MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
September 11th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 09/11/2019
Time: 3:00 p.m.
Presiding Officer: Tim Morrison
Supervisors Present: Joe Thomas, Shawn Shepperson
Supervisors Absent: George (Tracy) Renner, Lionel Ostrander
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: No guests or attendees

CALL TO ORDER/MINUTES: *Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison. Joe Thomas moved to approve the Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Joe moved to approve the August 15th, 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 August and September 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Shawn moved to accept 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 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	08/31/2019	3339	CLS America	Inv. # CIN1908FIN00236, Collection of sage-grouse spatial data in August	-114.00
Check	08/31/2019	3340	HUB International	Property & Auto Insurance Premiums for FY20	-1,447.00
Check	08/31/2019	ACH	United States Treasury	941 Deposit - 3rd Qtr, 2019 - Paid by EFTPS 9/13/19	-1,001.80
Check	08/31/2019	3341	Steffen C Cornell {vendor}	Mileage Reimbursement	-39.78
Total 1000 · First Bank of Wyoming					-2,602.58
1001 · Pinnacle Bank Chk - xx01					
Check	08/31/2019	3567	Orchard Trust	August, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	08/31/2019	3568	Pinnacle Bank - VISA	September payment for August transactions	-403.70
Check	08/31/2019	3569	Schatz Accounting Services	August, 2019 - Invoice 3304	-22.50
Check	08/31/2019	3570	Wyoming Retirement System	August, 2019 Contributions - Agency # 564	-1,426.52
Check	08/31/2019	3571	Steffen C Cornell {employee}	August, 2019 - Paycheck - S Cornell - DM	-3,693.27
Check	08/31/2019	3572	Joshua D Kipley {employee}	August, 2019 - Paycheck - J Kipley - RS	-2,759.93

Check	09/01/2019	ACH	Google {vendor}	August, 2019 - conservewy.net - G Suite Business	-24.00
Check	09/10/2019	ACH	Town of Meeteetse	August, 2019 Utilities	-121.70
Check	09/11/2019	ACH	Black Hills Energy	August, 2019 - Acct. # 3214 4702 69	-26.56
Check	09/13/2019	ACH	VSP Vision Care	Vision Insurance for September, 2019	-17.83
Check	09/15/2019	ACH	TCT West Inc.	August, 2019 - Acct. # 00040249-3	-111.77
Check	09/25/2019	ACH	Big Horn REA {vendor}	August, 2019 - Acct. # 10337-003	-87.84
Total 1001 · Pinnacle Bank Chk - xx01					-8,745.62
TOTAL					**-11,348.20**

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of August: Fiscal Year 2019 and 2020 application planning for Park County; on-site planning and construction checks; on-site engineering surveys/designs completed; contract modifications and 2019 EQIP contract obligations. Rory provided Conservation Technical Assistance for the following: on-site assistance; in-office assistance; streambank erosion; and grazing plan applied. Rory attended the following: PCFCD, MCD, CCD monthly meetings; Willwood Workgroup #3 plan edits, Irrigation Districts presentation meeting; Urban Agriculture Report; Heart Mountain Irrigation District meeting.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of August: 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; sprayed empty lot; responded to MFD fire calls; flew drone for the following projects: YU Bench fence project; Ten Sleep Preserve for WCCD; Sheets Flat diversion for GVID, Spring Creek for Merit Energy, and Wood River campground. Josh performed Landscape Appearance Monitoring for the RHAP project; attended USFS Good Neighbor Authority training; mailed out letters to WUI homeowners; worked on editing the CWPP and maps for Park County; continued to collect sage grouse spatial data; 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.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of August: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; reviewed monthly timesheets; cash flow tracking; Property/Auto Insurance Policy Renewal; Annual Budget; worked on rain barrel; correspondence with GVID, SNF and Merit Energy; performed drone flights for cooperators; performed Landscape Appearance Monitoring for RHAP project; attended USFS Good Neighbor Authority training; updated shapefiles for mapping; edited and processed aerial imagery; Pix4D and DJI research; correspondence with Woods Hole Group about expired ID's; performed Ortho flight on YU Bench; correspondence with BLM; EXIF tools and mapping.*

OLD BUSINESS: ***Public Records Amendments*** *– Topics of an online repository for Public Records; WACD interested in District's response to the Public Records Amendments, MCD Board will discuss next meeting.* ***YU Bench Fence*** *– MCD was awarded the money for the BLM Grant.* ***Merit Spring Creek Update*** *– MCD staff flew some of the work being done for a couple reservoirs and head cut mitigations, supposed to have water running soon.* ***Wood River Campground*** *– MCD flew the drone to document the streambank stabilization project for MCD purposes.* ***Wood River Fish Ladder*** *– Corey from Trout Unlimited wanted to know if MCD would like to be a partner in the project next year, MCD staff has responded expressing interest in making in-kind contribution, the MCD Board is aware.* ***GVID Sheets Flat diversion*** *– MCD Board would like to know if MCD could partner with GVID on the diversion issue. MCD could provide mapping for them, which could possibly be a good planning tool for GVID.* ***RHAP*** *– MCD staff needs to know when to go to allotment for monitoring; cows should be out by end of Oct.* ***Area III Meeting*** *- Area III Meeting is in Lovell September 17th.*

NEW BUSINESS: ***Proof of Bonding*** *– Blanket Dishonesty Bond of $30,000 and $10,000 for Tracy from Western Surety Company.* ***Risk Management*** *– Joe moved to approve the signing of the Risk Management practices and bonding documents by Chairman Tim Morrison for District Reporting, Shawn seconded, motion passed unanimously.* ***LGLP Nominations for Board Vacancies*** *– No action taken.* ***NRCS MOA*** *– MCD Board will review. The MCD Board reviewed calendars for the months of September & October 2019.*

MEETING ADJOURNED at 4:52 p.m. *– Next Regular Board Meeting is Wednesday October 9th, 2019 at 3:00pm.*

Date: 10/9/19

Authorized Signatures: