MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
October 9th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 10/09/2019
Time: 3:00 p.m.
Presiding Officer: Joe Thomas
Supervisors Present: George (Tracy) Renner, Lionel Ostrander
Supervisors Absent: Tim Morrison, Shawn Shepperson
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu via phone
Others: Joe Paisley

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:04 p.m. by MCD Vice Chairman Joe Thomas. Lionel Ostrander moved to approve the Board Meeting Agenda as presented, Tracy Renner seconded, motion passed unanimously. Joe Paisley was recognized as guest and would like to start an artisan guild in Meeteetse and would like to use the Ferret Den for meetings. Joe Paisley will arrange dates and times for upcoming meetings and will coordinate with MCD staff. Tracy moved to approve the September 11th, 2019 MCD Board Meeting Minutes as presented, Lionel seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the September and October 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, Lionel seconded, motion passed unanimously.*
    - ***Approve F-32*** *- Lionel moved to approve the F-32 with the changes made, Tracy seconded, motion passed unanimously.*
    - ***Approve Self-Audit/Proof of Cash for submittal*** *– Tracy moved to approve the MCD Self-Audit and Proof of Cash documents, Lionel seconded, motion passed unanimously.*

Blanket Voucher September – October 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	09/30/2019	3342	CLS America	Inv. # CIN1908FIN00243, Collection of sage-grouse spatial data in September	-50.00
Check	09/30/2019	3343	WACD {vendor}	Plant Material Center Dues	-31.62
Check	09/30/2019	3344	Joshua D Kipley {employee}	September, 2019 - Paycheck - J Kipley - RS	-2,636.85
Check	09/30/2019	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2019 - Paid by EFTPS 10/15/19	-931.10
Total 1000 · First Bank of Wyoming					-3,649.57
1001 · Pinnacle Bank Chk - xx01					

Check	09/30/2019	3573	Orchard Trust	September, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	09/30/2019	3574	Pinnacle Bank - VISA	October payment for September transactions	-675.04
Check	09/30/2019	3575	Schatz Accounting Services	September, 2019 - Invoice 3324	-25.00
Check	09/30/2019	3576	Wyoming Retirement System	September, 2019 Contributions - Agency # 564	-1,361.67
Check	09/30/2019	3577	Vision West	Invoices # 6267-s & # sp-12950	-234.00
Check	09/30/2019	3578	Steffen C Cornell {employee}	September, 2019 - Paycheck - S Cornell - DM	-3,532.70
Check	10/01/2019	ACH	Google {vendor}	September, 2019 - conservewy.net - G Suite Business	-24.00
Check	10/10/2019	ACH	Town of Meeteetse	September, 2019 Utilities	-121.70
Check	10/10/2019	ACH	Black Hills Energy	September, 2019 - Acct. # 3214 4702 69	-28.88
Check	10/14/2019	ACH	VSP Vision Care	Vision Insurance for October, 2019	-17.83
Check	10/15/2019	ACH	TCT West Inc.	September, 2019 - Acct. # 00040249-3	-113.53
Check	10/21/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for October & November	-111.08
Check	10/25/2019	ACH	Big Horn REA {vendor}	September, 2019 - Acct. # 10337-003	-104.09
Total 1001 · Pinnacle Bank Chk - xx01					-6,399.52
TOTAL					**-10,049.09**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of September: Fiscal Year 2020 application planning for Park County; on-site planning and construction checks; on-site engineering surveys/designs completed; Water Rights Verifications; completed Conservation practice plans. Rory provided Conservation Technical Assistance for the following: on-site assistance; in-office assistance; HEL Preliminary determinations and HEL/WC compliance spot checks. Rory attended the following: PCFCD, MCD, CCD monthly meetings; planned rollout meetings for Willwood Workgroup #3.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of September: 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; attended the Area III meeting in Lovell; developed a map and spreadsheet for Hots Springs CD; downloaded and sent soil moisture data to UW; read transects and clipped vegetation at Little Buffalo Basin and Spring Creek; continued to collect sage grouse spatial data; retrieved PBE71 north of Powell; continued to collect and record CoCoRAHS data; added announcements to the MCD website; researched Trail News articles; entered WQM data into Access and Excel databases; performed WQM sampling & processing.*

FIREWISE REPORT: *Josh attended the Fishhawk Fire meetings in Cody and Wapiti; conducted assessments for homeowners on the North Fork and homeowner in Meeteetse; worked on revising the Park County CWPP and maps; researched WSFD 2019 grants.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of September: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; submitted F-32; started Proof of Cash; monthly timesheets; cash flow tracking; health insurance premiums; attended the area III meeting in Lovell and the Shoshone River watershed meeting in Cody. Steffen assistance and provided mapping for hunters in-office; researched machine learning for automated image classification; research on GPS vs. barometric altitude; testing with Garmin; gimbal research and learning; read transects and clipped grass at Spring Creek; updated detection spreadsheet for YU Bench project and retrieved PBE71 north of Powell.*

OLD BUSINESS: ***YU Bench Fence project*** *– MCD staff deployed six trail cameras in the YU Bench area and inventoried a section of fence for the project.* ***WQM Grant*** *– Wyoming Department of Agriculture approved MCD's water quality monitoring grant request for the project entitled "Greybull River Monitoring and Data Review".* ***Public Records response*** *– The MCD Board has no comments at this time regarding the Public Records Act Amendments, and would like to wait and hear what transpires from the November 1st, 2019 Joint Judiciary Committee meeting.*

NEW BUSINESS: ***Scheduling conflict with November Board Meeting*** *– The MCD Board in consensus rescheduled the Wednesday, November 13th meeting to Thursday, November 7th at 9:00 a.m. MCD staff will be attending the 2019 WACD convention in Buffalo November 13th – 15th. The MCD Board reviewed calendars for the months of October & November 2019.*

MEETING ADJOURNED at 4:42 p.m. *– Next Regular Board Meeting is Wednesday November 7th, 2019 at 9:00 a.m.*

Date: NOV 7, 2019 **Authorized Signatures:**