



La Plata Conservation District (LPCD) Board Meeting Minutes

February 20, 2013

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

Time/Date: 5:00PM to 6:30PM; February 19, 2013

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"/>
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 January 15th meeting were unavailable

2. **President's Report** - Tom Hartnett reported the following:
 - a. Next priority will be working on database to get it ready for sending out information about the workshop
 - b. Russ Howard, the manager of Lake Nighthorse, is interested in joining our Board
 - c. Tom and Mandy have been working on developing LPCD letterhead and a brochure about the Board and LPCD that is almost ready for printing; Tom found a company that will print 500 copies for \$189, he will check around a little more for a lower price; it was moved and approved to get copies made for handing out at the workshop; Tom asked everyone to try to get more sponsors; Elaine is working on business cards



- d. Cynthia Purcell, District Manager of Pagosa Springs CD is paid by a grant that may allow her to do some work for us if we need
 - e. Animas/La Plata Board created a comprehensive recreation plan for Lake Nighthorse; there are ongoing meetings between them, the City and the local tribes as to who is going to do what
 - f. Phyllis from NRCS will be visiting all sites that received project grant money; they have \$9 million more grant money so possibly some other projects may be able to get funding
 - g. CACD has agreed to reimburse some of the costs of our workshop
 - h. Tom Campion has agreed to continue the Arbor Day program with the local 4th graders; we have ordered 75 Nanking cherries for his program
 - i. Tom handed over new laptop to Dave
3. **Vice President's Report** – Clyde Johnson reported the following:
- a. Gary and Clyde are finalizing the workshop flyer; when finalized they will email a pdf to Cecilia to email out to our distribution list; Cecilia will print up mailing labels for those that do not have emails; all three will meet Thursday, February 21st @ 9AM at the NRCS office to make copies and get them ready for mailing; will also distribute workshop flyers to same locations as the tree sale flyers
 - b. Clyde will be unable to attend most of workshop
 - c. Cecilia will set up a small table at workshop with the tree information
4. **Treasurer's Report** – Dave Miller reported the following:
- a. Unofficial budget – approximately \$2000 in deposits (mostly tree sales), will send out official monthly financial report soon
 - b. Working on setting up a tracking system for all sales; signed us up for a Paypal account
 - c. Still needs to meet up with John to get signature card signed
 - d. Will set us all up with an email address on our website
5. **Secretary Report** – Cecilia Whitaker reported the following:
- a. Need to get notes from John for minutes of last meeting
 - b. Tree sales are going strong at over \$5700 and over 3700 trees sold
 - c. Sorted through email account, everyone needs to review and save whatever info they need on a monthly basis so we can keep it cleaned up
 - d. Ran a weekly ad in Herald for tree sale; it was a featured ad in the classifieds
6. **NRCS Report** – Sterling Moss reported the following:



- a. 3 applications received for targeted watershed; \$30,000 in funds
 - b. Another possible project site is near the elk farm where the Salt Creek ditch ends and spills out onto the property; overgrazing by elk is a problem
 - c. Phyllis will be holding a teleconference Thursday morning @ 9AM to discuss 2014 projects and funding
7. **Sales/Inventory Report** – John Lee reported the following:
- a. No report
 - b. Cecilia requested an updated inventory price list to be prepared ready for tree delivery day, April 11
8. **LAPCO Report** – Paul Gray reported the following:
- a. Received the 4th quarter check from LAPCO for \$1345; turned check over to Dave to deposit; still working with bank on signature card
 - b. Next Board meeting in April or May
9. **Grant Report** – Gary Thrash reported the following:
- a. Has been looking into available grants; will continue to pursue this issue
10. **Annual Plan of Work** – Tom Hartnett reported the following:
- a. Has been unable to pursue this issue recently due to other pending items

11. **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	complete
	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



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

November 20, 2012	Trifold brochure about LPCD	TH, CW, PG	To be finalized
	BP sponsorship	TH	pending
	Summit Supply sponsorship - \$150/yr	TH	Need to invoice
	Client database	TH, DM, CW	In progress
December 18, 2012	Clyde and Gary to follow up on workshop	CJ, GT	In progress
	John to look into Long Hollow mgmt	JL	
	Cecilia to check on email status	CW	Initial complete; ongoing

12. **Event Calendar** – see attachment

13. **Adjourn:** Next Board meeting scheduled for March 19th at 5:00 PM. This meeting adjourned at 7:10 PM.

