MINUTES OF THE MEETEETSE CONSERVATION DISTRICT REGULAR BOARD MEETING

**September 9th, 2020**

**Name:** Meeteetse Conservation District
**Type of Meeting:** Regular Meeting
**Place**: MCD Office 1906 State St, Meeteetse, WY
**Date:** 9/9/2020
**Time:** 3:00 p.m.
**Presiding Officer:** Tim Morrison
**Supervisors Present:** Joe Thomas, Lionel Ostrander, Shawn Shepperson
**Supervisors Absent:** Matt Burkhart
**District Manager:** Steffen Cornell
**Resource Specialist:** vacant
**Firewise Coordinator:** vacant
**NRCS District Conservationist:** Rory Karhu (phone)

**CALL TO ORDER/MINUTES:** *Meeting was called to order at 3:03 p.m. by MCD Chairman Tim Morrison, Shawn Shepperson moved to approve the MCD Board Meeting Agenda as presented, Joe Thomas seconded, motion passed unanimously. Joe moved to approve the Minutes from the July 15th, 2020 budget hearing, Shawn seconded, motion passed unanimously. Joe moved to approve the Minutes from the August 19th, 2020 Regular Board meeting, Lionel Ostrander seconded, motion passed unanimously. Lionel moved to approve the Minutes from the August 24th, 2020 Special Board meeting, Shawn seconded, motion passed unanimously.*

**TREASURER'S REPORT:**

- ***Treasurer's Report*** *– Shawn reviewed the September Treasurer's Report prior to the meeting, which includes the Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, Transaction Detail Report, Transfer Detail Report 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 2020**

| Type | Date | Num | Name | Memo | Paid Amount |
|---|---|---|---|---|---|
| **1000 · First Bank of Wyoming** | | | | | |
| Check | 08/31/2020 | 3366 | South Big Horn Conservation District | Registration for Area III Meeting 2020 | -15.00 |
| Check | 08/31/2020 | 3367 | PCLI | Tuition for Class XIII - Steffen Cornell | -100.00 |
| Check | 08/31/2020 | 3368 | Schatz Accounting Services | August, 2020 - Invoice 3542 | -62.50 |
| Check | 08/31/2020 | 3369 | Orchard Trust | August, 2020 - Plan #93001-02 D 354 | -200.00 |
| Check | 08/31/2020 | 3370 | Pinnacle Bank - VISA | September payment for August transactions | -314.76 |
| Check | 08/31/2020 | 3371 | Wyoming Retirement System | August, 2020 Contributions - Agency # 564□ | -1,255.72 |
| Check | 08/31/2020 | 3372 | Steffen C Cornell {employee} | August, 2020 (168 hrs) - Paycheck - S Cornell - DM | -2,834.60 |
| Check | 08/31/2020 | ACH | United States Treasury | 941 Deposit - 3rd Qtr, 2020 - Paid by EFTPS 9/15/20□ | -804.96 |
| Total 1000 · First Bank of Wyoming | | | | | -5,587.54 |
| **1001 · Pinnacle Bank Chk - xx01** | | | | | |
| Check | 08/24/2020 | 3656 | Joshua D Kipley {employee} | VOID: August, 2020 (184 hrs) - Paycheck - J Kipley - RS | 0.00 |
| Check | 08/24/2020 | 3657 | Joshua D Kipley {employee} | August, 2020 (140 hrs) - Paycheck - J Kipley - RS | -2,092.75 |
| Check | 09/04/2020 | ACH | Google {vendor} | August, 2020 - conservewy.net - G Suite Business | -24.00 |
| Check | 09/09/2020 | ACH | Town of Meeteetse | August, 2020 Utilities | -271.50 |
| Check | 09/10/2020 | ACH | Black Hills Energy | August, 2020 - Acct. # 3214 4702 69 | -34.90 |
| Check | 09/15/2020 | ACH | TCT West Inc. | August, 2020 - Acct. # 00040249-3 | -116.57 |
| Check | 09/17/2020 | ACH | VSP Vision Care | Vision Insurance for September, 2020 | -17.83 |
| Check | 09/18/2020 | ACH | Blue Cross Blue Shield of Wyoming | Health Insurance Premium for October | -529.20 |
| Check | 09/25/2020 | ACH | Big Horn REA {vendor} | August, 2020 - Acct. # 10337-003 | -86.87 |
| Total 1001 · Pinnacle Bank Chk - xx01 | | | | | -3,173.62 |
| **TOTAL** | | | | | **-8,761.16** |

