

**MINUTES OF THE MEETEETSE CONSERVATION DISTRICT  
REGULAR BOARD MEETING**

**3:00 p.m., Monday, April 11<sup>th</sup>, 2016**

**Name:** Meeteetse Conservation District  
**Place:** District Office, 1906 State Street, Meeteetse  
**Supervisors Present:** Tim Morrison, Steve Jones  
**Resource Specialist:** Steffen Cornell  
**NRCS District Conservationist:** Rory Karhu  
**District Clerk:** Ginny Davis  
**Guest(s):** Lionel Ostrander and Kathy (Merilee) Gilbreath

**Type of Meeting:** Regular  
**Presiding Officer:** Tracy Renner  
**Supervisors Absent:** Craig Geving  
**Firewise Coordinator:** Bernie Spanogle (absent)

**CALL TO ORDER by Tracy Renner at 3:02pm**

**Tim Morrison moved to approve the amended agenda for the April 11<sup>th</sup> board meeting and to recognize our guests. Steve Jones seconded.**

- Kathy (Merilee) Gilbreath, prospective Board member to fill the At-Large position
- Lionel Ostrander, recommended Board member/Supervisor to fill vacant the Rural position

Discussion: Nolan Hicks was on the last agenda but wasn't in attendance. His final written report is mentioned on the agenda. Steve Jones added to the "General Report" section: Forest Service Travel Management, WGFD vs FWS Grizzly Delisting plan and BLM RMP Implementation Plan, to New Business - RS Job Description Revision. **Motion passed unanimously.**

**Tim Morrison moved to approve the minutes from the March 14<sup>th</sup>, 2016 Regular Board meeting, and the March 28th, 2016 Special Board meeting as written. Steve Jones seconded. Motion passed unanimously.**

**REPORTS**

**Treasurer's Report:**

Steve Jones and Steffen reported on the Keele Sanitation bill and the actual events of the razing of the McNally cabin by Old Trail Town. Tracy indicated he had spoken with Larry Edgar on the bill suggesting that Old Trail Town should pay a part of the bill and Larry seemed okay with doing so. Steve Jones recommended paying \$600 of the Keele Sanitation \$1206.54 invoice and issuing a new check for same.

**Steve Jones had reviewed the reconciliation records and moved to place the Treasurer's Report on file for auditing and approve the paying of bills. Tim Morrison seconded. Motion passed unanimously.**

**Balance Sheet Summary through April 11<sup>th</sup>, 2016 (as presented at the Board Meeting)**

| ASSETS                       |           | LIABILITIES & EQUITY            |  |
|------------------------------|-----------|---------------------------------|--|
| Current Assets               |           | Liabilities                     |  |
| Checking/Savings             |           | Current Liabilities             |  |
| 1000 · First Bank of Wyoming |           | Other Current Liabilities       |  |
|                              | 2,962.57  | 2100 · Payroll Tax Liability    |  |
|                              | 15,961.47 | 2101 · Payroll Liabilities      |  |
|                              | 23,075.00 | 2120 · Employee Share Benefits  |  |
|                              | 55,043.60 | Total Other Current Liabilities |  |
|                              | 32,972.02 | 7,110.60                        |  |
|                              | 12,693.22 | Total Current Liabilities       |  |
|                              | 9,300.00  | 7,110.80                        |  |
|                              | 61.610    | Total Liabilities               |  |
|                              | 2,824.61  | 7,110.60                        |  |
|                              | 91.64     | Equity                          |  |
|                              |           | 3000 · Opening Bal Equity       |  |
|                              |           | 452,185.65                      |  |
|                              |           | 3900 · Retained Earnings        |  |
|                              |           | -174,605.51                     |  |

