



La Plata Conservation District (LPCD) Board Meeting Minutes

August 14, 2012

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

Time/Date: 6:30PM to 8:30PM; August 14, 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 31th meeting were unanimously approved

2. **President's Report** - Tom Hartnett reported the following:
 - a. Had 6 keys made for supply trailer; distributed to Board
 - b. Had a first go at putting together calendar with dates and events; calendar will be added to standard agenda
 - c. Will follow-up on CSCB matching computer grant
 - d. Conservation awards – will try to follow-up on these for next; need to add to calendar; at fair booth next year need to have nomination sheet (also photo contest)
 - e. Focus areas for Board – Board training, funding (scholarships, grants, matching grants), Bylaws (change to allow for Board expansion), public awareness, volunteer recruitment, tree sales, Board rhythm, policy development; focus for future Board member – education, legal, marketing/media



- f. Action item/task list – we need to develop a task list with action items, make it part of standard agenda; Cecilia to do this
 - g. Scholarship - discuss at next meeting
 - h. Annual plan of work – reviewed and will look at it in more depth next meeting
3. **Vice President’s Report** – Clyde Johnson reported the following:
- a. Looking into small acreage workshop/annual meeting
 - b. John Rizza from Extension possible 3 - 4 sessions, a “tree guy” for one session, a “fire guy” for 1 session
 - c. Looking into two venues – fairgrounds (Cecilia will talk to Darrin about costs) and armory (John has contact and will follow-up); Tom will check into LPEA as possible venue
 - d. Possible dates – first choice is Saturday, November 10th, with October 27th as a backup choice
 - e. Conference call on Aug 24th at 11AM to follow-up
4. **Treasurer’s Report** – Dave Miller reported the following:
- a. Received grant from Dept. of Ag for \$3698.90
 - b. Ending balance for July 31st was \$13,495.24; full report attached below
 - c. Need to reimburse Tom \$13.50 for trailer keys; John needs to turn in battery receipt for reimbursement
 - d. Old deposit slips found in old files need to be shredded
 - e. CACD membership – it was unanimously approved to pay \$205 dues for 2012 membership
 - f. Need minutes on letterhead to take to bank for signature card
5. **Secretary Report** – Cecilia Whitaker reported the following:
- a. Have not been able to generate tree sale calendar yet
 - b. Received all old files from Tom and put them in file cabinet in NRCS office
6. **NRCS Report** – Sterling Moss reported the following:
- a. San Juan CD annual meeting on Aug 23rd from 9 – 4, at the Pagosa fairgrounds
 - b. Looking for volunteers for Earth Team
7. **Sales/Inventory Report** – John Lee reported the following:
- a. Will bring Plotmaster battery tomorrow
 - b. Need to remove price from Plotmaster display
 - c. We have been added to list at fair for a booth next year, approx. cost is \$100 for the week
8. **LAPCO Report** – Paul Gray reported the following:



- a. Needs John Taylor phone number, would like to make appointment to go through building and get familiar with LAPCO

9. **Board Task List** – action items to be followed-up:

Date	Task	Person	Due Date	Status
August 22, 2012	Scholarship status	TH		
	Tree sale calendar	CW	ASAP	pending
	Board recruitment	TH	in process	one to go
	SDA manual online copy	DM		
	calendar development	TH		
	Sharepoint development	TH		
	follow-up on meeting venues	CW, JL	ASAP	
	send bio & photo to CW	all	ASAP	

- 10. **Event Calendar** – see attachment

- 11. **Adjourn:** Next Board meeting scheduled for September 18th at 6:30 PM. This meeting adjourned at 8:37 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, August 14, 2012 at 6:30 PM at the NRCS offices located at 31 Suttle Street, Durango, CO.

The agenda for the meeting is as follows:

- President report – plans and work in progress
- VP report – plans and work in progress
- Treasurer report – financial report, website
- Secretary report – minutes, tree sales
- NRCS update
- Sales/inventory report
- LAPCO report
- Board task list updates
- 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



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GENERAL FUND BUDGET La Plata CONSERVATION DISTRICT

JANUARY 1 - DECEMBER 31, 2012

DESCRIPTION	BUDGET YEAR 2012	July 2012 Transactions	2012 YTD	% of annual	YEAR 2010	YEAR 2011
Beginning Balance January 1	#REF!	13,581.94			\$ 9,058.58	\$ 7,147.11
REVENUE						
Advertisements sold						
Building Rent	\$ 6,000.00		1,767.84	29%	\$ 6,250.00	7,713.01
Charges for services						
Donations	\$ 2,000.00		61.16	3%		
Equipment Rent	\$ 300.00				\$ 26.62	
Equipment Sales						
General Property Tax (Mil Levy)						
Interest Earned		0.56	4.65		\$ 11.00	
Meeting Income	\$ 150.00					
Membership Drive	\$ 300.00					\$ 75.00
Sale of Supplies (Specify below)						
Trees & Supplies	\$ 6,000.00	277.99	7,760.04	129%	\$ 10,381.00	5,878.59
Fertilizer	\$ 200.00					154.60



