

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
May 9th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 05/09/2018
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Lionel Ostrander, Joe Thomas, Kathy Gilbreath
Supervisors Absent: George (Tracy) Renner
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Bernie Spanogle (Absent)
NRCS District Conservationist: Randy Gibson
Others: Darla Rhodes

CALL TO ORDER/MINUTES: Meeting was called to order at 3:02 p.m. by Chairman Tim Morrison. Randy Gibson was introduced as guest representing NRCS, and Darla Rhodes was introduced as guest representing Wyoming FSA. Lionel Ostrander moved to approve the Board Meeting Agenda as presented, Kathy Gilbreath seconded, motion passed unanimously. Lionel moved to approve the April 11th, 2018 MCD Board Meeting Minutes as written, Kathy Gilbreath seconded, motion passed unanimously.

TREASURER'S REPORT:

- **Review Treasurer's Report** – Steffen Cornell reviewed with the MCD Board the April and May 2018 Blanket Voucher, Bank Reconciliations, Meeteetse Conservation District bills, and the Profit and Loss Budget vs. Actual. Joe Thomas 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.

Blanket Voucher April – May 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
General Journal	04/30/2018	je153	Wyoming Department of Workforce Services	To pay 1st Qtr, 2018 payables due	-631.11
General Journal	04/30/2018	je153	Wyoming Department of Workforce Services	To pay 1st Qtr, 2018 payables due - Firewise CIN1804FIN00306, April, 2018. Collection of sage-grouse spatial data.	-19.03
Check General Journal	04/30/2018	3298	CLS America		-471.00
Journal	04/30/2018	je154	United States Treasury	941 Deposit - 2nd Qtr, 2018 - Paid by EFTPS 5/15/18	-868.94
Total 1000 · First Bank of Wyoming					-1,990.08
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2018	3441	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for June Coverage	-1,355.88
Check	04/30/2018	3442	Orchard Trust	April, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	04/30/2018	3443	Pinnacle Bank - VISA	May payment for April transactions.	-515.64
Check	04/30/2018	3444	Schatz Accounting Services	Invoice 3026 for April Services	-56.25

Check	04/30/2018	3445	Wyoming Retirement System	April, 2018 Contributions - Agency # 564	-1,214.59
Check	04/30/2018	3446	Washakie County CD {vendor}	2018 NRCS LWG Ad costs	-90.00
Check	04/30/2018	3447	Hach Company	Order # 315080105	-71.58
Check	04/30/2018	3448	WACD {vendor}	WQ Certification Training Registration for JK	-30.00
Check	04/30/2018	3449	Steffen C Cornell {employee}	April, 2018 - Paycheck - S Cornell - DM	-3,374.60
Check	04/30/2018	3450	Joshua D Kipley {employee}	April, 2018 - Paycheck - J Kipley - RS	-2,517.52
Check	05/05/2018	ACH	Google {vendor}	conservey.net - G Suite Business - April, 2018	-20.00
Check	05/10/2018	ACH	Town of Meeteetse	April, 2018 Utilities	-121.70
Check	05/10/2018	ACH	Black Hills Energy	3214 4702 69 - April, 2018	-77.87
Check	05/15/2018	ACH	TCT West Inc.	00040249-3. April, 2018	-80.27
Check	05/25/2018	ACH	Big Horn REA {vendor}	10337-003, April, 2018	-141.38
Total 1001 · Pinnacle Bank Chk - xx01					-9,717.28
					<u>-11,707.36</u>

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of April: 2018 EQIP planning and contracting for Park County; 2018 application reviews; on-site construction checks; EQIP contract transfer; final engineering surveys, design and pre-construction meetings; pollinator habitat, nutrient management, and fence plans completed. Rory provided Conservation Technical Assistance for irrigation and leveling; general program information, and tree sales information. Rory attended PCFCD, CCD and MCD monthly meetings; Willwood Work Group #3 meeting, Division I LWG meeting in Worland; Conservation Connection meeting; NRCS State Operation meeting in Casper; employee mid-term performance reviews, and FSA County Committee meeting.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of April: prepared the April 2018 MCD Board Meeting Minutes from notes; prepared RS monthly report; attended NRCS LWG meeting in Worland; attended the Special District Association Meeting via teleconference; helped construct a policy for Public Information Requests; placed cameras for YU Bench Fence Monitoring Project; drafted the BLM Fifteenmile Wild Horse comment letter; participated in a conference call for the Prescribed Fire Council; continued to collect sage-grouse spatial data; worked on revising the MCD Water Quality Monitoring Sampling Analysis Plan; attended WQM module II & III training in Lander; 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 April: completed a draft preliminary budget for FY 2018-'19; completed MCD monthly bookkeeping, bank reconciliations, and all financial reports; attended NRCS LWG meeting in Worland; worked on the YU Bench Fence Project proposal and updates; worked on revising the MCD Water Quality Monitoring Sampling Analysis Plan; researched information for the Wild Horse comment letter, and collected sage-grouse spatial data.*

OLD BUSINESS: *Chairman Tim Morrison signed the MCD Water Quality Monitoring Sampling and Analysis Plan that was revised May, 2018; Steffen went over the steps that were taken to get the SAP approved. Joe moved to approve the 2018 MCD WQM SAP, Kathy seconded, motion passed unanimously. Joe moved to accept the MCD Public Information Request Policy that was presented, Lionel seconded, motion passed unanimously. Kathy moved to approve the draft MCD Fifteenmile HMA Wild Horse Comment Letter as written, Lionel seconded, motion passed unanimously.*


NEW BUSINESS: *The MCD Board reviewed the draft MCD Procurement Rule, and there was discussion regarding that MCD Procurement become a policy or rule. MCD Board decided to carry this agenda item over to next month's Regular Board Meeting. Joe moved to approve the donation of \$30 to the Meeteetse Schools FFA Chapter towards a plaque for the annual awards banquet, Kathy seconded, motion passed with a 3 to 1 vote. Kathy moved to name MCD District*

Manager Steffen Cornell as entity administrator in the System for Award Management (SAM) to do business with the U.S. Government, Lionel seconded, motion passed unanimously. Joe moved for MCD to hold a Special Board Meeting to review and approve the 2018-19 preliminary budget on Wednesday, May 23rd at 4:00 p.m. The MCD Board reviewed the calendars for May and June 2018.

MEETING ADJOURNED at 4:34 p.m. - Next Regular Board Meeting: Wednesday June 13th, 2018 at 3:00pm.

Date: 06/13/2018

Authorized Signatures:



Merilee Kelly Delbrack

Timothy Maurer