|  |  |                          |  |  |  |                                       |                          |
|--|--|--------------------------|--|--|--|---------------------------------------|--------------------------|
|  | 1920.03 · BHF CD- NRM&P Res xx88         | 28,397.33                |  |  |  | Net Income                            | -41,095.82               |
|  | 1930 · WGIFEmerg Res Mixed xx75          | 70.39                    |  |  |  | Total Equity                          | 236,484.32               |
|  | 1930.03 · BHFCDEmergResMxd xx70          | 49,153.20                |  |  |  | <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>243,594.92</u></b> |
|  | 1931 · WGIFEmerg Res Local xx77          | 64.19                    |  |  |  |                                       |                          |
|  | 1931.02 · BHFCDEmerg Res Local Fnds xx38 | 10,910.33                |  |  |  |                                       |                          |
|  | 1931.03 · BHFCDEmergResLoel xx62         | 0.0                      |  |  |  |                                       |                          |
|  | 1990 · WGIF Startup Res xx72             | 13.75                    |  |  |  |                                       |                          |
|  | Total Checking/Savings                   | <u>243,594.92</u>        |  |  |  |                                       |                          |
|  | Total Current Assets                     | <u>243,594.92</u>        |  |  |  |                                       |                          |
|  | <b>TOTAL ASSETS</b>                      | <b><u>243,594.92</u></b> |  |  |  |                                       |                          |

**Transaction Report as of April 11, 2016 (revisions made 04/25/2016)**

|  | Type                               | Date       | Num   | Name                           | Memo   | Paid Amount |           |
|--|------------------------------------|------------|-------|--------------------------------|--|-------------|-----------|
| <b>Checking Accounts</b>               |                                    |            |       |                                |  |             |           |
| <b>1000 · First Bank of Wyoming</b>    |                                    |            |       |                                |  |             |           |
|  | Deposit                            | 03/25/2016 |       | Big Horn REA                   | 1033701  | 47.52       |           |
|  | Deposit                            | 03/25/2016 |       | Washakie County CD             | Support of SGPP  | 2,000.00    |           |
|  | Check                              | 03/28/2016 | 3209  | Nolan K Hicks                  | Final Paycheck - March, 2016   | -2,049.21   |           |
|  | Check                              | 03/28/2016 | 3210  | Nolan Hicks                    | Final Reimbursement - March, 2016  | -268.92     |           |
|  | Deposit                            | 03/31/2016 |       | First National Bank - Powell   | Interest - March 2016  | 0.30        |           |
|  | Check                              | 03/31/2016 | 3211  | Bernard C. Spanogle            | Paycheck - March 2016  | -97.46      |           |
|  | General Journal                    | 03/31/2016 | je117 | United States Treasury         | 941 Deposit - 1st Qtr 2016 - Paid by EFTPS 4/12/16                             | -1,379.47   |           |
|  | Check                              | 04/11/2016 | 3212  | Town of Meeteetse              | Registration Fee - 2016 MYWP   | -275.00     |           |
|  | Check                              | 04/11/2016 | 3213  | Hayden-Wing Associates, LLC    | Invoice #5175  | -41,452.50  |           |
|  | Transfer                           | 04/11/2016 |       | WGIF [customer]                | Xfr funds from SGPP to 1st Bank to reimburse MCD for Hayden-Wing Invoice #5175 | 41,452.50   |           |
|  | Check                              | 04/11/2016 | 3214  | Bernie Spanogle                | Reimbursements - March 2016  | -148.67     |           |
|  | Check                              | 04/11/2016 | 3215  | CLS America                    | Invoice #CIN1603USA00693   | -755.81     |           |
|  | Total 1000 · First Bank of Wyoming |            |       |                                |  |             | -2,926.72 |
| <b>1001 · Pinnacle Bank Chk - xx01</b> |                                    |            |       |                                |  |             |           |
|  | Check                              | 04/11/2016 | Auto  | Town of Meeteetse              | March 2016 Utilities   | -119.20     |           |
|  | Check                              | 04/11/2016 | Auto  | TCT West Inc.                  | March 2016 Telephone & Internet Services                                       | -228.96     |           |
|  | Check                              | 04/11/2016 | Auto  | Black Hills Energy             | March 2016 Gas Utilities   | -87.22      |           |
|  | Check                              | 04/11/2016 | Auto  | Big Horn REA                   | March 2016 Electric Utilities  | -158.93     |           |
|  | Check                              | 03/31/2016 | 3142  | Steffen C. Cornell             | Paycheck - March 2016  | -2,844.70   |           |
|  | Check                              | 03/31/2016 | 3143  | Virginia Davis                 | Paycheck - March 2016  | -1,606.66   |           |
|  | Check                              | 04/11/2016 | 3144  | BCBS                           | 05/01/2016-06/01/2016 Premium for SC & VD                                      | -2,341.11   |           |
|  | Check                              | 04/11/2016 | 3145  | Orchard Trust                  | Plan # 93001-02 D 354  | -150.00     |           |
|  | Check                              | 04/11/2016 | 3146  | Hal Lee Plumbing & Heating LLC | Invoice #47558 - Frozen Sewer  | -1,215.00   |           |
|  | Check                              | 04/11/2016 | 3147  | Schatz Accounting Services     | Invoices #2626 & #2640   | -112.50     |           |
|  | Check                              | 04/11/2016 | 3148  | Meeteetse Visitor Center       | Invoice #603   | -50.00      |           |
|  | Check                              | 04/11/2016 | 3149  | Extra Mile Landscapes          | Invoice For March, 2016  | -417.80     |           |
|  | Check                              | 04/11/2016 | 3150  | Wyoming Retirement System      | Agency # 564 March 2016 Contributions  | -1,072.16   |           |
|  | Check                              | 04/11/2016 | 3151  | American Stewards of Liberty   | Membership Renewal 2016/2017   | -35.00      |           |
|  | Check                              | 04/11/2016 | 3152  | Keele Sanitation LLC           | VOID: incorrect amount on check  | 0.00        |           |
|  | Check                              | 04/11/2016 | 3153  | Pinnacle Bank - VISA           | Account Ending in 0254-Meeteetse Cons Dist                                     | -1,483.87   |           |
|  | Check                              | 04/11/2016 | 3154  | Keele Sanitation LLC           | VOID: incorrect check amount   | 0.00        |           |

