

La Plata Conservation District (LPCD) Board Meeting Minutes

June 19, 2012

Location: NRCS office, 31 Suttle St, Durango, CO, 81303

Time/Date: 6:30PM to 8:30PM; June 19, 2012

Attendee List: **Board Members:**

| | |
|-----------------------------|-------------------------------------|
| Tom Hartnett, President | <input checked="" type="checkbox"/> |
| Clyde Johnson, VP | <input checked="" type="checkbox"/> |
| Dave Miller, Treasurer | <input checked="" type="checkbox"/> |
| John Lee | <input checked="" type="checkbox"/> |
| Sterling Moss, NRCS | <input checked="" type="checkbox"/> |
| Cecilia Whitaker, Secretary | <input checked="" type="checkbox"/> |

Quorum (need 4 voting members) *no*

Guests:

Valerie Lovett, NRCS

Meeting Leader: Tom Hartnett, President

Agenda:

1. **Welcome** – Tom Hartnett:
 - a. Roll Call – A quorum was **not** present.
 - b. Review Agenda – additional agenda items provided; see attachment below
 - c. Minutes – minutes from May meeting not able to be approved; will hold for next meeting
2. **President’s Report** - Tom Hartnett reported the following:
 - a. Introduced guest, Valerie Lovett, from NRCS, standing in for Sterling
 - b. Follow up items – need to take approved minutes (that show Dave was elected treasurer) to bank to get signature card updated; need to decide who else should be on card, those present thought Tom should be on it
3. **Vice President’s Report** - Clyde Johnson was unable to attend
 - a. No report
4. **Treasurer’s Report** – Tom Hartnett reported the following (still in process of turning over duties):
 - a. Submitted monthly budget/balance sheet (attached below)- \$18,238.56 balance ending May 31
 - b. Checks for deposit - \$277.99; one outstanding bill for \$50 from county, all agreed we should pay it

- c. Tom and Dave will meet to go over finance/treasurer duties and paperwork
5. **LAPCO Report** –
- a. No report at this time
6. **NRCS Report** – Valerie Lovett reported the following:
- a. Twenty-five (25) people attended the meeting at the Grange regarding the proposed Florida watershed project, only 2 people have stated interest in project so far, Sterling has visited with them; we need new signups for 2013 by July 1st
 - b. Eight (8) responses to socially disadvantaged farmers request
 - c. There is a volunteer committee for the Field Office of the Future, they are requesting us to fill out a survey
 - d. Plotmaster – it is supposed to be used in La Plata Co. only but someone in Pagosa Springs has asked to rent it; we agreed it would be OK
 - e. Discussed LPCD use of NRCS facilities – file cabinet, mail slot, desk, wall space for displays
7. **Website Development** – Dave Miller reported the following:
- a. Laplatacd.org is our new web address; our email is info@laplatacd.org
 - b. We need to decide what is to be posted – minutes, meeting notices, etc.
8. **Additional Revised Agenda** – Tom Hartnett:
- a. Discussed items related to meeting announcements – must send out meeting notice at least 24 hours ahead of time; standard meeting time is third Tuesday of month; need to post announcement at post office and two other locations (NRCS is one); Cecilia will be responsible for putting together announcement and making sure it is posted
 - b. Also discussed archiving, storage of LPCD related documents in file cabinet
 - c. Need to discuss VP assignments, possibly to be in charge of putting together an annual meeting/picnic type event to invite landowners
 - d. Annual plan of work needs to be completed
 - e. County has updated the mailing list for our district – 19,000+ names including hidden names
 - f. Regarding revised agenda items – due to the extensive list of items to decide/delegate/discuss, it was decided that we should have a working meeting (possibly on a Saturday at Durango Joe's?) so that we can work through some of the items on the task lists; Cecilia will follow up with email to schedule meeting
 - g. Tom will add our names to the Colorado Conservator mailing list
9. **Adjourn:** Next Board meeting scheduled for July 17 at 6:30PM. This meeting adjourned at 8:30 PM.

LPCD Agenda

- revised 6/19/12

In addition to what is on the 'standard' agenda:

NRCS:

Florida Project Status
Office of the Future
Districts use of NRCS computers, bookkeeping, internet

Major Roles

Transition of Treasury functions to Dave

Bank signatures
Susan relationship
Monthly invoices, sales, deposits
Statutory issues
Bank assistance per Mark Daigle
2013 budget

Transition of Secretary functions to Cecilia

Statutory issues – minutes, meeting notices/posting
Files collected, reviewed, purged, organized, scanned/retained
Communications/mail
Task list

VP role – needs definition

Tasks in Process:

- ***NRCS/Pine River Partnership – Florida River***
- ***Annual Plan of Work and Budget –***
 - Next month visitor
- ***Web site***
 - Content plan and creation
- ***Mailing List***
 - Update from TH re: county database. 19,000+ names, Durango City, Hidden Names. \$50 fee
 - Caller program needs launching
 - Database updates: last mailing, current files of email address from tree sales, seminars, etc
 - Database field updates: caller_comments, caller_name, call_date, Email_or_HardCopy_or_None, Date_last_scrubbed

