



## La Plata Conservation District (LPCD) Board Meeting Minutes

December 18, 2012

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

**Time/Date:** 5:00PM to 6:30PM; December 18, 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"/> | <b>on phone</b> |
| 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"/> |                 |
| Gary Thrash, Grants/Programs | <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 November 20<sup>th</sup> meeting were unanimously approved
  
2. **President’s Report** - Tom Hartnett reported the following:
  - a. Welcome to new Board Member Gary Thrash, he will be working on grants and helping Clyde with programs; need to do his oath of office next meeting
  - b. Working on a rough draft of annual plan of work within a few days; John will help if needed; will send out APW by email, will need to have a teleconference to approve APW and 2013 budget; teleconference scheduled for December 29<sup>th</sup> at 9AM MT
  - c. Called Wait family about scholarship, recommend Board approve \$500 for Colin



- d. Working on long range (3-5 year) plan which needs to be revised in first quarter 2013; would like to set as goal to have at least one member certified; discussion about future plans to be continued; John to look into Long Hollow Reservoir management as a possible future project
  - e. Working on Sharepoint and database (Cecilia to send her updated xls file); LPCD collateral (brochures) not started yet
  - f. Need to get email account current by end of January, Cecilia will look into it
3. **Vice President's Report** – Clyde Johnson reported the following:
    - a. Working on the Small Landowners Workshop, speakers to include Kent Grant (CSFS; woodland forest management); Pam Wilson (fire-wise presentation); Jim Dyer (several topics to choose from); John Rizza (several topics)
    - b. need to do budget, agenda, advertising plan, and confirm facilities
    - c. Clyde and Gary to put together workshop planning spreadsheet based on what they are doing now to plan this workshop
4. **Treasurer's Report** – Dave Miller reported the following:
    - a. Received \$0.?? interest income, paid \$??? in reimbursements; approved paying all bills
    - b. Ending balance for November 30<sup>th</sup> was \$14,981.87; full report was approved and is attached below
    - c. Will meet up with John this week to get signature card signed
    - d. Need 2013 budget in by December 31<sup>st</sup>, will approve it and approve appropriation of funds at teleconference on Dec 29<sup>th</sup>
5. **Secretary Report** – Cecilia Whitaker reported the following:
    - a. Submitted the first two weeks of tree orders; will look into putting advertisement about tree sales in Herald; put brochures and info out at Farm Supply, Basin Co-op, SW Ag, Extension Office, Ted's Rental
    - b. Still need to meet with Farmers Market management about participation in next year's market
    - c. Will check on Home & Ranch show and Craigslist
    - d. Make list of tree sales procedures
6. **NRCS Report** – Sterling Moss reported the following:
    - a. NRCS can supply speakers for workshop
    - b. Snow pack is up



- c. Programs are being redone, so waiting on direction; Equip got budgeted for another year
7. **Sales/Inventory Report** – John Lee reported the following:
- a. Plotmaster went out and came back needing repairs; will get parts/repair and handle check refund after parts and \$50 fee is paid
  - b. May be able to go to NACD meeting in San Antonio
8. **LAPCO Report** – Paul Gray reported the following:
- a. Called John Tanner to set up meeting, he is not available until mid-January
  - b. Met with Alan Mc Caw from LAPCO Board, will follow up
  - c. LPCD Board approved official appointment of Paul as LAPCO liaison with check signing capabilities
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       | In progress     |
|                   | Board recruitment                       | TH         | in process | complete        |
|                   | SDA manual online copy                  | DM         |            |                 |
|                   | calendar development                    | TH         |            |                 |
|                   | Sharepoint development                  | TH         |            |                 |
|                   | follow-up on meeting venues             | CJ, JL     | ASAP       |                 |
|                   | send bio & photo to CW                  | all        | ASAP       |                 |
| October 16, 2012  | Meet to discuss APW                     | TH, DM, CW | 10/20/12   | complete        |
|                   | Send Sharepoint access                  | TH         | 10/20/12   |                 |
|                   | Write Farm Bill resolution              | TH, CW     | 10/25/12   | deleted         |
|                   | Dave to purchase laptop & software      | DM, JL     |            | complete        |
|                   | Tom to talk to Susan about Quickbooks   | TH         |            | complete        |
| November 20, 2012 | Trifold brochure about LPCD             | TH, CW, PG |            | To be started   |
|                   | BP sponsorship                          | TH         |            | pending         |
|                   | Summit Supply sponsorship - \$150/yr    | TH         |            | Need to invoice |
|                   | Client database                         | DM, CW     |            | In progress     |
| December 18, 2012 | Clyde and Gary to follow up on workshop | CJ, GT     |            |                 |
|                   | John to look into Long Hollow mgmt      | JL         |            |                 |
|                   | Cecilia to check on email status        | CW         |            |                 |



