

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
August 8th, 2018

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office, 1906 State St, Meeteetse, WY
Date: 08/08/2018
Time: 3:00pm
Presiding Officer: Tim Morrison
Supervisors Present: Kathy Gilbreath, George (Tracy) Renner
Supervisors Absent: Joe Thomas, Lionel Ostrander
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Rory Karhu
Others: Astrid Martinez, Rigoberto Lopez, Kresta Faaborg

CALL TO ORDER/MINUTES: Meeting was called to order at 3:05 p.m. by Chairman Tim Morrison. Astrid Martinez, Rigoberto Lopez, and Kresta Faaborg from NRCS were introduced as guests. Kathy Gilbreath moved to approve the Board Meeting Agenda as presented, Tracy Renner seconded, motion passed unanimously. Tracy moved to approve the July 11th, 2018 MCD Board Meeting Minutes as written, Kathy seconded, motion passed unanimously.

TREASURER’S REPORT:

- **Review Treasurer’s Report** – Steffen Cornell reviewed with the MCD Board the July and August 2018 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Kathy moved to accept the Treasurer’s Report, pay the MCD Bills, and place the Treasurer’s Report on file for audit, Tracy seconded, motion passed unanimously.
- **Approve transfer of Operating Reserves into WGIF Local Account** – Tracy moved to approve the transfer of the entire amount of \$20,033.44 plus pending interest from the Operating Reserves account into WGIF Local account on Sept. 1st, Kathy seconded, motion passed unanimously.

Blanket Voucher July – August 2018

Type	Date	Num	Name	Memo	Paid Amount
1000 - First Bank of Wyoming					
General Journal	07/31/2018	je158	Wyoming Department of Workforce Services	To pay 2nd Qtr, 2018 payables due	-627.46
General Journal	07/31/2018	je158	Wyoming Department of Workforce Services	To pay 2nd Qtr, 2018 payables due - Firewise	-8.79
Check	07/31/2018	3305	CLS America	July, 2018 - Inv. # CIN1808FIN00410, Collection of sage-grouse spatial data.	-302.00
General Journal	07/31/2018	je160	United States Treasury	941 Deposit - 3rd Qtr, 2018 - Paid by EFTPS 8/15/18	-934.02
Total 1000 - First Bank of Wyoming					-1,872.27
1001 - Pinnacle Bank Chk - xx01					
General Journal	07/31/2018	je159	Pinnacle Bank	Stop payment (7/10/18) fee for lost check #3396 (\$225.00) to Tracy Renner	-20.00
Check	07/31/2018	3466	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for September Coverage	-1,410.12
Check	07/31/2018	3467	Orchard Trust	July, 2018 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	07/31/2018	3468	Pinnacle Bank - VISA Schatz Accounting	August payment for July transactions.	-2,114.96
Check	07/31/2018	3469	Services	July, 2018 - Invoice 3070 for Services	-67.50
Check	07/31/2018	3470	Wyoming Retirement	July, 2018 Contributions - Agency # 564	-1,272.43

System

Check	07/31/2018	3471	Dave Balling Agency	Invoice #475	-147.00
Check	07/31/2018	3472	WCDEA	Calendar 2018 Dues	-50.00
Check	07/31/2018	3473	Steffen C Cornell {employee}	July, 2018 - Paycheck - S Cornell - DM	-3,517.20
Check	07/31/2018	3474	Joshua D Kipley {employee}	July, 2018 - Paycheck - J Kipley - RS	-2,634.17
Check	08/01/2018	ACH	Google {vendor}	July, 2018 - conservewy.net - G Suite Business	-20.00
Check	08/10/2018	ACH	Town of Meeteetse	July, 2018 Utilities	-121.70
Check	08/13/2018	ACH	Black Hills Energy	July, 2018 - Acct. # 3214 4702 69	-22.38
Check	08/15/2018	ACH	TCT West Inc.	July, 2018 - Acct. # 00040249-3	-115.18
Check	08/25/2018	ACH	Big Horn REA {vendor}	July, 2018 - Acct. # 10337-003	-91.22
Total 1001 - Pinnacle Bank Chk - xx01					-11,653.86

