

MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING  
June 10<sup>th</sup>, 2020

**Name:** Meeteetse Conservation District  
**Type of Meeting:** Regular  
**Place:** MCD Office 1906 State St, Meeteetse, WY  
**Date:** 6/10/2020  
**Time:** 3:00 p.m.  
**Presiding Officer:** Tim Morrison  
**Supervisors Present:** Shawn Shepperson, Lionel Ostrander  
**Supervisors Absent:** Joe Thomas  
**District Manager:** Steffen Cornell  
**Resource Specialist:** Joshua Kiple  
**Firewise Coordinator:** Joshua Kiple  
**NRCS District Conservationist:** Rory Karhu (via phone)  
**Others:** Matt Burkhardt, Thom Nave

**CALL TO ORDER/MINUTES:** Meeting was called to order at 3:00 p.m. by MCD Chairman Tim Morrison, and Thom Nave was introduced as guest. Lionel Ostrander moved to approve the MCD Board Meeting Agenda as presented, Shawn Shepperson seconded, motion passed unanimously. **May 13<sup>th</sup>, 2020 Regular Board Meeting Minutes** - Lionel moved to approve the May 13<sup>th</sup>, 2020 Regular Board Meeting Minutes as written, Shawn seconded, motion passed unanimously. **May 20<sup>th</sup>, 2020 Work Session Minutes** – Shawn moved to approve the May 20<sup>th</sup>, 2020 Work Session minutes as written, Lionel seconded, motion passed unanimously.

**TREASURER'S REPORT:**

- **Treasurer's Report** – Shawn reviewed the MCD 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 and updated May Blanket Voucher, pay the MCD Bills, and place the Treasurer's Report on file for audit, Lionel seconded, motion passed unanimously.

**Blanket Voucher May - June 2020**

Type	Date	Num	Name	Memo	Paid Amount
<b>1000 · First Bank of Wyoming</b>					
Check	06/30/2020	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2020 - Paid by EFTPS 7/09/20	-992.78
Total 1000 · First Bank of Wyoming					-992.78
<b>1001 · Pinnacle Bank Chk - xx01</b>					
Check	06/30/2020	3635	Midwest Fence Company	Inv # 35374	-346.25
Check	06/30/2020	3636	Bobcat of the Big Horn Basin, Inc.	Inv # 35473	-170.30
Check	06/30/2020	3637	Fry Gravel & Excavation Inc	Inv # 1404	-486.00
Check	06/30/2020	3638	Town of Meeteetse	Building Permit	-10.00
Check	06/30/2020	3639	Schatz Accounting Services	May, 2020 - Invoice 3492 & June, 2020 - Invoice 3503	-50.00
Check	06/30/2020	3640	Orchard Trust	June, 2020 - Plan #93001-02 D 354	-200.00
Check	06/30/2020	3641	Pinnacle Bank - VISA	July payment for June transactions	-896.42

Check	06/30/2020	3642	Wyoming Retirement System	June, 2020 Contributions - Agency # 564	-1,426.52
Check	06/30/2020	3643	Steffen C Cornell {employee}	June, 2020 (176 hrs) - Paycheck - S Cornell - DM	-3,651.27
Check	06/30/2020	3644	Joshua D Kipley {employee}	June, 2020 (176 hrs) - Paycheck - J Kipley - RS	-2,660.94
Check	07/02/2020	ACH	Google {vendor}	June, 2020 - conservey.net - G Suite Business	-24.00
Check	07/10/2020	ACH	Town of Meeteetse	June, 2020 Utilities	-121.70
Check	07/13/2020	ACH	Black Hills Energy	June, 2020 - Acct. # 3214 4702 69	-35.99
Check	07/15/2020	ACH	TCT West Inc.	June, 2020 - Acct. # 00040249-3	-114.29
Check	07/16/2020	ACH	VSP Vision Care	Vision Insurance for July, 2020	-17.83
Check	07/17/2020	ACH	Blue Cross Blue Shield of Wyoming	Health Insurance Premium for August	-641.00
Check	07/27/2020	ACH	Big Horn REA {vendor}	June, 2020 - Acct. # 10337-003	-59.64
Total 1001 · Pinnacle Bank Chk - xx01					-10,912.15
<b>TOTAL</b>					<b>-11,904.93</b>

