

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING  
**May 13<sup>th</sup>, 2020**

**Name:** Meeteetse Conservation District  
**Type of Meeting:** Regular  
**Place:** MCD Office 1906 State St, Meeteetse, WY  
**Date:** 5/13/2020  
**Time:** 3:00 p.m.  
**Presiding Officer:** Tim Morrison  
**Supervisors Present:** Shawn Shepperson, Joe Thomas, Lionel Ostrander  
**Supervisors Absent:** None  
**District Manager:** Steffen Cornell  
**Resource Specialist:** Joshua Kipley  
**Firewise Coordinator:** Joshua Kipley  
**NRCS District Conservationist:** Rory Karhu  
**Others:** Matt Burkhart

**CALL TO ORDER/MINUTES:** Meeting was called to order at 3:20 p.m. by MCD Chairman Tim Morrison, and Matt Burkhart was introduced as guest. Joe Thomas moved to approve the MCD Board Meeting Agenda as presented, Lionel Ostrander seconded, motion passed unanimously. Lionel moved to approve the April 8<sup>th</sup>, 2020 Board Meeting Minutes, Joe seconded, motion passed unanimously.

**TREASURER'S REPORT:**

- **Treasurer's Report** – Shawn reviewed with the MCD Board the April & May 2020 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 April - May 2020**

Type	Date	Num	Name	Memo	Paid Amount
<b>1000 · First Bank of Wyoming</b>					
Check	04/30/2020		Wyoming Department of Workforce Services	To pay 1st Qtr, 2020 payables due	-703.25
Check	05/13/2020		United States Treasury	941 Deposit - 1st Qtr, 2020 - Paid by EFTPS 5/15/20	-992.78
Total 1000 · First Bank of Wyoming					-1,696.03
<b>1001 · Pinnacle Bank Chk - xx01</b>					
Check	04/30/2020	3621	EDE Consultants	Invoice 0420080 - Data Compilation, Analyses & Reporting	-1,239.00
Check	04/30/2020	3622	Schatz Accounting Services	March, 2020 - Invoice 3450	-12.50
Check	04/30/2020	3623	Schatz Accounting Services	April, 2020 - Invoice 3468	-50.00
Check	04/30/2020	3624	Orchard Trust	April, 2020 - Plan #93001-02 D 354	-200.00
Check	04/30/2020	3625	Wyoming Retirement System	April, 2020 Contributions - Agency # 564	-1,426.52
Check	04/30/2020	3626	Steffen C Cornell {employee}	April, 2020 (176 hrs) - Paycheck - S Cornell - DM	-3,631.32
Check	04/30/2020	3627	Joshua D Kipley {employee}	April, 2020 (176 hrs) - Paycheck - J Kipley - RS	-2,660.94

Check	04/30/2020	3628	Pinnacle Bank - VISA	May payment for April transactions	-869.57
Check	05/01/2020	ACH	Google {vendor}	April, 2020 - conservewy.net - G Suite Business	-24.00
Check	05/11/2020	ACH	Town of Meeteetse	April, 2020 Utilities	-121.70
Check	05/12/2020	ACH	Black Hills Energy	April, 2020 - Acct. # 3214 4702 69	-98.51
Check	05/15/2020	ACH	TCT West Inc.	April, 2020 - Acct. # 00040249-3	-116.35
Check	05/19/2020	ACH	VSP Vision Care	Vision Insurance for May, 2020	-17.83
Check	05/20/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for June	-735.46
Check	05/25/2020	ACH	Big Horn REA {vendor}	April, 2020 - Acct. # 10337-003	-150.05
Total 1001 · Pinnacle Bank Chk - xx01					-11,353.75
<b>TOTAL</b>					<b>-13,049.78</b>

**DISTRICT CONSERVATIONIST REPORT:** Rory was involved in the following programs for the month of April: Fiscal Year 2020 application planning for Park and Big Horn Counties; planning with clients; on-site construction checks/certifications; contract modifications; contract reviews; Nutrient Management Plans written; cover crop plans; practice certifications. Certified Practices for the month include: Nutrient Management, Structure for water control, irrigation pipeline, irrigation system surface and subsurface, sprinkler system, and pumping plant. Rory attended the following for the month of April: Text, phone and email assistance; field visits with clients; preliminary HEL determinations, correspondence with Cathy Rosenthal, WACD in regards to RCPP; NWQI and NACD Technical Grant planning with CCD, PCFCD and WACD; correspondence with WCCD Board member regarding sprinkler cost.

