MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
May 8th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 05/08/2019
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: Dicksie Michaels
Others: None

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:03 p.m. by MCD Chairman Tim Morrison. Tracy Renner moved to approve the Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Tracy moved to approve the April 10th, 2019 MCD Board Meeting Minutes as written, Shawn seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the April and May 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, Shawn seconded, motion passed unanimously.*
    - ***Bank Entity Authorization*** *– MCD Board Members signed documents as "Authorized Entities" for the Pinnacle Bank account.*

Blanket Voucher April – May 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	04/30/2019	3328	CLS America	Inv. # CIN1905FIN00144, Collection of sage-grouse spatial data in April	-82.00
Check	04/30/2019	3329	Idexx Laboratories	Order # 1541626646	-1,959.95
Check	04/30/2019	ACH	Wyoming Department of Workforce Services	To pay 1st Qtr, 2019 payables due	-702.87
Check	04/30/2019	3330	Wyoming Retirement System	April, 2019 Contributions - Agency # 564	-1,325.77
Check	05/09/2019	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2019 - Paid by EFTPS 5/09/19	-931.56
Total 1000 · First Bank of Wyoming					-5,002.15
1001 · Pinnacle Bank Chk - xx01					

Check	04/30/2019	3537	Orchard Trust	April, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	04/30/2019	3538	Pinnacle Bank - VISA	May payment for April transactions	-616.03
Check	04/30/2019	3539	Schatz Accounting Services	April, 2019 - Invoice 3225	-56.25
Check	04/30/2019	3540	Steffen C Cornell {employee}	April, 2019 - Paycheck - S Cornell - DM	-3,219.21
Check	04/30/2019	3541	Joshua D Kipley {employee}	April, 2019 - Paycheck - J Kipley - RS	-2,698.28
Check	05/08/2019	ACH	Google {vendor}	April, 2019 - conservewy.net - G Suite Business	-23.86
Check	05/10/2019	ACH	Town of Meeteetse	April, 2019 Utilities	-121.70
Check	05/13/2019	ACH	Black Hills Energy	April, 2019 - Acct. # 3214 4702 69	-55.36
Check	05/15/2019	ACH	TCT West Inc.	April, 2019 - Acct. # 00040249-3	-117.91
Check	05/17/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for June Coverage + catch-up for April & May	-3,204.06
Check	05/25/2019	ACH	Big Horn REA {vendor}	April, 2018 - Acct. # 10337-003	-138.25
Total 1001 · Pinnacle Bank Chk - xx01					-10,300.91
TOTAL					**-15,303.06**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of April: Fiscal Year 2019 application planning for Park County; on-site planning and construction checks; on-site surveys; mailed NRI Range letters; pollinator planting design; Nutrient Management Plans; Advanced Irrigation Management Plans; contract cancellation and termination requests; NRCS Local Work Group meeting; Peer to Peer reviews. Rory provided Conservation Technical Assistance for the following: in-office conservation planning with producer; on-site conservation planning. Rory attended Conservation Connection teleconference; PCFCD and CCD monthly meetings; employees meeting in Casper; outreach poster development for upcoming "Extending Outreach to All Customers" class.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of April: prepared and distributed the monthly MCD Board meeting minutes; prepared the Resource Specialist monthly report; scanned MCD monthly financial documents; responded to two Meeteetse Fire calls; helped establish monitoring points in the RHAP Allotments with BLM, NRCS and landowner; had correspondence with Bridger plant materials & Meeteetse Schools regarding tree presentation; presented "tree care & planting" for Meeteetse Schools class; worked on CWPP and developed contact list; developed NRCS LWG Meeting flyer; flew the drone at G45, empty lot, and Wood River Campground; downloaded and sent soil moisture data to UW; continued to collect sage-grouse spatial data; 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 April: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; reviewed monthly timesheets; cash flow tracking and deposits in Cody; helped establish monitoring points in the RHAP Allotments with BLM, NRCS and landowner; flew Wood River Campground; ordered supplies, attended WQM recertification in Lander; worked with EDE consultants for data analysis (WDA grant); meeting with Dinkins and Taylor; continued registering with ASAP.gov.*

OLD BUSINESS: ***NRCS Division I Local Work Group*** *– Discussion to provide the public with resource rankings next year before meeting.* ***Merit Energy Spring Creek Project*** *– Merit Energy can provide money for the drone software and MCD will assist with various projects for Merit, and also use software for MCD's use on any project.* ***Water Quality Monitoring*** *– MCD staff may try to adjust sampling order and timing this season, Tracy Renner moved for MCD staff to pursue the 2019-2020 Water Quality Grant, Lionel Ostrander seconded, motion passed unanimously.* ***Vacation Accrual Policy*** *– Will revisit during the July Board Meeting.* ***General*** *– MCD staff will try to plant barley or oats as cover crop to keep down weeds on empty lot.*

NEW BUSINESS: ***Schedule Preliminary Budget Review*** - *Preliminary Budget Review is scheduled to be held on Wednesday, May 22nd 2019 at the MCD office at 1906 State Street in Meeteetse. MCD Board reviewed calendars for April and May 2019.*

MEETING ADJOURNED at 4:12 p.m. - *Next Regular Board Meeting is Wednesday June 12th, 2019 at 3:00pm.*

Date: 12 JUNE 2019 **Authorized Signatures:**