MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING
November 8th, 2017

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 11/08/2017
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, 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:

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:00 p.m. by Tim Morrison. Tracy Renner moved to amend and approve the November agenda to include discussion concerning the location of the Town of Meeteetse recycling trailer, Lionel Ostrander seconded, motion passed unanimously. Lionel moved to approve the October 11th, 2017 MCD Board Meeting Minutes as written, Kathy Gilbreath seconded, motion passed unanimously.*

TREASURER'S REPORT:

- *Review Treasurer's Report – The MCD Board reviewed the Profit and Loss Statement, Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District bills. Kathy moved to approve and pay the MCD bills, and place the Treasurer's Report on file for audit, Tracy seconded, motion passed unanimously.*
- *Internal Control Evaluation Review – Steffen went over the Proof of Cash details with the MCD Board. Tracy moved to approve the Internal Control document, Lionel seconded, motion passed unanimously.*

Blanket Voucher October 2017 – November 2017

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	10/31/2017	je145	Wyoming Department of Workforce Services	To pay 3rd Qtr, payables due	-380.72
General Journal	10/31/2017	je145	Wyoming Department of Workforce Services	To pay 3rd Qtr, payables due - Firewise	-12.61
General Journal	10/31/2017	je146	United States Treasury	Adjustment from overpayment on previous month's Federal Withholding	-50.00
General Journal	10/31/2017	je146	United States Treasury	Adjustment from overpayment on previous month's Medicare Employees	-3.19
General Journal	10/31/2017	je146	United States Treasury	Adjustment from overpayment on previous month's Medicare Company	-3.19
General Journal	10/31/2017	je146	United States Treasury	941 Deposit - 4th Qtr, 2017 - Paid by EFTPS 11/09/17	-1,000.98
General Journal	10/31/2017	je146	United States Treasury	941 Deposit - 4th Qtr, 2017 - Paid by EFTPS 11/09/17 - Firewise	-68.95
Check	10/31/2017	3288	Bernard C Spanogle {employee}	October, 2017 - Paycheck - B Spanogle - FW (Firewise)	-175.96
Check	10/31/2017	3289	CLS America	CIN1710USA00556 October, 2017. Collection of sage-grouse spatial data.	-471.34
Check	10/31/2017	3290	HWA Wildlife Consulting, LLC	October Invoice - 5371	-2,700.00
Total 1000 · First Bank of Wyoming					-4,866.94

1001 · Pinnacle Bank Chk - xx01					
Check	11/13/2017	Auto	Town of Meeteetse	October, 2017 Utilities	-121.70
Check	11/14/2017	Auto	Black Hills Energy	3214 4702 69 - October, 2017	-67.84
Check	11/15/2017	Auto	TCT West Inc.	00040249-3. October, 2017	-175.89
Check	11/25/2017	Auto	Big Horn REA {vendor}	10337-003, October, 2017	-142.16
Check	10/31/2017	3379	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for December Coverage	-370.65
Check	10/31/2017	3380	Cody Conservation District	Area III Meeting Employees Registration	-30.00
Check	10/31/2017	3381	Orchard Trust	October - Plan #93001-02 D 354 for Steffen Cornell	-20.00
Check	10/31/2017	3382	Pinnacle Bank - VISA	October payment for September transactions. Account Ending 6977 - Steffen C Cornell	-352.67
Check	10/31/2017	3383	Schatz Accounting Services	Invoice 2930 for October Services	-56.25
Check	10/31/2017	3384	Wyoming Fire Safety, LC	Invoice 41573 - Annual Maintenance	-33.00
Check	10/31/2017	3385	Wyoming Retirement System	October, 2017 Contributions - Agency # 564	-1,265.11
Check	10/31/2017	3386	Steffen C Cornell {employee}	October, 2017 - Paycheck - S Cornell - DM	-3,434.20
Check	10/31/2017	3387	Joshua D Kipley {employee}	October, 2017 - Paycheck - J Kipley - RS	-2,526.44
Check	10/31/2017	3388	Steffen C Cornell {employee}	Refund for November Health Insurance Overpayment - Employee Share paid in September	-492.62
Check	10/31/2017	3389	NACD - Investment	Customer #45291	-101.00
Check	10/31/2017	3390	University of Wyoming Extension	Barnyards & Backyards Subscription Renewal	-126.00
Check	10/31/2017	3391	Wyoming Natural Resource Foundation	Raffle Tickets For 2017 WACD Annual Convention (Gator)	-225.00
Check	10/31/2017	3392	Wyoming Natural Resource Foundation	Contribution in lieu of auction item 2017	-150.00
Total 1001 · Pinnacle Bank Chk - xx01					-9,690.53
1004 · Firewise - Pinn Bank					
Check	10/31/2017	1109	Verizon Wireless	242040822-00001, October, 2017	-71.82
Check	10/31/2017	1110	Meeteetse Conservation District	October - Firewise Reimbursement to MCD for Payroll Expenses	-251.21
Check	10/31/2017	1111	Bernard C Spanogle {vendor}	Reimbursement for mileage and expenses	-9.10
Total 1004 · Firewise - Pinn Bank					-332.13
TOTAL					**14,889.60**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs: Sage Grouse Initiative contract certification transects; on-site elevation surveys and planning; in-office 2018 EQIP planning; EQIP contract modification. Rory completed the following certified practices: discussed program information with new MCD land owner; completed Highly Erodible Land (HEL) and Non-Highly Erodible Land (NHEL) preliminary technical determinations; mailed irrigation water rights verification requests to WY State Engineers Office. Rory attended the District Conservationist meeting in Casper; attended the Division I meeting in Greybull to set up new 2018 EQIP sub-accounts, which are: Ranch, Farm, Multi-Operational, and Farmstead. Rory's duties as Acting Rocky Mountain Area Resource Conservationist included: Agricultural Land Easement in Hot Springs County; irrigation pipeline in Big Horn County, and set up spot-checks for late November in Fremont County.*

