MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
June 12th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 06/12/2019
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, Joe Thomas, Shawn Shepperson
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 3:02 p.m. by MCD Chairman Tim Morrison. Tracy Renner moved to approve the Board Meeting Agenda as presented, Joe Thomas seconded, motion passed unanimously. Joe moved to approve the May 8th, 2019 MCD Board Meeting Minutes as written, Lionel Ostrander seconded, motion passed unanimously. Joe moved to approve the May 22nd, 2019 MCD Special Board Meeting Minutes as written, Shawn Shepperson seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the May & June 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Tracy moved to accept the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Joe seconded, motion passed unanimously.*
    - ***Set Budget Hearing Date*** *– Wednesday July 10th, 2019 @ 2:00 p.m. by MCD Board consensus.*
    - ***Replacement card for DM*** *– Steffen needs a replacement credit card.*

Blanket Voucher May - June 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2019		CLS America	Inv. # CIN1906FIN00571, Collection of sage-grouse spatial data in May	-145.00
Check	05/31/2019		Pix4D	Pix4Dmapper desktop, perpetual license	-4,990.00
Check	05/31/2019		McBroom Computer Service	IT Troubleshooting related to Windows 10 update issues	-75.00
Check	06/14/2019		United States Treasury	941 Deposit - 2nd Qtr, 2019 - Paid by EFTPS 6/14/19	-998.80
Total 1000 · First Bank of Wyoming					-6,208.80
1001 · Pinnacle Bank Chk - xx01					
Check	05/31/2019		Orchard Trust	May, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	05/31/2019		Pinnacle Bank - VISA	June payment for May transactions	-1,104.11

Check	05/31/2019	Schatz Accounting Services	May, 2019 - Invoice 3244	-22.50
Check	05/31/2019	Local Government Liability Pool	Invoice # 12115	-1,117.00
Check	05/31/2019	Steffen C Cornell {employee}	May, 2019 - Paycheck - S Cornell - DM	-3,359.31
Check	05/31/2019	Joshua D Kipley {employee}	May, 2019 - Paycheck - J Kipley - RS	-2,818.14
Check	05/31/2019	Wyoming Retirement System	May, 2019 Contributions - Agency # 564	-1,386.04
Check	05/31/2019	Google {vendor}	May, 2019 - conservewy.net - G Suite Business	-24.00
Check	06/10/2019	Town of Meeteetse	May, 2019 Utilities	-121.70
Check	06/10/2019	Black Hills Energy	May, 2019 - Acct. # 3214 4702 69	-53.77
Check	06/15/2019	TCT West Inc.	May, 2019 - Acct. # 00040249-3	-116.45
Check	06/17/2019	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for July	-2,095.30
Check	06/25/2019	Big Horn REA {vendor}	May, 2019 - Acct. # 10337-003	-113.96
Total 1001 · Pinnacle Bank Chk - xx01				- 12,382.28
TOTAL				- **18,591.08**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of May: Fiscal Year 2019 application planning for Park County; on-site planning and construction checks; on-site surveys; pollinator planting design; Advanced Irrigation Water Management Plans; application contract cancellations; Peer to Peer reviews. Rory provided Conservation Technical Assistance for the following: Mike Williams, Merit Energy, NPDES discharge consultation/potential project planning; on-site conservation planning; Shoshone River (Willwood Workgroup #3) Fact sheets edits and photos. Rory attended Conservation Connection teleconference; PCFCD (Randy), MCD (Dicksie), CCD (Written Report only) monthly meetings; Conservation Delivery 2.2 Training in Powell, Extending Outreach to All Customers Training in Casper.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of May: prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; worked on Plan of Work for RHAP project; attended CWPP meeting in Cody; attended NRCS Local Work Group Meeting in Cody; flew drone over the Meeteetse bridge (G45), empty lot next to MCD office, and Wood River campground; continued to collect sage-grouse spatial data; performed Water Quality Monitoring; worked on updating MCD WQM SAP and entered previous WQM data; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD website and Facebook page, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of May: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; reviewed monthly timesheets; cash flow tracking; worked on MCD Budget; worked on Plan of Work for RHAP project; cultural survey with NRCS; attended NRCS Local Work Group Meeting in Cody; Pix4D installation, activation and imagery processing; Drone flight at Wood River Campground; collected sage grouse spatial data; worked with EDE Consulting for data analysis grant and WDA grant application.*

OLD BUSINESS: ***RHAP Contract*** *– Joe moved to approve and sign the Grant Contract Agreement for the WY Dept. of AG RHAP project, Lionel seconded, and motion passed unanimously, Shawn abstained from voting.* ***Meeteetse FFA Banquet*** *– A donation of $30 was budgeted for the year, and a check will be presented at the next MCD Board Meeting.* ***NRCS Division I Local Work Group*** *– Area Conservation Districts will be sending in their Priority Rankings list and Resource Concerns.* ***Merit Spring Creek Project*** *– Steffen has been working on the online registration process to receive payments.*

YU Bench Fence Project *– MCD staff has a meeting with a contractor to review the needs for the proposed fence replacement and modifications.* ***FY '20 Wage Comparisons*** *– Steffen presented a Wage Comparison spreadsheet outlining 3 scenarios in regards to payroll costs and potential savings. Tracy and Tim support scenario 3 but MCD Board will make a formal motion during the Budget Hearing next month.*

NEW BUSINESS*:* ***LGLP Renewal*** *– A check was made for the renewal amount and associated checklist was completed last Board Meeting and already sent in.* ***Drone flight in Jackson, WY*** *- MCD staff will be conducting a drone flight to capture video and pictures to assist another Conservation District. MCD Board reviewed calendars for June and July 2019.*

MEETING ADJOURNED at 4:19 p.m. *– Next Regular Board Meeting is Wednesday July 10th, 2019 at 3:00pm.*

Date: July 10, 2019 **Authorized Signatures:**