

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING
November 7th, 2019

Name: Meeteetse Conservation District
Type of Meeting: Regular
Place: MCD Office 1906 State St, Meeteetse, WY
Date: 11/07/2019
Time: 9:00 a.m.
Presiding Officer: Tim Morrison
Supervisors Present: George (Tracy) Renner, Lionel Ostrander, Shawn Shepperson
Supervisors Absent: Joe Thomas
District Manager: Steffen Cornell
Resource Specialist: Joshua Kipley
Firewise Coordinator: Joshua Kipley
NRCS District Conservationist: Dicksie Michael
Others: None

CALL TO ORDER/MINUTES: *Meeting was called to order at 9:00 a.m. by MCD Chairman Tim Morrison. Tracy Renner moved to approve the Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. Tracy moved to approve the October 9th, 2019 MCD Board Meeting Minutes as presented, Shawn seconded, motion passed unanimously.*

TREASURER’S REPORT:

- **Treasurer’s Report** – *Steffen Cornell reviewed with the MCD Board the October and November 2019 Profit & Loss Statement (Budget vs. Actual), Blanket Voucher, Bank Reconciliations, and the Meeteetse Conservation District Bills for the month. Tracy moved to accept the Treasurer’s Report, pay the MCD Bills, and place the Treasurer’s Report on file for audit, Shawn seconded, motion passed unanimously.*
 - *Tracy moved to authorize MCD District Manager the ability to transfer up to \$5,000 out of the Reserve account to the Operating account as needed, Lionel seconded, motion passed unanimously.*

Blanket Voucher October - November 2019

Type	Date	Num	Name	Memo	Paid Amount
1000 - First Bank of Wyoming					
Check	10/31/2019	ACH	Wyoming Department of Workforce Services	To pay 3rd Qtr, 2019 payables due	-702.64
Check	10/31/2019	3345	Woods Hole Group	VOID: Printer screwed up check (printed on back)	0.00
Check	10/31/2019	3346	Woods Hole Group	Inv. # 161813-1105, Collection of sage-grouse spatial data in October	-46.00
Check	10/31/2019	3347	Steffen C Cornell {employee}	October, 2019 - Paycheck - S Cornell - DM	-3,841.64
Check	10/31/2019	3348	Joshua D Kipley {employee}	October, 2019 - Paycheck - J Kipley - RS	-2,883.03
Check	10/31/2019	ACH	United States Treasury	941 Deposit - 4th Qtr, 2019 - Paid by EFTPS 11/15/19	<u>-1,071.46</u>
Total 1000 - First Bank of Wyoming					-8,544.77
1001 - Pinnacle Bank Chk - xx01					
Check	10/31/2019	3579	Orchard Trust	October, 2019 - Plan #93001-02 D 354 for Steffen Cornell	-50.00
Check	10/31/2019	3580	Pinnacle Bank - VISA	November payment for October transactions	-101.62

Check	10/31/2019	3581	Schatz Accounting Services	October, 2019 - Invoice 33xx	-150.00
Check	10/31/2019	3582	Wyoming Retirement System	October, 2019 Contributions - Agency # 564	-1,491.36
Check	10/31/2019	3583	Vision West	Invoices # 6310-s & # 6313-s	-42.50
Check	10/31/2019	3584	NACD - Investment	Customer #45291	-101.00
Check	11/01/2019	ACH	Google {vendor}	October, 2019 - conservewy.net - G Suite Business	-24.00
Check	11/12/2019	ACH	Town of Meeteetse	October, 2019 Utilities	-121.70
Check	11/12/2019	ACH	Black Hills Energy	October, 2019 - Acct. # 3214 4702 69	-66.47
Check	11/15/2019	ACH	VSP Vision Care	Vision Insurance for November, 2019	-17.83
Check	11/15/2019	ACH	TCT West Inc.	October, 2019 - Acct. # 00040249-3	-118.22
Check	11/20/2019	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for December	-735.46
Check	11/25/2019	ACH	Big Horn REA {vendor}	October, 2019 - Acct. # 10337-003	-100.22

Total 1001 - Pinnacle Bank Chk - xx01

-3,120.38

TOTAL

-11,665.15

DISTRICT CONSERVATIONIST REPORT: *Rory Karhu was involved in the following programs for the month of October: Fiscal Year 2020 application planning for Park County; on-site planning and construction checks; on-site engineering surveys/designs completed; Area Office vegetative practice spot checks; continue National Resources Inventory (NRI) data input; and Contract modifications. Rory provided the following Conservation Technical Assistance: In-office assistance; HEL/WC compliance on-site spot check; Greybull Valley Irrigation (GVID) streambank stabilization project contracts and digital data collection. Rory attended the following: Area Conservationist/District Conservationist monthly teleconference; Conservation Connection teleconference; Aglearn classes; Shoshone Watershed Coordinator planning; PCFCD & MCD monthly meetings (via phone); Farm Production and Conservation, Customer Experience Division Technology Subcommittee teleconference.*

RESOURCE SPECIALIST REPORT: *Josh Kipley completed the following for the month of October: 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; worked on the Annual Report, Plan of Work and One page summary documents for District Reporting; completed a drone flight in Worland for WCCD and processed imagery; worked on the RHAP Project Update for WY Dept. of Ag; attended a Good Neighbor Authority meeting in Worland; completed drone flight checklists and synced flight data to Airdata.com for flight management; recorded forage weights and sent to UW; read range transects at LBB for rangeland monitoring; continued to collect sage grouse spatial data; created MCD newsletter "Trail News" and distributed; posted website and Facebook announcements; collected and recorded CoCoRAHS data; entered data into Microsoft Access database for Water Quality Monitoring; and helped deploy six cameras on YU Bench for the fence modification project.*

FIREWISE REPORT: *Josh worked on revising the Park County CWPP document and maps; worked on a future presentation for the Park County Commissioners; completed a Firewise Report.*

DISTRICT MANAGER REPORT: *Steffen Cornell completed the following for the month of October: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; worked on Fish Passage database from G&F; read range transects at LBB for rangeland monitoring; reviewed and scanned in WDA Grant project reports and data from 2007 and 2009 and sent to Russ Hamilton; tested mode 3 controller configuration on drone; researched on converting DSM to DTM to move non-ground features; and attended a meeting for the Rocky Mountain Region partners in Cody.*

OLD BUSINESS: Gator Tickets – Lionel moved for the approval of MCD to purchase the remaining Gator raffle tickets up to \$250, Tracy seconded, motion passed unanimously. **General** – Tracy Renner is currently the Treasurer and has notified the MCD Board that he will be a resident only for the next couple months as he will be moving out of the District and is planning to resign and will be looking for a replacement.

NEW BUSINESS: Annual Report – MCD Board will review and approve at the December Board Meeting. **WACD Convention 2021 in Area III** – WACD would like input on the possibility of MCD co-sponsoring the WACD Convention in Area III in 2021, Lionel moved for MCD to be a co-sponsor with other Area III conservation districts, Shawn seconded, motion passed unanimously. **WDA Pursuing Local Funding** – Shawn moved to approve the Wyoming Dept. of AG Pursuing Local Funding document, Lionel seconded, motion passed unanimously. **Change of Officers** – MCD will be looking for a new Board Member to replace Tracy Renner as Treasurer. The MCD Board reviewed calendars for the months of November & December 2019.

MEETING ADJOURNED at 4:42 p.m. – Next Regular Board Meeting is Wednesday December 11th, 2019 at 1:00 p.m.

Date: 12/11/19

Authorized Signatures: Timothy J. Marsh
Shawn Jefferson
[Signature]