DRAFT MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
March 11th, 2020

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 3/11/2020
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Shawn Shepperson, Joe Thomas, and Lionel Ostrander
Supervisors Absent: None
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu (absent)
Others: None

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Joe moved to approve the February 12th, 2020 MCD Board Meeting Minutes as presented, Shawn seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Shawn reviewed with the MCD Board the February & March 2020 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Lionel 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 March - April 2020

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	02/29/2020	3358	Woods Hole Group	Inv. # CIN2003FIN00263, Collection of sage-grouse spatial data in February	-62.00
Check	03/12/2020	ACH	United States Treasury	941 Deposit - 1st Qtr, 2020 - Paid by EFTPS 3/12/20	-867.44
Total 1000 · First Bank of Wyoming					-929.44
1001 · Pinnacle Bank Chk - xx01					
Check	02/29/2020	3608	EDE Consultants	Invoice 0220036 - Data Compliation, Analyses & Reporting	-160.00
Check	02/29/2020	3609	Steffen C Cornell {employee}	February, 2020 (160 hrs) - Paycheck - S Cornell - DM	-3,340.52
Check	02/29/2020	3610	Joshua D Kipley {employee}	February, 2020 (160 hrs) - Paycheck - J Kipley - RS	-2,414.76
Check	02/29/2020	3611	Schatz Accounting Services	February, 2020 - Invoice 3435	-12.50
Check	02/29/2020	3612	Orchard Trust	February, 2020 - Plan #93001-02 D 354	-200.00
Check	02/29/2020	3613	Pinnacle Bank - VISA	March payment for February transactions	-331.38
Check	02/29/2020	3614	Wyoming Retirement System	February, 2020 Contributions - Agency # 564	-1,296.83

Check	03/01/2020	ACH	Google {vendor}	February, 2020 - conservewy.net - G Suite Business	-24.00
Check	03/10/2020	ACH	Town of Meeteetse	February, 2020 Utilities	-121.70
Check	03/11/2020	ACH	Black Hills Energy	February, 2020 - Acct. # 3214 4702 69	-115.62
Check	03/13/2020	ACH	VSP Vision Care	Vision Insurance for March, 2020	-17.83
Check	03/16/2020	ACH	TCT West Inc.	February, 2020 - Acct. # 00040249-3	-110.87
Check	03/18/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for April	-735.46
Check	03/18/2020	ACH	Big Horn REA {vendor}	February, 2020 - Acct. # 10337-003	-140.67
Total 1001 · Pinnacle Bank Chk - xx01					-9,022.14
TOTAL					**-9,951.58**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of February: Fiscal Year 2020 application planning for Park and Big Horn Counties; in-office planning; RCPP Securing the Grass Highway for Wyoming Migrations; completed engineering plans; contract modifications; practice certifications. Rory provided the following Conservation Technical Assistance: in-office/phone assistance; assisted Powell-Shoshone FFA Environmental and Natural Resources Team prepare for State Competition; HEL preliminary determinations. Rory attended the following: Area Conservationist/District Conservationist monthly teleconference; PCFCD, MCD & CCD monthly meetings; leadership team/District Conservationist meeting in Casper; reviewed Trout Unlimited/NRCS Shoshone Watershed Coordination position proposal; UTL online training; Farm Bill Rollout teleconference; Conservation Assessment Ranking Tool (CART) training teleconference.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of February: attended MCD monthly Board Meeting; prepared and distributed the monthly MCD Board Meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; drone and camera specification research; sage grouse lek info for project; video analysis and data for G&F; attended the NRCS LWG meeting in Lovell; continued to collect Sage Grouse spatial data; collected and recorded the CoCoRAHS data; collected and recorded data for CoCoRAHS; interim report for Dept. of Ag for reporting requirements.*

District Manager Report: *Steffen Cornell completed the following for the month of February: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; cash flow tracking; correspondence with Wyoming Water Development Office about Wood River small water project; Diamond Wing assistance for Ch. 60; Migrating to ArcPRO from ArcGIS desktop; QC on data for uploading to Movebank and Ch.33 report; water quality research.*

OLD BUSINESS: ***Tracy Renner's Resignation Letter –*** *MCD Board received Tracy Renner's resignation letter effective immediately.* ***Western States Sage Grouse Recovery Foundation -*** *Joe moved to allow MCD personnel to participate In the Western States Sage Grouse Recovery Foundation egg collecting project in 2020. Lionel seconded, motion passed unanimously.*

NEW BUSINESS: ***Wood River Small Water Project in Cheyenne*** *- By MCD Board consensus, Josh will be representing MCD at the WWDC meeting in Cheyenne for the Wood River Fish Passage Small Water Project March 20th, 2020.* ***Review Calendars*** *- The MCD Board reviewed calendars for the months of March & April 2020.* ***WYDEQ Meeting –*** *MCD staff will be meeting with WYDEQ to discuss future sampling of Rawhide Creek Thursday March 12th @ 9:00.*

MEETING ADJOURNED at 4:28 p.m. *– Next Regular Board Meeting is Wednesday April 8th, 2020 at 3:00 p.m.*

Date: APRIL 8, 2020 **Authorized Signatures:**

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