MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

March 8th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 03/08/2017
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, George (Tracy) Renner, Kathy Gilbreath
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle (Absent)
NRCS District Conservationist: Rory Karhu
Others: Claudia Francis

CALL TO ORDER:

Meeting was called to order at 1:04pm, by Tim Morrison. Tracy Renner moved to approve the March board meeting agenda, Kathy seconded, motion passed unanimously. Claudia Francis introduced herself as guest. Tracy Renner moved to approve the February 13th board meeting minutes as amended, Lionel Ostrander seconded, motion passed unanimously, February minutes approved.

TREASURER'S REPORT: *Steffen Cornell reviewed with the MCD board the Local Government Liability Pool (LGLP) renewal notification letter and checklist. Steffen also reviewed with the board the profit and loss statement, blanket voucher, bank reconciliations and MCD bills. Tracy Renner moved to approve bank reconciliations, pay bills and place the treasurer's report on file for audit, Kathy Gilbreath seconded, motion passed unanimously.*

Blanket Voucher for February 2017 through March 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	02/28/2017	3267	CLS America	CIN1702USA00429, February 2017	-605.54
Check	02/28/2017	3268	HWA Wildlife Consulting, LLC	February Invoice - 5286	-2,087.50
Check	02/28/2017	3269	Microwave Telemetry, Inc.	Invoice #140217A	-426.45
Check	02/28/2017	3266	Bernard C Spanogle {employee}	February, 2017 - Paycheck - B Spanogle - FW (Firewise)	-270.72
Check	02/28/2017	3270	Town of Meeteetse	Registration Fee - 2017 MYWP	-275.00
Total 1000 · First Bank of Wyoming					-3,665.21
1001 · Pinnacle Bank Chk - xx01					
Check	02/09/2017	Auto	Black Hills Energy	3214 4702 69 - January, 2017	-119.81
Check	02/10/2017	Auto	Town of Meeteetse	January, 2017 Utilities	-121.70
Check	02/10/2017	Auto	TCT West Inc.	00040249-3. January, 2017	-179.29
Check	02/25/2017	Auto	Big Horn REA	10337-003, January 2017	-223.46
Check	02/28/2017	3305	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for April Coverage	-2,341.11
Check	02/28/2017	3306	Mountain West Computer	Invoice # 15372	-28.95
Check	02/28/2017	3307	Orchard Trust	February - Plan #93001-02 D 354 for Steffen Cornell	-15.00
Check	02/28/2017	3308	Pinnacle Bank - VISA	March payment for February transactions. Account Ending 6977 - Steffen C Cornell	-368.12

Check	02/28/2017	3309	Schatz Accounting Services	Invoice 2819	-33.75
Check	02/28/2017	3310	Vision West	Invoice # 4910-s	-75.00
Check	02/28/2017	3311	WEBT	WACD-BL-534802, Employee Life Insurance 2nd Qtr. '17	-24.00
Check	02/28/2017	3312	Wyoming Retirement System	February, 2017 Contributions - Agency # 564	-1,130.16
Check	02/28/2017	3313	Steffen C Cornell {employee}	January, 2017 - Paycheck - S Cornell - DM	-2,622.38
Check	02/28/2017	3314	Joshua D Kipley {employee}	February, 2017 - Paycheck - J Kipley - RS	-2,210.40
Check	03/10/2017	Auto	TCT West Inc.	00040249-3. February, 2017	-190.64
Check	03/10/2017	Auto	Town of Meeteetse	February, 2017 Utilities	-121.70
Check	03/13/2017	Auto	Black Hills Energy	3214 4702 69 - February, 2017 Gas Service	-94.14
Check	03/24/2017	Auto	Big Horn REA	10337-003, February, 2017	-174.52
Total 1001 · Pinnacle Bank Chk - xx01					-10,074.13
1004 · Firewise - Pinn Bank					
Check	02/28/2017	1093	Bernard C Spanogle {vendor}	Mileage Reimbursement for February Board meeting	-41.73
Check	02/28/2017	1094	Meeteetse Conservation District	February- Firewise Reimbursement to MCD for Payroll Expenses	-386.47
Check	02/28/2017	1095	Verizon Wireless	242040822-00001, February 2017	-71.24
Total 1004 · Firewise - Pinn Bank					-499.44
TOTAL					**-14,238.78**