|                                       |       |            |      |                                 |  |                   |
|---------------------------------------|-------|------------|------|---------------------------------|--|-------------------|
|                                       | Check | 04/11/2016 | 3155 | Keele Sanitation LLC            | Invoice #301878                          | -600.00           |
| Total 1001 · Pinnacle Bank Chk - xx01 |       |            |      |                                 |  | -12,523.11        |
| <b>1004 · Firewise - Pinn Bank</b>    |       |            |      |                                 |  |                   |
|                                       | Check | 03/31/2016 | 1064 | Bernard C Spanogle              | Paycheck - March 2016                    | -417.41           |
|                                       | Check | 04/11/2016 | 1063 | Verizon Wireless                | 242040822-00001                          | -65.99            |
|                                       | Check | 04/11/2016 | 1065 | Meeteetse Conservation District | Reimburse March 2016 Payroll Liabilities | -185.43           |
| Total 1004 · Firewise - Pinn Bank     |       |            |      |                                 |  | -668.83           |
| <b>Total Checking</b>                 |       |            |      |                                 |  | <b>-16,118.66</b> |

Clerk's Report – Ginny Davis

- Vacation Reminder – April 14<sup>th</sup>- 22<sup>nd</sup>, 2016. Back in the office on April 25<sup>th</sup>.

Firewise Coordinator Report – Bernie Spanogle (unable to attend, report on file)

NRCS Report – Rory Karhu (report on file)

RS Report – Nolan Hick's Final Written Report on file

RS Report – Steffen Cornell (report on file). Steffen recommended reimbursing Washakie County CD employee (Karen Fenton) for SGPP duties that will include: Nest cam placement/retrieval, mortality investigations, PTT retrieval, nest fate estimations and assisting with Captures (3 more birds). She would be working in the Bud Kimball study area near Tensleep. Steffen also reported that Jimmy Taylor is still working on the final report of the work previously done in the Big Horn Basin for the five year sage grouse survival study.

**Tim Morrison moved that the MCD hire Karen Fenton for the SGPP duties at \$15.00/hr rate and reimburse mileage at the prevailing IRS rate. Steve Jones seconded. Motion passed unanimously.**

## GENERAL

Steve reported on the Shoshone National Forest travel management planning effort. Still no mention of a NEPA process being implemented by the Forest Service. The Board will continue to be active in the process.