TOTAL**-13,526.13**

NRCS DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of July: 2018 EQIP planning and contracting for Park County; EQIP SGI vegetation transects; EQIP application review; 2019 new EQIP applications; EQIP on-site construction checks; Fence modification project cultural inspection; Final Engineering Design/Pre-construction meetings; On-site WRP construction bids. The following certified practices were approved for July: Brush management (RO mechanical), and Brush management (RO chemical). Rory provided Conservation Technical Assistance for the following: Irrigation system design and planning; in-office high tunnel planning; shared historical data and images with Heart Mt. Interpretive Center; interview with PHD student about changes in elk migrations. Rory presented an award to Heart Mt. producer; attended CCD, PCFCD and MCD monthly meetings; Willwood workgroup #3 monthly meeting, and a booth at the Park County Fair.*

FIREWISE REPORT: (No New Reports)

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of July: prepared the monthly MCD Board Meeting Minutes; prepared RS monthly report; completed yard work and spraying of empty lot next to office; reviewed documents for the U.S. Forest Service and BLM Sage-Grouse comment letters; met with Eric Maichak from the WYGFD to assess fence for the Meeteetse Rim Fence project; continued to collect sage-grouse spatial data; retrieved ARGOS transmitter PBW64 & PBE61 north of Powell; collected Water Quality Monitoring Samples; switched out Bushnell cameras with Stealthcams and collected SD cards for the YU Bench Fence 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 July: completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; began working on FYE 18 financial reports for Dept. of Audit (F-32 and Proof of Cash); FY 19 Budget; Property and Auto Insurance renewal policy; retrieved ARGOS transmitter PBE61 & PBW64 north of Powell; met with Eric Maichak from the WYGFD to assess fence for the Meeteetse Rim Fence project; reviewed documents for the U.S. Forest Service and BLM Sage-Grouse comment letters; researched and ordered hay moisture probe; switched out Bushnell cameras with Stealthcams and collected SD cards for the YU Bench Fence project; collected WQM samples; collected sage-grouse spatial data.*

OLD BUSINESS: *YU Bench Fence Project – MCD staff presented to the MCD Board the drone video footage that will be used for potential contract bid requests for the YU Bench fence replacement project, which also provided discussion to see if the drone could be used for the Meeteetse Rim Fence Project as well.*

NEW BUSINESS: WACD Area III Meeting will be held in Powell at the Park County Weed & Pest building on September 11th, 2018; Tim Morrison and MCD staff will be attending. Tracy moved to approve MCD Chairman Signature on WDA Proof of Bonding document, Kathy seconded, motion passed unanimously. Forest Service MOU – Send signature page back to USFS and have MCD Chairman as signatory. Kathy moved to approve the signature to request \$3,882.00 from State of Wyoming WDA for Water Quality Lab Fund, Tracy seconded, motion passed unanimously. Tracy moved for the MCD Board to go into Executive Session to discuss personnel at 4:40 p.m. Kathy seconded, motion passed unanimously; Kathy moved to end the Executive Session at 4:56 p.m. with no action taken, Tracy seconded, motion passed unanimously. Tracy moved to approve section 3.3 "Wages and Salary Increases" in the MCD Policy & Procedure Manual as amended, Kathy seconded, motion passed unanimously. Josh completed another satisfactory employee evaluation; Tracy moved to approve a pay increase for FY '19 of .25 cents for Josh effective August 1st, 2018 and another .25 cents effective January 1st, 2019, Kathy seconded, motion passed unanimously. An employee evaluation for Steffen is scheduled next Board meeting. The MCD Board reviewed the calendars for August and September 2018.

MEETING ADJOURNED at 5:11 p.m. – Next Regular Board Meeting is Wednesday September 12th, 2018 at 3:00pm.

Date: SEPT. 12, 2018

Authorized Signatures: Timothy Morrison
[Signature]
[Signature]