
Check	06/25/2018	ACH	Big Horn REA {vendor}	10337-003, May, 2018	-100.61
Total 1001 · Pinnacle Bank Chk - xx01					-4,600.42
TOTAL					**-12,426.14**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of May: 2018 EQIP planning and contracting for Park County; 2019 EQIP applications; on-site construction checks; EQIP contract obligations; strip-till transects and certification; final engineering design; partial cultural survey on fence replacement project; emergency conservation program flood damage in Clark. Rory provided Conservation Technical Assistance for beaver trapping and relocation techniques for WGFD employees; 3-wire electric fence specifications; spring development; irrigation improvement and Russian olive removal; prepare 3 Power Point presentations for Willwood Work Group #3 tour. Rory attended CCD, PCFCD and MCD monthly meetings; CPR and First Aid training; Willwood tour route planning; Big Horn Basin Sage Grouse Local Work Group meeting in Lovell.*

FIREWISE REPORT: *Bernie Spanogle provided a Power Point presentation for his final report as Firewise Coordinator.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of May: prepared the MCD Board Meeting Minutes; prepared RS monthly report; reviewed MCD policies; updated MCD district vehicle log book; completed yard work and spraying of empty lot next to office; attended MCD Proposed Budget Hearing; reviewed BLM Sage Grouse RMP documents; researched the cost for drone services; completed drone flight of Meeteetse Bridge area next to office; researched ArcGIS Drone2Map extension; downloaded UW soil moisture data from sites; continued to collect sage-grouse spatial data; attempted to retrieve transmitter PBE61 north of Powell; prepared information for the 2018 Watershed Progress Report; collected Water Quality Monitoring Samples; collected camera SD cards and replaced batteries on YU Bench for the 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". Kathy moved to approve Josh's request for vacation time July 16th – 20th, 2018, Tracy seconded, motion passed unanimously.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of May: completed the MCD monthly bookkeeping, budget updates, bank reconciliations, and all financial reports; reviewed policy documents; assisted with WY Department of Agriculture Annual Baseline Sampling; contacted BLM for authorization to continue with the YU Bench Fence project and monitoring; attempted to retrieve transmitter PBE61 north of Powell; attended MCD Proposed Budget Hearing; collected camera SD cards and replaced batteries on YU Bench for the YU Bench Fence project; sent in budget and additional documents per request of county clerk; reviewed trail camera photos with local landowner; participated in drone flight over G45; mowed yard and cleaned around office; compiled public records information for county clerk, and collected sage-grouse spatial data.*

OLD BUSINESS: *MCD staff gave an update on the status of the YU Bench Fence project monitoring efforts; the draft Procurement Policy will be carried over to the next MCD Board meeting in July; Resource Specialist Josh Kipley will attend the Greybull River Watershed Study Public Meeting in Emblem on June 14th.*

NEW BUSINESS: *There will be a 2018 Wyoming Water Association Tour on June 22nd of the Greybull Valley Irrigation District; MCD staff will have a Water Quality Monitoring field audit on June 21st; Kathy moved for the MCD Board to go into Executive Session to discuss personnel at 2:19pm, Tracy seconded, motion passed unanimously; Tracy moved to exit the Executive Session at 2:23pm with no action taken, Kathy seconded, motion passed unanimously. The MCD Board reviewed the calendars for June and July 2018.*

MEETING ADJOURNED at 2:45 p.m. – *Budget Hearing will be Wednesday July 11th, 2018 at 12:00pm - Next Regular Board Meeting Wednesday July 11th, 2018 at 1:00pm.*

Date: 7/11/18 **Authorized Signatures:** Timothy J Mauss

Meriles Kathy Silbeath

for