- ***BP donation/partnership - \$2,000***
- ***Scholarship***
- ***LAPCO transition***
 - Meet with Tom C, Dave. Collect files/history. Meet with San Juan staff and possibly Pine River
- ***Collateral for trade shows***, Master Gardener program, recruitment, sponsorship, etc.
- ***Board Photo/Bio*** – precursor to Herald articles
- ***Tree Sale*** – process documentation, historic results analysis, relationship building with Nursery
- ***Product Sales*** – expand. Consider mosquito bricks.
- ***Calendar*** of events/programs
- ***Durango Herald*** – followup with Dale Rodebaugh
- ***Add Board Members*** – one in process, needs board feedback. How?
 - Cattleman/Sheep, lawyer, marketing/PR,

Tasks Suggested

Board Training

Annual Plan of Work
SDA documentation

Plot Master

Documentation revised, process cleaned up, role for Campion?

Logo – *revisit*

Quarterly Newsletter – electronic

Trade Show Booth

Loose Ends

Tom Campion – filing of board oath of office with county

Hartnett > Watershed President

August Meeting in Cortez –



MEETING NOTICE:

NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS OF LA PLATA CONSERVATION DISTRICT

NOTICE IS HEREBY GIVEN to the members of the Board of Directors of the La Plata Conservation District and to the general public that the Board of Directors of the La Plata Conservation District will hold a meeting open to the public Tuesday, June 19, 2012 at 6:30 p.m. at the NRCS offices located at 31 Suttle Street, Durango, CO.

The agenda for the meeting is as follows:

- Call to order
- Approve agenda
- Minutes of prior meeting
- Finance update
- NRCS update
 - a. Florida River project
- Standing Committee updates
- 'Board Task' review
- Plot Master Use Policy Review*
- Calendar review
- Public comments/correspondence
- New business
- Adjourn

This Agenda may be amended prior to the meeting as allowed by law. Prior to voting to go into Executive Session, the Board will declare the topic(s) of the Executive Session pursuant to § 24-6-402, C.R.S. It is anticipated that any marked () agenda items may be discussed in Executive Session and acted on by the Board at this meeting. Any action taken by the Board will occur in regular session, open to the public. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.*

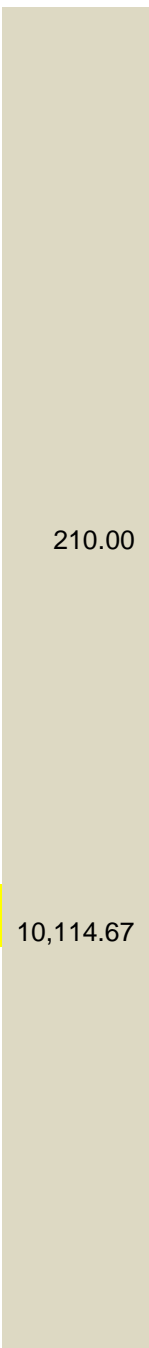
laplatacd@hotmail.com

970-259-3289 x 3

JANUARY 1 - DECEMBER 31, 2012

| DESCRIPTION | ACTUAL PRIOR YEAR 2010 | ESTIMATED CURRENT YEAR 2011 | BUDGET YEAR 2012 | May 31 2012 | YTD | % of annual |
|------------------------------------|---------------------------------------|--|-----------------------------|------------------------|------------|------------------------|
| Beginning Balance January 1 | \$ 9,058.58 | \$ 7,147.11 | \$ 12,866.95 | 18,238.56 | | |
| REVENUE | | | | | | |
| Advertisements sold | | | | | | |
| Building Rent | \$ 6,250.00 | 7,713.01 | \$ 6,000.00 | | 1,767.84 | 29% |
| Charges for services | | | | | | |
| Donations | | | \$ 2,000.00 | | 61.16 | 3% |
| Equipment Rent | \$ 26.62 | | \$ 300.00 | | | |
| Equipment Sales | | | | | | |
| General Property Tax (Mil Levy) | | | | | | |
| Interest Earned | \$ 11.00 | | | 0.78 | 3.34 | |
| Meeting Income | | | \$ 150.00 | | | |
| Membership Drive | | \$ 75.00 | \$ 300.00 | | | |
| Sale of Supplies (Specify below) | | | | | | |
| Trees & Supplies | \$ 10,381.00 | 5,878.59 | \$ 6,000.00 | 589.50 | 7,482.05 | 125% |
| Fertilizer | | 154.60 | \$ 200.00 | | | |
| Polymer | | 525.55 | \$ 500.00 | | | |
| Stakes & Mesh | | 339.35 | \$ 150.00 | | | |
| Weed Barrier & Stakes | | 600.00 | \$ 500.00 | | | |
| Plantskydd | | 47.10 | \$ 200.00 | | | |
| | | | | | | |
| | | | | | | |