10. **Event Calendar** – see attachment
  
11. **Adjourn:** Next Board meeting scheduled for January 15<sup>th</sup> at 5:00 PM. This meeting adjourned at 7:00 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 THE LA PLATA CONSERVATION DISTRICT (LPCD)

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 LPCD holds a monthly meeting open to the public on the third Tuesday of each month at 5:00 PM at the NRCS offices located at 31 Suttle Street, Durango, CO.

#### **The agenda for the meetings are 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
- Annual plan of work
- Board task list updates
- Calendar review
- Adjourn

#### **Dates for 2013 meetings:**

December 18, 2012  
January 15, 2013  
February 19, 2013  
March 19, 2013  
April 16, 2013  
May 21, 2013  
June 18, 2013  
July 16, 2013  
August 20, 2013  
September 17, 2013  
October 15, 2013  
November 19, 2013  
December 17, 2013

*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.*

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970-259-3289 x 3



## GENERAL FUND BUDGET - LA PLATA CONSERVATION DISTRICT

JANUARY 1 - DECEMBER 31, 2012

| DESCRIPTION                                   | BUDGET 2012         | Nov 30           | YTD      | % of Annual |
|---|---------------------|------------------|----------|-------------|
| <b>Beginning Balance January 1</b>            | <b>\$ 12,866.95</b> | <b>17,600.46</b> |          |             |
| <b>REVENUE</b>                                |                     |                  |          |             |
| Advertisements sold                           |                     |                  |          |             |
| Building Rent                                 | \$ 6,000.00         |                  | 1,767.84 | 29%         |
| Charges for services                          |                     |                  |          |             |
| Donations                                     | \$ 2,000.00         |                  | 61.16    | 3%          |
| Equipment Rent                                | \$ 300.00           |                  |          |             |
| Equipment Sales                               |                     |                  |          |             |
| General Property Tax (Mil Levy)               |                     |                  |          |             |
| Interest Earned                               |                     | 0.73             | 7.28     |             |
| Meeting Income                                | \$ 150.00           |                  |          |             |
| Membership Drive                              | \$ 300.00           |                  |          |             |
| Sale of Supplies (Specify below)              |                     |                  |          |             |
| Trees & Supplies                              | \$ 6,000.00         |                  | 8,199.42 | 137%        |
| Fertilizer                                    | \$ 200.00           |                  |          |             |
| Polymer                                       | \$ 500.00           |                  |          |             |
| Stakes & Mesh                                 | \$ 150.00           |                  |          |             |
| Weed Barrier & Stakes                         | \$ 500.00           |                  | 225.54   | 45%         |
| Plantskydd                                    | \$ 200.00           |                  |          |             |
|   |                     |                  |          |             |
|   |                     |                  |          |             |
| <b>Grants</b>                                 |                     |                  |          |             |
| State (Specify Agency & Grants Name(s) below) |                     |                  |          |             |
| Direct Assistance                             | \$ 3,000.00         |                  | 3,698.90 | 123%        |
| Matching Grants (CSCB)                        |                     | 500.00           | 500.00   |             |
| Conservation District Technician (CDT)        |                     |                  |          |             |
| BSPP  |                     |                  |          |             |