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CSFS - Mailing Assistance	700					
TOTAL REVENUE	\$ 21,200.00	278.55	10,115.42	48%	\$ 44,358.05	\$ 33,480.87
TOTAL AVAILABLE FUNDS	#REF!			#REF!	\$ 53,416.63	\$ 40,627.98
EXPENDITURES ON NEXT PAGE						
DESCRIPTION	BUDGET YEAR 2012				ACTUAL PRIOR YEAR 2010	ESTIMATED CURRENT YEAR 2011
EXPENDITURES						
Advertisements	\$ 1,200.00		262.28	22%	\$ 319.00	461.83
Awards					\$ 35.00	
Cost of Supplies						
Trees and Supplies	\$ 7,500.00		4,419.84	59%	\$ 7,771.00	4,326.78
Dues	\$ 1,000.00		1,000.00	100%	\$ 225.00	1,100.00
Elections	\$ 250.00				\$ 100.00	
Equipment supplies	\$ 800.00		103.98	13%	\$ 500.00	
Insurance	\$ 1,300.00		1,807.00	139%	\$ 1,300.00	
Meetings - local	\$ 600.00		101.40	17%	\$ 500.00	
Meetings - CACD Annual						
Office Supplies			46.29		\$	55.09



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					250.00	
Postage			88.00			8.80
Salaries - CDT					\$ 18,441.52	12,503.64
Salaries - Manager\Contractors	\$ 3,300.00	256.25	713.75	22%	\$ 4,200.00	2,166.25
Scholarships	\$ 1,000.00		500.00	50%	\$ 1,500.00	1,000.00
Taxes		109.00	294.17		\$ 8,750.00	\$ 5,477.95
Telephone					\$ 850.00	
Travel	\$ 600.00				\$ 1,500.00	300.78
Payroll expenses [Intuit]					\$ 28.00	13.75
Late fees, misc			78.88			\$ 96.16
CACD Annual Meeting Sponsorship	\$ 250.00					\$ 250.00
Marketing/Printing	\$ 1,500.00		2,447.87	163%		
Email List Server	\$ 1,200.00					
Misc:			213.34			
TOTAL EXPENDITURES	\$ 20,500.00	365.25	12,146.80	59%	\$ 46,269.52	\$ 27,761.03
Annual Net	\$ 700.00				\$ (1,911.47)	\$ 5,719.84
Ending Balance December 31 (Beginning Bal. + Annual Net)	#REF!	13,495.24			\$ 7,147.11	\$ 12,866.95



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Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)	\$ 615.00		\$ 1,388.09	\$ 832.83
Unrestricted Reserves (Ending Balance - Emergency Res.)	#REF!		\$ 5,759.02	\$ 12,034.12

EVENT CALENDAR

Event	Dates	Location	Contact	Comments
Farmers market	May-Oct		Sue Bruckner	970-946-5269
Matching Grant Computer Application	8/15/12			Harnett attending
Dove Creek Dist Mtg	8/28/12	Dove Creek		
CACD Conservation Awards deadline	9/1/12			
LPCD Board Mtg	9/18/12			
SW Regional NACD Mtg	9/25/12	Boise, ID	Gary Moyer	
LPCD Small Acreage Workshop	11/10/12		Clyde Johnson	
LPCD Board Mtg	10/16/12			
SJ Watershed Mtg	10/20/12	Cortez, CO	Tom Harnett	
CACD Annual Mtg	11/12-15/12	Vail, CO	Tom Harnett	
LPCD offsite planning mtg	11/??/2012		Tom Harnett	August mtg follow-up
LPCD Board Mtg	11/20/12			
Audit Exemption submittal	12/??/12			
Audit Exemption approval	12/??/12			
LPCD Board Mtg	12/18/12			
APW deadline	12/18/12			Board approval
2013 Budget - Board approval			Dave Miller	
APW deadline	12/31/12			Filing deadline
LPCD Small Acreage Workshop	2/??/13			
LPCD transitioning workshop	2/??/13			
4 State Ag Expo	3/??/13	Cortez, CO	970-529-3486	info@fourstatesagexpo.com
Home & Ranch show	4/??/13		970-375-4511	



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LPCD Small Acreage Workshop	5/??/13
LPCD Water Workshop	5/??/13
La Plata Co fair 2013	8/12-??/13
LPCD solar workshop	9/??/13
LPCD Small Acreage Workshop	10/??/13
LPCD Tree Workshop	11/??/13
LPCD Annual Mtg	
EQIP deadlines	
CRP deadlines	
Dolores CD mtgs	
San Juan CD mtgs	
Mancos CD mtgs	
Pine River CD mtgs	