BLM RMP Implementation Plan – Steve reported on the last meeting attended by Tim and himself at the MCD office. Steve explained the Cooperating agencies helped the BLM prioritize the Worland Field Office Implementation Worksheet including travel management, livestock grazing, mineral and heritage resources. Worland and Cody BLM offices will meet to coordinate their priorities next.

WGFD delisting plan & proposed FWS grizzly delisting: Steve suggested the Board support the Wyoming Game and Fish Delisting plan for the grizzly bears. The Game and Fish will be airing their recommendations tonight. **Tim Morrison moved that the MCD provide support for the final plan of the WGFD for grizzly delisting. Steve Jones seconded. Motion passed unanimously.**

## OLD BUSINESS

**Black-footed Ferret:** The Board discussed the question of the effects on the split estate interests in the area of the planned black-footed ferret reintroduction.

**Steve Jones moved to support the black-footed ferret reintroduction as presented by Wyoming Game and Fish Department on March 14<sup>th</sup>, 2016, providing there are no negative affects to split estate interest. Tim Morrison seconded. Motion passed unanimously.**

**New Board Member Status:** Lionel Ostrander has already accepted the MCD's request to become a Supervisor. His submitted paperwork has been faxed to Wyoming Dept. of Agriculture. Kathy Gilbreath is interested and will commit to fill the At-Large Supervisor position. Both would serve till the next general election. The Board then contacted Craig Geving on the telephone to inform him of Kathy's interest. Craig verbally resigned his Board position and committed to sign the resignation letter this evening. Craig thanked the Board and Staff for their support, time and involvement. The Board expressed their thanks to Craig for his service and that he will be greatly missed and good luck in his new endeavors.

**Tim Morrison moved to accept Craig Geving's resignation and recommend Merilee Gilbreath to the Wyoming Board of Agriculture for the At-Large Board position. Steve Jones seconded. Motion passed unanimously.**

**Bighorn & Greybull Level 1 Watershed Study Boundaries:** Steffen reported to the Board on his communications with Washakie County Conservation District. The Wyoming Water Development Commission staff said that doing the whole Greybull River watershed at one time would be too big a job for a contractor. The Board took no action, but asked the Staff to continue the work to enable our application for the Greybull River Level 1 Watershed Study. The Board agreed that the Fifteen Mile sub-watershed and lower Greybull River would fit better in the Bighorn Level 1 Study.

## NEW BUSINESS

**BLM Allotment Management Plan Permit Renewals:** The Board discussed that the MCD still needs to be involved in comment letters and actions related to BLM grazing permit renewals and allotment management plans. The MCD needs to notify the Forest Service & Worland and Cody BLM on an annual basis that we want to be involved in permit renewals as a Cooperating Agency. The MCD also needs to remind District producers that they can come to the MCD if the BLM is trying to make changes and for any assistance. Steffen Cornell will put together BLM and FS letters and email to the Board for their review.

**RS Job Description Revision:** Steffen presented the revised job description for the Resource Specialist. The new job description created a new position - District Manager, and Steffen Cornell will be the District Manager. The Board discussed the non-exempt/exempt classification for the position. **Tim Morrison moved to approve the District Manager job description as amended. Steve Jones seconded. Motion passed unanimously.**

**Tim Morrison moved that the District compensate the District Manager position at \$25.00 per hour effective May 1<sup>st</sup>, 2016. Steve Jones seconded. Motion passed unanimously.**

The Board reviewed Calendars for April & May.

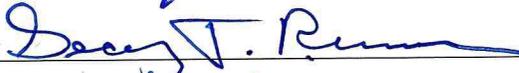
Next Regular Board Meeting – **May 9<sup>th</sup>, 2016 at 3:00pm.** Lionel will not be able to attend due to son's graduation.

**Steve Jones moved to change the Board regular meeting start time to 1:00 pm on the second Monday of each month. Tim Morrison seconded. Motion passed unanimously.**

**Tim Morrison moved to adjourn. Steve Jones seconded. Motion passed unanimously at 5:40pm.**

Date: 05/09/2016

Authorized signatures:

  
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