FIREWISE REPORT: *The Firewise Coordinator Bernie Spanogle has been working on moving the Firewise program information over to the MCD Resource Specialist by consolidating and cleaning up program files, and working on terminating the Firewise Verizon Wireless phone account.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following: prepared the October 2017 MCD Board Meeting Minutes; assisted in updating the Meeteetse Conservation District FY '17 Annual Report document, Facebook page, and website; continued to collect sage-grouse spatial data; winterized and collected data from the Spring Creek and Little Buffalo Basin soil moisture sites; researched plant materials for the Outdoor Classroom project; attended Module I Water Quality Monitoring training in Casper; compiled documents for WY Dept. of Agriculture lab funds reimbursement; attended a FEMA meeting in Meeteetse; continued to collect and enter weather data for the CoCoRAHS site, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following: monthly bookkeeping, bank reconciliations, financial reports, and FY '17 Proof of Cash; worked on FY '17 Annual Report and Annual Plan of Work; submitted WOLFS vouchers for reimbursement from WDA (lab funds) and WG&F; researched well issues with local landowners, Park County, and WY SEO; worked on planning for Outdoor Classroom; researched Wild horse issues and drafted a comment letter; maintained correspondence with landowners, BLM, NGOs; maintained correspondence with consultants for Level I Watershed Study.*

OLD BUSINESS: *The University of Wyoming Extension "Brainstorming" session on "Small Acreage Issues" is scheduled for November 14th in Cody; MCD Chairman Tim Morrison will attend, while MCD staff will attend a UAV presentation in Worland; Tracy Renner moved to offer to the Town of Meeteetse to keep the recycling trailer on Water Street next to the MCD office, as opposed to placing the trailer at the Town yard, Lionel Ostrander seconded, motion passed unanimously. The 2017 Natural Resources Rendezvous is November 27th-30th in Casper, Kathy Gilbreath moved to vote for Tracy Renner as MCD voting delegate at the Rendezvous, Lionel Ostrander seconded, motion passed unanimously.*

NEW BUSINESS: *The MCD staff will email the FY '17 Annual Report to the MCD Board of Supervisors; $101 was paid by MCD for the National Association of Conservation Districts membership. Kathy Gilbreath moved to terminate the Firewise phone number/account, and to allow Firewise Coordinator Bernie Spanogle to keep the phone, Tracy Renner seconded, motion passed unanimously. Tracy moved for MCD to vote for Robert King and Donna Geho for the Local Government Liability Pool Board election. The NACD has received a grant from NRCS to fund local technical assistance positions, Tracy moved for MCD to support and consider an additional Engineer position as a possible need in the future for the area, and to consider the position in the upcoming budget process 2018, Lionel Ostrander seconded, motion passed unanimously. The MCD Board reviewed and approved the calendars for November and December 2017.*

MEETING ADJOURNED AT 5:00 p.m. - *Next Regular Board Meeting:* ***Wednesday December 13th, 2017 at 3:00pm.***

Date: 12/13/17 **Authorized Signatures:**