



La Plata Conservation District (LPCD) Board Meeting Minutes

November 20, 2012

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

Time/Date: 5:00PM to 6:30PM; November 20, 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"/>
<i>Quorum (need 4 voting members)</i>	<i>yes</i>

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 October 16th meeting were unanimously approved pending revision of Susan to Cindy in 2.f.

2. **President's Report** - Tom Hartnett reported the following:
 - a. Farm Bill resolution was dropped due to conflicts with other CD's view that it would affect the current situation adversely
 - b. Board recruitment – would like to suggest we invite Gary Thrash to be a Board member responsible for grant writing and to assist with program development; Board unanimously approved adding Gary Thrash to Board; interviewed Danny Culhane from Honeyville, with speak with him further in January
 - c. Would like to change By-laws to allow for 11 Board members; want to try for February; ACTION ITEM for all Board members to read bylaws and recommend changes
 - d. CACD Annual meeting on 11/12-15/2012 at Vail had roughly 300 attendees; Tom is no longer CACD secretary, position was filled by Sharon Pattee; gave 2 presentations on Sharepoint, available on our Sharepoint site; NRCS budget



- constraints will reduce financial support to CACD; Tom's CACD focus will be to work on large funding efforts like Dupont (\$10 mill) and communications between CD's and CACD; CACD looking for a volunteer from each Watershed to participate on a standing committee
- e. LPCD Board member opportunities – NACD SW region meeting in Durango September 2013, NACD national meeting in San Antonio January 2013; hope to send at least 2 members to a national, regional or CACD meeting in 2013
 - f. Annual plan of work – met with Dave and Cecilia to update APW, sent to CSCB and they accepted plan
3. **Vice President's Report** – Clyde Johnson reported the following:
- a. Working on the Small Landowners Workshop, Kent Grant can make Feb 9th; need to do budget for workshop; to discuss this further at next meeting
4. **Treasurer's Report** – Dave Miller reported the following:
- a. Received \$0.73 interest income, paid \$205 in dues and \$42 in reimbursements; approved paying all bills
 - b. Ending balance for October 31th was \$13,566.95; full report was approved and is attached below
 - c. Got signature card from bank and everyone has signed but still need John to sign
 - d. Need 2013 budget in by December 31st, need to approve it at next meeting
5. **Secretary Report** – Cecilia Whitaker reported the following:
- a. Received 2013 tree order form from CSFS, Dave to format into useable pdf format with our info on it; will look into getting an ad into paper monthly starting January; look into Craigslist ad as well; Elaine will look into doing article about tree sales for Herald; will put brochures and info out at Farm Supply, Basin Co-op, SW Ag, Extension Office, others
 - b. Still need to meet with Farmers Market management about participation in next year's market
 - c. Tom would like Cecilia to attend weed board meetings, need to add them to event calendar
6. **NRCS Report** – Sterling Moss reported the following:
- a. We are continuing to work on conservation planning/contract development for 2013 contracts. Cost docket is not yet available. January is when we will begin the screening and ranking of applications.
 - b. CRP plantings are taking place, some planting grass, some are planting a winter wheat cover to create stubble to plant into next summer or fall. Dry conditions are challenging us at every turn



c. The NRCS Chief, Dave White is retiring in early December.

7. **Sales/Inventory Report** – John Lee reported the following:

a. No report

8. **LAPCO Report** – Paul Gray reported the following:

a. Talked to Dave Taylor, he is sending rent check to Paul

b. They want to do paving but it's been put off until spring

c. Need to get on as a signatory at Bank of Colorado, will contact Allen McCaw about it

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	one to go
	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

10. **Event Calendar** – see attachment

11. **Adjourn:** Next Board meeting scheduled for December 18th at 5:00 PM. This meeting adjourned at 7:15 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, November 20, 2012 at 5:00 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



GENERAL FUND BUDGET - LA PLATA CONSERVATION DISTRICT

JANUARY 1 - DECEMBER 31, 2012

DESCRIPTION	BUDGET 2012	Oct 31	YTD	% of Annual
Beginning Balance January 1	\$ 12,866.95	17,860.23		
REVENUE				
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	5.82	
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			
Plantskydd	\$ 200.00			
Grants				
State (Specify Agency & Grants Name(s) below)				
Direct Assistance	\$ 3,000.00		3,698.90	123%
Matching Grants (CSCB)				
Conservation District Technician (CDT)				
BSP				
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	\$ 1,200.00			



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Reimbursement				
Shared DCT Payroll with Pine River CD				
Reimbursement from Pine River				
Other Income (Specify below)				
CSFS - Mailing Assistance	700			
TOTAL REVENUE	\$ 21,200.00	0.73	14,481.14	68%
TOTAL AVAILABLE FUNDS	\$ 34,066.95			
EXPENDITURES ON NEXT PAGE				
DESCRIPTION	BUDGET 2012			
EXPENDITURES				
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	205.00	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			46.29	
Postage			88.00	
Salaries - CDT				
Salaries - Manager\Contractors	\$ 3,300.00		713.75	22%
Scholarships	\$ 1,000.00		500.00	50%
Taxes		42.00	336.17	
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:		13.50	226.84	
TOTAL EXPENDITURES	\$ 20,500.00	260.50	12,407.30	61%
Annual Net	\$ 700.00			



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Ending Balance December 31 (Beginning Bal. + Annual Net)	\$ 13,566.95	17,600.46	
Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)	\$ 615.00		
Unrestricted Reserves (Ending Balance - Emergency Res.)	\$ 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	12/18/12		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/??/13	Cortez, CO	970-529-3486	info@fourstatesagexpo.com
Home & Ranch show	4/??/13		970-375-4511	
Tree Delivery	4/12/12	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				