MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
November 7th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 11/07/2018
Time: 1:00pm
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Kathy Gilbreath
Supervisors Absent: Joe Thomas, Lionel Ostrander
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: None

CALL TO ORDER/MINUTES: *Meeting was called to order at 1:02 p.m. by Chairman Tim Morrison. Kathy Gilbreath moved to approve the Board Meeting Agenda as presented, Tracy Renner seconded, motion passed unanimously. Tracy moved to accept the October 10th, 2018 MCD Board Meeting Minutes as written, Kathy seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** – *Steffen Cornell reviewed with the rest of the MCD Board the October and November 2018 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Kathy moved to approve the Treasurer's Report, pay the MCD Bills, and place the Treasurer's Report on file for audit, Tracy seconded, motion passed unanimously.*

Blanket Voucher October – November 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	10/31/2018	je164	Wyoming Department of Workforce Services	To pay 3rd Qtr, 2018 payables due	-682.85
General Journal	10/31/2018	je165	United States Treasury	941 Deposit - 4th Qtr, 2018 - Paid by EFTPS 11/08/18	-1,003.44
Check	10/31/2018	3312	CLS America	October, 2018 - Inv. # CIN1811FIN161813, Collection of sage-grouse spatial data.	-133.00
Check	10/31/2018	3313	Wyoming Fire Safety, LC	Invoice 43498 - Annual Maintenance	-48.00
Total 1000 · First Bank of Wyoming					-1,867.29
1001 · Pinnacle Bank Chk - xx01					
Check	10/31/2018	3488	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for December Coverage	-1,410.12
Check	10/31/2018	3489	NACD - Investment	Customer #45291	-101.00
Check	10/31/2018	3490	Orchard Trust	October, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	10/31/2018	3491	Pinnacle Bank - VISA	November payment for October transactions	-197.01

Check	10/31/2018	3492	Powell-Clarks Fork Conservation District	2018 Area III Meeting Registration	-45.00
Check	10/31/2018	3493	Schatz Accounting Services	October, 2018 - Invoice 3116	-67.50
Check	10/31/2018	3494	Wyoming Retirement System	October, 2018 Contributions - Agency # 564	-1,378.16
Check	10/31/2018	3495	Steffen C Cornell {employee}	October, 2018 - Paycheck - S Cornell - DM	-3,648.30
Check	10/31/2018	3496	Joshua D Kipley {employee}	October, 2018 - Paycheck - J Kipley - RS	-2,780.74
Check	10/31/2018	3497	Wyoming Natural Resource Foundation	Raffle Tickets for 2018 WACD Annual Convention (Gator)	-200.00
Check	11/01/2018	ACH	Google {vendor}	October, 2018 - conservewy.net - G Suite Business	-20.00
Check	11/12/2018	ACH	Town of Meeteetse	October, 2018 Utilities	-121.70
Check	11/13/2018	ACH	Black Hills Energy	October, 2018 - Acct. # 3214 4702 69	-58.68
Check	11/15/2018	ACH	TCT West Inc.	October, 2018 - Acct. # 00040249-3	-110.31
Check	11/25/2018	ACH	Big Horn REA {vendor}	October, 2018 - Acct. # 10337-003	-146.67
Total 1001 · Pinnacle Bank Chk - xx01					-10,335.19
TOTAL					**-12,202.48**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of October: new applications and on-site planning for 2019; contract modifications for 2016 and 2017; Energy Initiative application for 2019; on-site cultural reviews with NRCS archaeologist; deferred eligible EQIP 2018 applications to 2019. The following certified practices for October were: cover crop in the Powell-Clarks Fork area; cropland annual payment & rangeland annual payment in Meeteetse. Rory provided Conservation Technical Assistance for the following: HEL conservation planning; in-office conservation planning with producer; on-site irrigation planning and surveys; water rights verification requests. Rory attended the NCPP Listening session and NRCS State Meeting in Casper; attended the Willwood workgroup #3 to continue work on watershed fact sheets.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of October: prepared the monthly MCD Board Meeting Minutes; prepared RS monthly report; scanned MCD monthly financial documents; worked on the MCD District Reporting documents; attended the monthly WY Prescribed Fire Council conference call; attended the NCPP Listening session remotely; compiled drone info for presentation and updated flight log; visited soil moisture sites and downloaded data; continued to collect sage-grouse spatial data; recovered all cameras and equipment from YU Bench; reviewed the Greybull River Level I Study Draft Report; continued to collect and enter weather data on the CoCoRAHS site; updated the MCD Facebook page and website, and distributed the MCD newsletter "Trail News".*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of October: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; began documenting bookkeeping procedures; RHAP research and correspondence with BLM; GIS mapping; drone PowerPoint presentation in Laramie for the WY Water Association; attended NCPP Listening Session in Casper; attended meeting with NCDEA and WCDEA; attended WyGEO annual conference in Douglas; reviewed the Greybull River Level I study Draft Report; continued to collect sage-grouse spatial data.*

OLD BUSINESS: *The Meeteetse Rim Fence Project qualifies to rank for funding opportunity through the National Fish and Wildlife Foundation identifying ungulate conservation priorities. Meeteetse students are working on constructing an auction item for the WACD Convention in Evanston. Tracy Renner purchased one Gator raffle ticket for the Wyoming Natural Resource Foundation; MCD Staff needs to apply for the Wyoming Department of Agriculture RHAP grant due November 30th; Proof of Cash document needs to be completed and reviewed by the accountant Tana Schatz to be signed at next Board Meeting.*

NEW BUSINESS: *Kathy moved to approve the dissemination of information for the MCD Sage-Grouse Predation Project by Hayden Wing Associates at Wildlife Society conferences in 2019, Tracy seconded, motion passed unanimously. Tracy moved to appoint the Chairman as voting delegate and Vice Chair as the voting alternate for the Wyoming Association of Special Districts FYE 2019, Kathy seconded, motion passed unanimously. Tracy and Tim will try to attend the Legislative Lunch December 18th, 2018 in Worland. Tracy moved to allow the Resource Specialist the authority to attend the WY Prescribed Fire Council in Lander December 11th & 12th, Kathy seconded, motion passed unanimously. The MCD Board reviewed the calendars for October and November 2018.*

MEETING ADJOURNED at 2:38 p.m. – *Next Regular Board Meeting is Thursday December 13th, 2018 at 1:00pm.*

Date: DEC 13, 2018 **Authorized Signatures:**