**DISTRICT CONSERVATIONIST REPORT:** *Rory was involved in the following programs for the month of August: Fiscal Year 2020 and 2021 application planning; planning with clients via text, email and phone; in-office planning with participant; on-site construction checks/certifications; contract reviews; contract modifications; writing conservation cover plans; completing engineering plans. Certified Practices for the month include: Obstruction Removal, Fence and Conservation Cover. Rory provided the following Conservation Technical Assistance: Text, phone and email assistance; office appointments; field visits with clients; Preliminary HEL Determinations and HEL Conservation Plans. Rory provided assistance on the WLA fence video, attended the PCFCD and CCD meetings; AC/DC meetings; Conservation connection meeting; Division Update Teleconference; Park County NRM Plan meeting; BHB Sage Grouse LWG meeting; provided water quality issue photos for Willwood Workgroup; renewed LincPass card in Billings; Shared TU/NRCS position correspondence; corresponded on the Absoroka Fence Initiative; and made edits to 327 (Conservation Cover) Implementation Requirements.*

**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; monthly report; reviewed monthly timesheets; cash flow tracking; banking in Cody; entering budget into QuickBooks; drafted minutes for 8/19; reviewed HUB insurance policy renewal documents; worked with Brandy Marrou on HSA policy for MCD; completed Risk Management Form; Surveyed a section of fence that had been replaced with wildlife friendly design on a local cooperator's parcel for payment certification; Used Comp time that was accrued in May during SG egg collecting activities; Gave interviews to Western Landowners Alliance on MRFP with Eric Maichak and Arthur Middleton. Sent clips of elk trying to cross fence to Alex Few and Louis with WLA; Spoke with local FSA office about using drone to document non-compliance issues; Certified fence on MRFP with Rory. Processed GPS data and photos and sent map to Rory; Borrowed hard drive from Eric M. in order to recover project files that were corrupted by Google Shared Drives. Manually recovering un-corrupted files from Google Drive; Phone call with Josh Black from Merit Energy regarding Sage Grouse Predation Project and BHB SG LWG; Took time off after arrival of daughter; Reviewed County draft plan for consistency with MCD plan and then committee survey results; Attended NRM Plan meeting in Cody; Participated in 'Low tech process based restoration of Riverscapes workshop' (online); Edits to website (contact info and calendar); Documented process for YU Fence Inventory (process of extracting exif data and plotting points in ArcGIS).*

**OLD BUSINESS:** *Lionel suggested putting together an email list in order to send out a survey to the community to gather ideas for services that they would like to get from MCD. Steffen noted that there is a list for distributing the Trail News bulletin and he will work on getting a survey together to send out.*

**NEW BUSINESS:** ***Base Funding Forms*** *– Tim read aloud and then Joe moved to approve the Pursuing Local Funding form, Lionel seconded motion passed unanimously. There were no nominations for the LGLP Board. Joe moved to Deactivate Josh Kipley's Visa credit card from Pinnacle Bank and also to remove all previous Board members from the account and to authorize Steffen Cornell, District Manager and Tim Morrison (Chairman) and Shawn Shepperson (Treasurer) and Joe Thomas (Vice Chairman) and Matt Burkhart (Member) and Lionel Ostrander (Secretary) to manage the Pinnacle VISA credit card account on behalf of the Meeteetse Conservation District. Shawn seconded, motion passed unanimously. The MCD Board reviewed calendars for the months of September & October 2020.*

**MEETING ADJOURNED at 4:14 p.m.** *– Next Regular Board Meeting is Wednesday October 14th, 2020 at 3:00 p.m.*

**Date:** OCTOBER 16, 2020 **Authorized Signatures:** Timothy J Morris

Shawn Shepperson

Matt Burkhart