**DISTRICT CONSERVATIONIST REPORT:** *Rory was involved in the following programs for the month of May: Fiscal Year 2020 application planning for Park and Big Horn Counties; planning with clients; on-site construction checks/certifications; Fence Design; Windbreak/shelterbelt plan; Mulching plan; Pest Management plan; Nutrient Management plan; and WRP annual monitoring. Certified Practices for the month include: Irrigation System, Surface and Subsurface. Rory provided the following Conservation Technical Assistance: Text, Phone and email assistance; Field visits with clients; Engineering designs; Preliminary HEL determinations; and correspondence with Cathy Rosenthal and Carmen McIntyre about NWQI. Rory corresponded with the following: Absaroka Fence Initiative, training with Big Horn Co. Planners, Heart Mountain Irrigation District about lateral project, State office in regards to Fence waiver and Conservation Cover Specs., and NRI. Rory attended the following via teleconference: PCFCD and CCD monthly meetings, Division I about rankings, Farm Bill Rollout, FPAC Customer Experience Division, Mentor program, COVID – 19, Wyoming Planner Draft Policy review, and NWQI.*

**RESOURCE SPECIALIST REPORT:** *Josh completed the following for the month of May: attended MCD monthly Board Meeting; prepared and distributed the previous monthly MCD Board Meeting Minutes; prepared RS Monthly Report and Timesheet; scanned MCD monthly financial documents; cleaned office and Ferret Den; sprayed empty lot with herbicide; Responded to one Fire Call; completed one flight for Diamond Wings Project in the Fifteenmile egg collection area; completed drone flights in Spring Creek area for Merit Energy; reviewed RHAP Monitoring Plan; attended Park County NRM&P virtual meeting; researched NRCS Conservation Practices info for future projects; completed drone flight on Wood River for landowner flood issues; uploaded and recovered flight records on airdata.com; processed drone flight imagery using Pix4D software; de-winterized LBB & SC soil moisture sites; collected data from data logger and sent to UW; researched "Trail News" articles; revised WQM SAP with comments from WYDEQ; collected and replaced SD cards from cameras on YU Bench and checked on equipment; 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 May: attended MCD monthly Board Meeting; completed the MCD monthly bookkeeping, bank reconciliations, and all financial reports; monthly report; reviewed monthly timesheets; cash flow tracking; Preliminary Budget preparation and Board Work Session meeting; Health Insurance changes, New Board Member documents for Matt Burkhart; list of Priority work projects for 2021; mowed empty lot; drone flights in Fifteenmile egg collection area including flight path generation and mapping; egg collection surveys with bird dogs throughout the BHB (including planning & mapping); Zoom meeting with Diamond Wings project partners; correspondence with landowners for SG access for egg collection; Ruby ditch flight for Sage Engineering; correspondence with Tony Mong for the Absaroka Fence Initiative; correspondence with Ed Ewart and met him at property regarding flood issues; schedule monitoring day with Kadee Grubbs from BLM; Park County Cooperators meeting with ERG for the County NRM Plan; requested quotes from local vendors on equipment for empty lot and top*

soil; phone call with Wilson Renner about internship opportunities; collected sage grouse spatial data and searched for BK117 (127867) in the Bud Kimball area; correspondence about WQ Grant projects. Acquired 114 hours of COMP time from Diamond Wings Project).

**OLD BUSINESS: Wood River Fish Ladder** – Tim and Lionel signed the WWDO Small Waters Project Agreement form for the project. **Empty Lot (Thom Nave)** - Thom was present as guest and presented his proposal for renting and using the empty lot next to the MCD office, he will draft an agreement to present to the Board. Discussion was that MCD is to enter into a one year agreement with Thom to operate his Ghost Town Adventures business and that he will be improving and maintaining the lot. Lionel moved for Steffen to endorse the agreement and contact the Town of Meeteetse to determine the zoning for lot, and that Thom Nave perform the lot improvements, maintenance and security, Shawn seconded, motion passed unanimously. **Sage Grouse Project Update** – Lionel moved for MCD to donate sage grouse equipment to Western States Sage Grouse Association, Shawn seconded, motion passed unanimously. **General** – Landowner made application to Army Corps of Engineers to remove island downstream of the Meeteetse Bridge. Army Corps personnel will be doing a site visit next Wednesday. In regards to the Big Horn REA the MCD Board voted for John Fernandez to represent District 4.

**NEW BUSINESS: Fire Extinguishers** – Maybe have fire extinguishers serviced every other year. **Executive Session** - Lionel moved to go into Executive Session for personnel at 5:15 Shawn seconded, motion passed unanimously. Shawn moved to go out of Executive Session at 5:18, Lionel seconded, motion passed unanimously. **Review Calendars** – The MCD Board reviewed calendars for the months of June and July 2020.

**MEETING ADJOURNED at 5:30 p.m.** –Next Regular Board Meeting is Wednesday July 8<sup>th</sup>, 2020 at 3:00 p.m.

Date: 8-19-2020

Authorized Signatures:

  
  