| Grants | | | |
|---|---------------------------------------|--|-----------------------------|
| State (Specify Agency & Grants Name(s) below) | | | |
| Direct Assistance | \$ 2,701.00 | 4,541.63 | \$ 3,000.00 |
| Matching Grants (CSCB) | | | |
| Conservation District Technician (CDT) | \$ 20,828.43 | 10,178.04 | |
| BSP | | | |
| IWM & Tech Payroll assistance | | | |
| Admin | | | |
| Cost-Share | | | |
| Urban Water Study | | | |
| Other: | | | |
| Federal (Specify Agency & Grant Name) | | | |
| CIG: | | | |
| Other: Hartford Ins adjustment | | | |
| Other: | | | |
| Sm Acreage Workshop Reimbursement | | \$ 608.00 | \$ 1,200.00 |
| Shared DCT Payroll with Pine River CD | | | |
| Reimbursement from Pine River | \$ 3,000.00 | 2,820.00 | |
| Other Income (Specify below) | \$ 1,160.00 | | |
| CSFS - Mailing Assistance | | | 700 |
| | | | |
| TOTAL REVENUE | \$ 44,358.05 | \$ 33,480.87 | \$ 21,200.00 |
| | | | |
| TOTAL AVAILABLE FUNDS | \$ 53,416.63 | \$ 40,627.98 | \$ 34,066.95 |
| | | | |
| EXPENDITURES ON NEXT PAGE | | | |
| DESCRIPTION | ACTUAL PRIOR YEAR 2010 | ESTIMATED CURRENT YEAR 2011 | BUDGET YEAR 2012 |
| EXPENDITURES | | | |



590.28 10,114.67 48%

| | | | | | | |
|---------------------------------|--------------|-------------|----------|--------|----------|------|
| Advertisements | \$ 319.00 | 461.83 | 1,200.00 | 42.63 | 262.28 | 22% |
| Awards | \$ 35.00 | | | | | |
| Cost of Supplies | | | | | | |
| Trees and Supplies | \$ 7,771.00 | 4,326.78 | 7,500.00 | | 685.03 | 9% |
| Dues | \$ 225.00 | 1,100.00 | 1,000.00 | | 1,000.00 | 100% |
| Elections | \$ 100.00 | | 250.00 | | | |
| Equipment supplies | \$ 500.00 | | 800.00 | 83.87 | 103.98 | 13% |
| Insurance | \$ 1,300.00 | | 1,300.00 | 950.00 | 1,807.00 | 139% |
| Meetings - local | \$ 500.00 | | 600.00 | | 101.40 | 17% |
| Meetings - CACD Annual | | | | | | |
| Office Supplies | \$ 250.00 | 55.09 | | | 46.29 | |
| Postage | | 8.80 | | | 88.00 | |
| Salaries - CDT | \$ 18,441.52 | 12,503.64 | | | | |
| Salaries - Manager\Contractors | \$ 4,200.00 | 2,166.25 | 3,300.00 | | 457.50 | 14% |
| Scholarships | \$ 1,500.00 | 1,000.00 | 1,000.00 | | 500.00 | 50% |
| Taxes | \$ 8,750.00 | \$ 5,477.95 | | | 185.17 | |
| Telephone | \$ 850.00 | | | | | |
| Travel | \$ 1,500.00 | 300.78 | 600.00 | | | |
| Payroll expenses [Intuit] | \$ 28.00 | 13.75 | | | | |
| Late fees, misc | | \$ 96.16 | | | 78.88 | |
| CACD Annual Meeting Sponsorship | | \$ 250.00 | 250.00 | | | |
| Marketing/Printing | | | 1,500.00 | | 2,290.47 | 153% |
| Email List Server | | | 1,200.00 | | | |
| Misc: | | | | 191.70 | 196.10 | |

| | | | | | | |
|---|---------------|--------------|--------------|-----------------|----------|-----|
| | | | | | | |
| TOTAL EXPENDITURES | \$ 46,269.52 | \$ 27,761.03 | \$ 20,500.00 | 1,268.20 | 7,802.10 | 38% |
| | \$ (1,911.47) | \$ 5,719.84 | \$ 700.00 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Ending Balance December 31 (Beginning Bal. + Annual Net) | \$ 7,147.11 | \$ 12,866.95 | \$ 13,566.95 | 17,560.64 | | |
| Emergency Reserves - Do NOT Spend (3% of Annual Expenditures) | \$ 1,388.09 | \$ 832.83 | \$ 615.00 | | | |
| Unrestricted Reserves (Ending Balance - Emergency Res.) | \$ 5,759.02 | \$ 12,034.12 | \$ 12,951.95 | | | |