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|                                       |                    |          |           |      |
|---------------------------------------|--------------------|----------|-----------|------|
| IWM & Tech Payroll assistance         |                    |          |           |      |
| Admin                                 |                    |          |           |      |
| Cost-Share                            |                    |          |           |      |
| Urban Water Study                     |                    |          |           |      |
| Other:                                |                    |          |           |      |
| Federal (Specify Agency & Grant Name) |                    |          |           |      |
| CIG:                                  |                    |          |           |      |
| Other: Hartford Ins adjustment        |                    |          | 210.00    |      |
| Other:                                |                    |          |           |      |
| Sm Acreage Workshop Reimbursement     | \$ 1,200.00        |          |           |      |
| Shared DCT Payroll with Pine River CD |                    |          |           |      |
| Reimbursement from Pine River         |                    |          |           |      |
| Other Income (Specify below)          |                    |          |           |      |
| CSFS - Mailing Assistance             | 700                |          |           |      |
|                                       |                    |          |           |      |
| <b>TOTAL REVENUE</b>                  | \$ 21,200.00       | 500.73   | 14,981.87 | 71%  |
|                                       |                    |          |           |      |
| <b>TOTAL AVAILABLE FUNDS</b>          | \$ 34,066.95       |          |           |      |
|                                       |                    |          |           |      |
| <b>EXPENDITURES ON NEXT PAGE</b>      |                    |          |           |      |
| <b>DESCRIPTION</b>                    | <b>BUDGET 2012</b> |          |           |      |
| <b>EXPENDITURES</b>                   |                    |          |           |      |
|                                       |                    |          |           |      |
| Advertisements                        | \$ 1,200.00        |          | 262.28    | 22%  |
| Awards                                |                    |          |           |      |
| Cost of Supplies                      |                    |          |           |      |
|                                       |                    |          |           |      |
| Trees and Supplies                    | \$ 7,500.00        |          | 4,419.84  | 59%  |
|                                       |                    |          |           |      |
| Dues                                  | \$ 1,000.00        |          | 1,205.00  | 121% |
|                                       |                    |          |           |      |
| Elections                             | \$ 250.00          |          |           |      |
|                                       |                    |          |           |      |
| Equipment supplies                    | \$ 800.00          |          | 103.98    | 13%  |
|                                       |                    |          |           |      |
| Insurance                             | \$ 1,300.00        |          | 1,807.00  | 139% |
|                                       |                    |          |           |      |
| Meetings - local                      | \$ 600.00          |          | 101.40    | 17%  |
| Meetings - CACD Annual                |                    |          |           |      |
| Office Supplies                       |                    | 1,217.30 | 1,263.59  |      |



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|  |              |                 |           |      |
|--|--------------|-----------------|-----------|------|
| Postage  |              |                 | 88.00     |      |
| Salaries - CDT   |              |                 |           |      |
| Salaries - Manager\Contractors                                       | \$ 3,300.00  | 213.75          | 927.50    | 28%  |
| Scholarships   | \$ 1,000.00  |                 | 500.00    | 50%  |
| Taxes  |              |                 | 406.17    |      |
| Telephone  |              |                 |           |      |
| Travel   | \$ 600.00    |                 |           |      |
| Payroll expenses [Intuit]  |              |                 |           |      |
| Late fees, misc  |              |                 | 78.88     |      |
| CACD Annual Meeting Sponsorship                                      | \$ 250.00    |                 |           |      |
| Marketing/Printing   | \$ 1,500.00  |                 | 2,447.87  | 163% |
| Email List Server  | \$ 1,200.00  |                 |           |      |
| Misc:  |              |                 | 226.84    |      |
|  |              |                 |           |      |
|  |              |                 |           |      |
| <b>TOTAL EXPENDITURES</b>  | \$ 20,500.00 | <b>1,431.05</b> | 12,407.30 | 61%  |
| <b>Annual Net</b>  | \$ 700.00    |                 |           |      |
|  |              |                 |           |      |
|  |              |                 |           |      |
| <b>Ending Balance December 31 (Beginning Bal. + Annual Net)</b>      | \$ 13,566.95 | 16,670.14       |           |      |
| <b>Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)</b> | \$ 615.00    |                 |           |      |
| <b>Unrestricted Reserves (Ending Balance - Emergency Res.)</b>       | \$ 12,951.95 |                 |           |      |





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## EVENT CALENDAR

| Event                        | Dates         | Location    | Contact          | Comments   |
|------------------------------|---------------|-------------|------------------|--|
| Tree orders being accepted   | 11/30-3/15/13 | NRCS office | Cecilia/Sterling |  |
| 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 | 12/28/12      |             | Dave Miller      |  |
| APW deadline                 | 12/31/12      |             |                  | Filing deadline  |
| LPCD Small Acreage Workshop  | 2/09/13       |             | Clyde Johnson    |  |
| LPCD transitioning workshop  | 2/??/13       |             |                  |  |
| 4 State Ag Expo              | 3/14-17/13    | Cortez, CO  | 970-529-3486     | <a href="mailto:info@fourstatesagexpo.com">info@fourstatesagexpo.com</a> |
| Home & Ranch show            | 4/27-28/13    |             | 970-375-4511     |  |
| Tree Delivery                | 4/10/12       | NRCS office | Cecilia/Sterling |  |
| Farmers market               | May-Oct       |             | Sue Bruckner     | 970-946-5269   |
| 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           |               |             |                  |  |