**RESOURCE SPECIALIST REPORT:** Josh completed the following for the month of April: attended MCD monthly Board Meeting; prepared and distributed the previous monthly MCD Board Meeting Minutes; prepared RS Monthly Report; scanned MCD monthly financial documents; setup new drone and viewed RMUS training videos; test flight at Shepperson's and at Diamond Wings bird farm in Powell; drone night flight in fifteenmile egg collection area; worked on RHAP Monitoring Plan for 2020 season; met with new BLM Range Specialist Kadee Grubbs at office and talked about RHAP moving forward; worked on WQM SAP updates and tables from WYDEQ; reviewed and edited the Draft report from EDE. Continued to collect Sage Grouse spatial data; collected and recorded the CoCoRAHS data.

**DISTRICT MANAGER REPORT:** Steffen Cornell completed the following for the month of April: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; cash flow tracking; dealing with Carbonite issues; submitted FAA waiver for night operations; zoom meeting with Diamond Wings project partners; field reconnaissance in fifteenmile area to ensure limited risk from vertical obstacles; Monitoring plan for RHAP project and meeting with Kadee Grubbs from BLM; visit with Jeff Duncan regarding Board Member vacancy; test flight at Diamond Wings bird farm in Powell; planning for first egg collection day; get landowner permissions signed; worked on airdata.com profile and watched RMUS videos; emails from HUB insurance; review of EDE draft report; walked section of fences just north of Dry Creek with Destin Harrell from BLM. Accrued 3.4 hours of COMP time for the month.

**OLD BUSINESS: Sage Grouse Project Update** – Tomorrow going to Hyattville to check out area for birds. What's the long-term goal? May have to trap and monitor sage grouse and use the ARGOS units next year. **Empty Lot (Tom Nave)** – Lionel mentioned that Tom may be interested in using the empty lot for his business during the summer. **Water Quality Monitoring** – Doesn't seem like we will be sampling during the 2020 season, may sample at Spring Creek and Meeteetse Creek to identify any issues. **General** – Matt Burkhart is interested in filling the unexpired Board Member position, and MCD needs to make a recommendation to the Dept. of Ag. Lionel moved to recommend Matt for the unexpired term, Joe seconded, motion passed unanimously. Usages of Can-Am and District vehicle miles need to be reported.

**NEW BUSINESS: Changes to current FY 2021 Health Insurance Policy (Steffen)** – Steffen mentioned to the Board that he and his family will need to put back on MCD Health Insurance by June 1<sup>st</sup>, 2020. Board would like to have a Work Session next week about this, no action taken. **Changes to Health Insurance Plan** – Board would like to have more time to research the Policy options, and will also include this in next week's Work Session. **Comp Time Approval for May** – Steffen let the Board know that he will be accruing approximately 20hrs of COMP time per week for the month of May. **Preliminary Budget Review** – A Work Session has been scheduled for May 20<sup>th</sup>, 2020 at 9:00 a.m. **Shawn & Joe Ballot per Dept. of Ag** – Keep reminding the Board each meeting. **Park County NRMP** – Steffen would like to have Board Members complete the survey. **Internship Opportunity** – Look at needs for a summer Intern if any. **Review Calendars** – The MCD Board reviewed calendars for the months of May and June 2020.

**MEETING ADJOURNED at 4:45 p.m.** – Next Regular Board Meeting is Wednesday June 10<sup>th</sup>, 2020 at 3:00 p.m.

Date: JUNE 10, 2020

Authorized Signatures:

Timothy Martin

Shawn Gresserson

J. H. L.