MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

September 12th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 09/12/2018
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Kathy Gilbreath, George (Tracy) Renner, Joe Thomas, Lionel Ostrander
Supervisors Absent: None
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others:

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:18 p.m. by Chairman Tim Morrison. Tracy Renner moved to approve the Board Meeting Agenda as amended, Joe Thomas seconded, motion passed unanimously. Kathy Gilbreath moved to approve the August 8th, 2018 MCD Board Meeting Minutes as written, Tracy seconded, motion passed unanimously.*

TREASURER'S REPORT:

- ***Review and approve Annual F-32 for Department of Audit*** *- Tracy moved to approve and submit the F-32 to the WY Dept. of Audit, Kathy seconded, motion passed unanimously.*
- ***Review Treasurer's Report*** *– Steffen Cornell reviewed with the MCD Board the August and September 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, Joe seconded, motion passed unanimously.*

Blanket Voucher August – September 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	08/31/2018	je161	United States Treasury	941 Deposit - 3rd Qtr, 2018 - Paid by EFTPS 9/13/18	-1,006.46
Check	08/31/2018	3306	CLS America	August, 2018 - Inv. # CIN1809FIN00516, Collection of sage-grouse spatial data.	-252.00
Check	08/31/2018	3307	Idexx Laboratories	Order # 1529897591	-458.62
Total 1000 · First Bank of Wyoming					-1,717.08
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2018	3475	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for October Coverage	-1,410.12
Check	08/31/2018	3476	Orchard Trust	August, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	08/31/2018	3477	Pinnacle Bank - VISA	September payment for August transactions.	-562.00
Check	08/31/2018	3478	Schatz Accounting Services	August, 2018 - Invoice 3085	-22.50
Check	08/31/2018	3479	Wyoming Retirement System	August, 2018 Contributions - Agency # 564	-1,337.92
Check	08/31/2018	3480	HUB International	Property & Auto Insurance Premiums for FY19	-1,112.00
Check	08/31/2018	3481	Steffen C Cornell {employee}	August, 2018 - Paycheck - S Cornell - DM	-3,657.80

Check	08/31/2018	3482	Joshua D Kipley {employee}	August, 2018 - Paycheck - J Kipley - RS	-2,788.34
Check	09/05/2018	ACH	Google {vendor}	August, 2018 - conservewy.net - G Suite Business	-20.00
Check	09/10/2018	ACH	Town of Meeteetse	August, 2018 Utilities	-121.70
Check	09/11/2018	ACH	Black Hills Energy	August, 2018 - Acct. # 3214 4702 69	-21.95
Check	09/15/2018	ACH	TCT West Inc.	August, 2018 - Acct. # 00040249-3	-115.72
Check	09/25/2018	ACH	Big Horn REA {vendor}	August, 2018 - Acct. # 10337-003	-92.48
Total 1001 · Pinnacle Bank Chk - xx01					-11,312.53
TOTAL					**-13,029.61**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of August: 2018 EQIP planning and contracting, and 2019 new applications and planning for Park County; 2018 and 2015 contract modifications; EQIP on-site construction checks; fence modification project cultural inspection completion; final engineering design/preconstruction meetings. The following certified practices were approved for August: Irrigation pipeline, sprinkler system, structure for water control, high tunnel system, and pumping plat. Rory provided Conservation Technical Assistance for the following: HEL preliminary determination, HEL status reviews, HEL conservation planning with producer, on-site irrigation planning and surveys, and on-site wetland planning with NRCS team. Rory attended PCFCD and MCD monthly meetings; project tour with NRCS personnel; Conservation Connection Teleconference; Willwood workgroup #3 monthly meeting. Lionel moved to approve the NRCS Conservation plan for solar pumps in the MCD area, Joe seconded, motion passed unanimously.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of August: prepared the monthly MCD Board Meeting Minutes; prepared RS monthly report; scanned financial docs; researched education materials for Meeteetse Schools tree presentation; attended WY Prescribed Fire Council Meeting via conference call; submitted BLM and Forest Service Sage-Grouse comment letters; uploaded drone flight data; drone light of Wood River for Watershed video; downloaded soil moisture data and sent to UW; clipped and weighed grass, and completed range monitoring at soil moisture sites; continued to collect sage-grouse spatial data; collected regular Water Quality Monitoring Samples and WY Dept. of AG Baseline samples; reviewed pics for YU Bench project; 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 August: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; worked on financial reports for Dept. of Audit (F-32 and Proof of Cash); ordered office supplies; completed range monitoring at soil moisture sites; completed drone video and editing; met with Eric Maichak from the WYGFD and Rory to assess fence for the Meeteetse Rim Fence project; reviewed documents for the U.S. Forest Service and BLM Sage-Grouse comment letters; collected sage-grouse spatial data, and reviewed the Level I Draft Report.*

OLD BUSINESS: *Bids are due September 21st for the Meeteetse Rim Fence Project; YU Bench Fence Project – MCD staff purchased new solar powered batteries for some of the cameras for the YU Bench Fence Project. Kathy and Tim both purchased one ticket for the Wyoming Natural Resource Foundation raffle; SGPP – Service agreement for ARGOS subscriptions to track birds need to be renewed through CLS America, and consensus was to continue to pay for subscription to protect MCD investment on remaining transmitters. Upcoming MCD Board member vacancies – Tim, Kathy and Lionel's Board Member terms are up, and MCD needs to find one Board Member for Kathy's position; MCD staff is waiting for town to remove bushes and concrete walkway from empty lot.*

NEW BUSINESS: *Recurring vandalism of empty lot – Report was filed with Park County Sheriff's Office, MCD staff should look at ways to secure weather station. WY Water Association Annual Meeting – MCD staff should check with WY Water Association to see if they can cover some of the travel costs for staff to attend the annual meeting. The 2018 Watershed Progress report has been published; WY Department of AG Risk Management Form – Tracy moved to*

approve MCD Chairman's signature for Dept. of AG Risk Management Practices, Joe seconded, motion passed unanimously. The Wyoming FFA Chapter will be having the Denim and Diamonds Blue Jeans Ball Sept. 29th in Cody; Tim gave an update on the WACD Area III meeting in Powell; Kathy moved for Board meeting to go into Executive Session to discuss personnel at 4:30pm, Joe seconded, motion passed unanimously; Tracy moved for Board meeting to exit Executive Session with no action taken at 4:37pm, Lionel seconded, motion passed unanimously. MCD staff will daft and send a letter to the Cody Enterprise addressing missing information, which Tim has researched, from a previous article regarding the historic cabin MCD donated to Old Trail Town; The MCD Board reviewed the calendars for September and October 2018.

MEETING ADJOURNED at 5:11 p.m. – *Next Regular Board Meeting is Wednesday October 10th, 2018 at 3:00pm.*

Date: 10/10/18 **Authorized Signatures:** Timothy J Mauss

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