



La Plata Conservation District (LPCD) Board Meeting Minutes

July 31, 2012

Location: 11442 County Road 120, Hesperus, CO 81326

Time/Date: 1:00PM to 5:00PM; July 31, 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, Sales/Inventory	<input checked="" type="checkbox"/>
Sterling Moss, NRCS	<input checked="" type="checkbox"/>
Cecilia Whitaker, Secretary	<input checked="" type="checkbox"/>
Paul Gray, LAPCO liaison	<input checked="" type="checkbox"/>

Quorum (need 4 voting members) *yes*

Guests:

None

Meeting Leader: Tom Hartnett, President

Agenda:

1. **Welcome** – Tom Hartnett:
 - a. Roll Call – A quorum **was** present.
 - b. Review Agenda – agenda was approved as stated (see attached)
 - c. Minutes – minutes from July 17th meeting were unanimously approved pending the addition of the financial report

2. **President’s Report** - Tom Hartnett reported the following:
 - a. CSCB review of our district finances is scheduled for Aug 8th at 9AM at NRCS office; need two years of minutes to review; Dave and Tom will meet with Susan at 8AM before this meeting to go over finances
 - b. Plotmaster use policy – motion made and approved to allow use of plotmaster outside of district, on an as scheduled basis, with rate amended to be \$50/day
 - c. Tom discussed the use of Sharepoint and did a demo of the file structure; very useful site for all Board members to consolidate files/ideas
 - d. Resolutions are to be done by October

3. **Vice President’s Report** – Clyde Johnson reported the following:



- a. No report until we define VP role in working meeting
4. **Treasurer's Report** – Dave Miller reported the following:
 - a. Miscellaneous checks are being dropped off at NRCS office, don't always know what they are for;
 - b. No monthly financial report at this meeting
5. **LAPCO Report** – Paul Gray reported the following:
 - a. No report at this time
6. **NRCS Report** – Sterling Moss reported the following:
 - a. No report at this time
7. **New Business** – Tom Hartnett:
 - a. Workshop topics – roles/responsibilities of Board members and annual plan/tasks/program ideas; we split into two groups to discuss
 - b. Roles/responsibilities of Board members – Tom, Dave and Cecilia
 - President role – communications; newsletter; email database; governmental liaison; recruitment; NRCS interface; direction of CD plan of work; agenda
 - Vice President role – event planner for annual meeting, workshops; event calendar
 - Treasurer – monthly financial report; website; budget; statutory filings; legal and audit
 - Secretary – minutes and monthly meeting notices; public correspondence; Board training and bylaw review; filing/recording statutory documents; tree sales
 - LAPCO – attend meetings; act as liaison between LPCD and LAPCO; responsible for approving our portion of any costs (can approve expenditure up to \$250, anything higher needs Board approval); reporting back to us of any concerns or issues regarding the building lease and structure
 - Sales/Inventory – product selection; product promotion; landowner liaison; inventory; equipment (plotmaster, trailers, riparian demo); competitive analysis of products
 - Master calendar development – need to develop a calendar with the following events/deadlines:
 1. Equip deadlines
 2. CRP deadlines
 3. LPCD statutory deadlines
 4. LPCD meeting dates



5. Watershed meeting dates
 6. Local district meeting dates (Pine River, San Juan, Dolores, Dove Creek, Mancos)
 7. CSCB meeting dates
 8. Scholarship deadline
 9. County fair schedules/deadlines
 10. Farmer's market dates
 11. Farm expo dates in Cortez
 12. Local home and ranch show dates
 13. CACD and NACD meeting dates/events
 - Standing Board meeting agenda – format to be as below:
 1. President report – plans and work in progress
 2. VP report – plans and work in progress
 3. Treasurer report – financial report, website
 4. Secretary report – minutes, tree sales
 5. NRCS update
 6. Sales/inventory report
 7. LAPCO report
 8. Board task list
 - c. Annual plan/tasks/program ideas – Clyde, John, Sterling, Paul
 - Fall 2012 – small acreage workshop, repeating quarterly
 - Program for first quarter – transitioning land ownership/wills (morning session) and conservation easements (afternoon session)
 - Program for second quarter – water elements, pond construction, rainwater, irrigation
 - Program for third quarter – county fair booth, plotmaster, NRCS
 - Fall 2013 – solar/alternative energy
 - Winter – tree workshop
 - FFA/4H/scholarships
 - d. Clyde will make first contact for small acreage workshop
 - e. We need to adjust our annual plan of work to match our plan today
 - f. Cecilia to have calendar of planning for tree sales at next meeting
8. **Adjourn:** Next Board meeting scheduled for Aug 14th at 6:30 PM. This meeting adjourned at 5:00 PM.

Prepared by Cecilia Whitaker, LPCD Secretary



La Plata Resource Conservation District
31 Suttle St. - Durango, CO 81301 - Phone: 259-3289



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, July 31, 2012 at 1:00 PM at 11442 County Rd 120, Hesperus, CO 81326.

The agenda for the meeting is as follows:

- Call to order
- Approve agenda
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- 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



LPCD Agenda

**Revised
-7/31/2012**

The agenda for the meeting is as follows:

- Call to order
- Approve agenda
- Minutes of prior meeting
- Finance
 - Review scheduled for Aug 8 [attachment]
- Plot Master Use Policy Review*
- NRCS Update if appropriate
- Concerns, if any, from Board Members
- Demo – LPCD File organization at it might appear in SharePoint
- Planning for 2012 -13 – Programs [working session of 3-4]
 - Program Ideas list [attached]
- Board member roles & responsibilities and Master Calendar Development [working session 2-3]
 - Master Board Level Calendar – 18 month rolling calendar
 - Roles and Responsibilities
- Task List Update [attached]
- Standing Board Meeting Package [draft attached]
- 60 day calendar review, next board meeting date.
- Public comments/correspondence
- New business



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Financial Report – no attachment for this meeting