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

NRCS DC REPORT*: (Written report on file) Rory Karhu developed HEL Conservation Plans for a producer in Park County and worked on the preapproval and development of 2017 Environmental Quality Incentives Program (EQIP) and Agriculture Management Assistance (AMA) contracts. Rory provided conservation technical assistance by providing general planning and NRCS program information. Rory developed a pasture seeding plan and collected sediment samples within the Shoshone River Watershed during a snow melt event. Rory also attended monthly meetings, completed NRCS "Mentor" application, and gave GPS and Water Quality training to Powell High School Natural Resources students.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed various administrative duties by sending previous MCD board meeting minutes to the Wyoming Department of Agriculture, WACD and conservation district area III supervisors. Josh attended the Westi-Ag days in Worland with Steffen, and attended the WACD Supervisor and District Employee Certification Training at the MCD office. Josh gave an update on the ARGOS units that MCD had available for deployment, and how many units were returned after being refurbished, and which units still needed to be recovered once weather permits. Josh updated the GIS shapefile for sage grouse lek locations, provided a map for and attempted to locate a potential downed raven, and created a SGPP table for Hayden Wing and Associates. Josh continued to collect and enter weather data for the CoCoRAHS site and completed the bi-weekly "Trail News".*

DISTRICT MANAGER REPORT: *Steffen spent the majority of his time working on administrative duties which included; QuickBooks transactions, bank statements, disbursements, interest and deposits. Steffen spent some additional administrative hours on the repair of the toilets located in the ferret den. Steffen attended the Westi-Ag days in Worland, attempted to locate a downed raven near Cody, and was present for the WACD employee/supervisor training at the MCD office. Steffen continued correspondence with Hayden Wing and Associates regarding SGPP planning and worked on preparing a letter to the Shoshone National Forest regarding a new forest supervisor. Steffen mentioned to the MCD board that some of the ARGOS transmitters used for the sage grouse predation project are obsolete and no longer available for refurbishment, and an additional unit was damaged. Steffen also mentioned that the MCD staff was researching options for cheatgrass control in the future.*

GENERAL: *Tracy moved to have MCD write a letter to the Personal Accountant with questions regarding the bill, and to have the PA contact MCD so there can be a decision based on whether future services will be needed, Lionel seconded, motion passed unanimously. Steffen mentioned to the board to consider the possibility of MCD splitting the Amazon account membership dues with Steffen. Kathy recommended that from this point forward, that MCD and employee accounts should be separated. Lionel moved to approve MCD to pay the remaining Amazon balance, but for improved future business practices, the MCD should have its own accounts separate from employee accounts. Kathy seconded, motion passed unanimously. Lionel also asked if there was a current MCD policy regarding employee and district accounts to prevent a conflict of interest? MCD staff will review policy.*

OLD BUSINESS:

Steffen asked the board how they want to proceed with the SGPP project in the future and that MCD needs to look at the future of the SGPP study. Steffen mentioned that the next step may be the purchasing of drone to aid in locating raven nests more efficiently. Tracy asked if there was going to be any input or info from the SGPP advisory committee and if they know of any sources of funding? MCD staff will follow up. Steffen said that the 2017 SGPP season will be the same as last year, and that HWA will be assisting MCD later this month with capturing. Tracy mentioned that a phone call to the Wyoming Senator's representatives regarding the recent supervisor letter to the Shoshone National Forest could be a benefit and of interest to the Park County Commissioners and nearby conservation districts. Tracy said he will make an attempt to contact the representatives.

NEW BUSINESS:

Claudia Francis was a welcomed guest at the meeting and commented to the MCD board regarding the proposal of where to place the Town of Meeteetse recycling trailer, and asked if MCD would be willing to provide space for the trailer. Claudia also mentioned that the citizens of Meeteetse would like for the trailer to be located in town. The board discussed the possibility of placing the trailer on MCD property and the board will discuss the matter further, no action taken. There is winter training scheduled for Aril 4th-6th for district employees in Casper. Tracy moved to approve the attendance of MCD employees Steffen and Josh to attend on those days specified and approve the lodging reservations at the C'mon Inn, Lionel seconded, motion passed unanimously. Kathy moved to approve the Meeteetse Youth Work Program registration for the SGPP 2017 season, Lionel seconded, motion passed unanimously. The board agreed to come in early for the next board meeting to review the employee/district policy and procedures document. The board reviewed and approved the calendars for the rest of March and April.

MEETING ADJOURNED AT 2:58 PM *- Next Regular Board Meeting:* ***Wednesday April 12th, 2017 at 1:00pm.***

Date: APRIL 12, 2017 **Authorized Signatures:** Timothy J Mannix