Prepared by Cecilia Whitaker, LPCD Secretary



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
- Grants
- 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.*

www.laplatacd.org
laplatacd@hotmail.com
970-259-3289 x 3

GENERAL FUND BUDGET - LA PLATA CONSERVATION DISTRICT

DESCRIPTION	2013 Budget	Jan	2013 YTD	% of Budget
Beginning Balance January 1	\$ 22,978.44	22,978.44		
REVENUE				
Advertisements sold	\$ -			0%
Building Rent	\$ 4,500.00			0%
Charges for services	\$ -			0%
Donations	\$ 2,000.00			0%
Equipment Rent	\$ 300.00	\$250.00	\$250.00	83%
Equipment Sales	\$ -			0%
General Property Tax (Mil Levy)	\$ -			0%
Interest Earned	\$ -	\$1.03	\$1.03	0%
Meeting Income	\$ 150.00			0%
Membership Drive	\$ 300.00			0%
Sale of Supplies (Specify below)	\$ -			0%
Trees & Supplies	\$ 6,500.00	\$772.78	\$772.78	12%
Fertilizer	\$ 300.00			0%
Polymer	\$ 400.00	\$5.24	\$5.24	1%
Stakes & Mesh	\$ 250.00	\$4.20	\$4.20	2%
Weed Barrier & Stakes	\$ 700.00			0%
Plantskydd	\$ 150.00			0%
Grants				
State (Specify Agency & Grants Name(s) below)				
Direct Assistance	\$ 3,000.00			0%
Matching Grants (CSCB)	\$ -			0%
Conservation District Technician (CDT)	\$ -			0%
BSPP	\$ -			0%
IWM & Tech Payroll assistance	\$ -			0%
Admin	\$ -			0%
Cost-Share	\$ -			0%
Urban Water Study	\$ -			0%
Other:	\$ -			0%
Federal (Specify Agency & Grant Name)	\$ -			0%
CIG:	\$ -			0%
Other: Hartford Ins adjustment	\$ -			0%
Other:	\$ -			0%
Sm Acreage Workshop Reimbursement	\$ 1,200.00			0%
Shared DCT Payroll with Pine River CD	\$ -			0%
Reimbursement from Pine River	\$ -			0%
Other Income (Specify below)	\$ -			0%
CSFS - Mailing Assistance	0			0%
TOTAL REVENUE	\$ 19,750.00	\$1,033.25	\$1,033.25	5%
TOTAL AVAILABLE FUNDS	\$ 42,728.44			

EXPENDITURES ON NEXT PAGE				
DESCRIPTION	2013 Budget	Jan	2013 YTD	% of Budget
EXPENDITURES				
Advertisements	\$ 1,500.00			0%
Awards	\$ -			0%
	\$ -			0%
Cost of Supplies	\$ -			0%
Trees and Supplies	\$ 6,800.00	\$179.46	\$179.46	3%
		\$47.32	\$47.32	
Dues	\$ 1,200.00			0%
Elections	\$ 100.00			0%
Equipment supplies	\$ 500.00	\$25.00	\$25.00	5%
Insurance	\$ 1,300.00	\$537.00	\$537.00	41%
Meetings - local	\$ 600.00			0%
Meetings - CACD Annual	\$ -			0%
Office Supplies	\$ 400.00			0%
Postage	\$ 100.00			0%
Salaries - CDT	\$ -			0%
Salaries - Manager\Contractors	\$ 1,000.00			0%
Scholarships	\$ 1,000.00	\$500.00	\$500.00	50%
Taxes	\$ 500.00	\$143.00	\$143.00	29%
Telephone	\$ -			0%
Travel	\$ 600.00			0%
Payroll expenses [Intuit]	\$ -			0%
Late fees, misc	\$ -			0%
CACD Annual Meeting Sponsorship	\$ 250.00			0%
Marketing/Printing	\$ 1,500.00			0%
Email List Server	\$ 100.00			0%
Misc:	\$ 400.00	\$13.50	\$13.50	3%
TOTAL EXPENDITURES	\$ 17,850.00	\$1,445.28	\$1,445.28	8%
Annual Net	\$ 1,900.00			
Ending Balance December 31 (Beginning Bal. + Annual Net)	\$ 24,878.44	\$22,566.41	\$22,566.41	
Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)	\$ 535.50			
Unrestricted Reserves (Ending Balance - Emergency Res.)	\$ 24,342.94			



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EVENT CALENDAR

Event	Dates	Location	Contact	Comments
Tree orders being accepted	11/30-3/29/13	NRCS office	Cecilia/Sterling	
LPCD Small Acreage Workshop	3/16/13		Clyde Johnson	
LPCD transitioning workshop				
4 State Ag Expo	3/14-17/13	Cortez, CO	970-529-3486	info@fourstatesagexpo.com
Home & Ranch show	4/27-28/13		970-375-4511	
Tree Delivery	4/10-11/13	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			
NACD SW meeting	9/30-10/4/13	Durango		Tom looking into venue
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				