MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
March 18th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 03/18/2019
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, Joe Thomas
Supervisors Absent: None
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: Shawn Shepperson

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:03 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Tracy Renner seconded, motion passed unanimously. Joe moved to approve the February 13th, 2019 MCD Board Meeting Minutes as written, Tracy seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the February and March 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.*

Blanket Voucher February - March 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	02/28/2019	3326	CLS America	February, 2019 - Inv. # CIN1903FIN00363, Collection of sage-grouse spatial data.	-55.00
Check	03/15/2019	ACH	United States Treasury	941 Deposit - 1st Qtr, 2019 - Paid by EFTPS 3/15/19	-827.16
Total 1000 · First Bank of Wyoming					-882.16
1001 · Pinnacle Bank Chk - xx01					
Check	02/28/2019	3518	Steffen C Cornell {employee}	VOID: Printer messed up check	0.00
Check	02/28/2019	3519	Steffen C Cornell {employee}	VOID: Printer messed up check	0.00
Check	02/28/2019	3520	Steffen C Cornell {employee}	February, 2019 - Paycheck - S Cornell - DM	-3,209.00
Check	02/28/2019	3521	Joshua D Kipley {employee}	February, 2018 - Paycheck - J Kipley - RS	-2,457.52
Check	02/28/2019	3522	Orchard Trust	February, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	02/28/2019	3523	Pinnacle Bank - VISA	March payment for February transactions	-644.77

Check	02/28/2019	3524	Schatz Accounting Services	February, 2019 - Invoice 3189	-33.75
Check	02/28/2019	3525	Wyoming Retirement System	February, 2019 Contributions - Agency # 564	-1,205.25
Check	02/28/2019	3526	Vision West	Invoice # 5967-s	-42.50
Check	02/28/2019	ACH	Google {vendor}	February, 2019 - conservewy.net - G Suite Business	-20.00
Check	03/11/2019	ACH	Town of Meeteetse	February, 2019 Utilities	-121.70
Check	03/12/2019	ACH	Black Hills Energy	February, 2019 - Acct. # 3214 4702 69	-94.15
Check	03/15/2019	ACH	TCT West Inc.	February, 2019 - Acct. # 00040249-3	-110.84
Check	03/18/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for April Coverage	-1,410.12
Check	03/25/2019	ACH	Big Horn REA {vendor}	February, 2018 - Acct. # 10337-003	-204.63
Total 1001 · Pinnacle Bank Chk - xx01					-9,604.23
TOTAL					**-10,486.39**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of February: Fiscal Year 2019 application planning for Park County; final engineering designs; EQIP application peer to peer meeting in Greybull; on-site planning and construction checks; annual practice reminder letters. Rory provided Conservation Technical Assistance for the following: In-office conservation planning with producer; Willwood watershed project planning; Highly Erodible Land (HEL) preliminary determination; and met with new Trout Unlimited representative and board member to discuss resource concerns. Rory attended Conservation Connection teleconference; Cody CD consultant paperwork for NRCS office; Willwood workgroup #3 meeting; PCFCD, CCD and MCD monthly meetings.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of February: prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; attended WACD training at the MCD office; worked on the WDA RHAP application; set up cameras for the Meeteetse Rim Fence Project (MRFP); developed comments for the BLM Fifteenmile HMAP Update and Gather; continued to collect sage-grouse spatial data; updated editor on MCD website with Eric Robirds; reviewed pics and updated the spreadsheet for YU Bench Fence Project; 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 Facebook page, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of February: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; continued documented bookkeeping procedures; worked on MCD Vacation Accrual Policy; attended the Watershed Conference in Casper; researched Microbial Source Tracking options for the WQM program; worked on BLM Fifteenmile HMAP comment letter; worked on providing SGPP data to WGFD and continued the ASAP registration process with BLM.*

OLD BUSINESS: ***Vacation Accrual Policy*** *– Steffen recommended using Campbell County CD Vacation Accrual Policy as an example to update the MCD Personnel Policy, Lionel moved to table the Vacation Accrual Policy to the April 2019 Board meeting, Joe seconded, motion passed unanimously.* ***RHAP project*** *– MCD staff submitted the RHAP application to the Wyoming Department of Agriculture.* ***BLM Wild Horse Comment Letter*** *– Tracy moved to accept the comment letter as presented, and as official MCD comments on BLM Fifteenmile HMAP Update and Gather, Lionel seconded, motion passed unanimously.* ***General*** *– MCD staff will be working on researching new info for drone software purchase.*

NEW BUSINESS: ***WWC Engineering*** – *Was not able to make the meeting to present demonstration, will have to reschedule for a future date. MCD Board reviewed calendars for March and April 2019.*

MEETING ADJOURNED at 1:42 p.m. – *Next Regular Board Meeting is Wednesday April 10th, 2019 at 3:00pm.*

Date: 4-10-19 **Authorized Signatures:** Timothy J Mauss

George T. Romas