

**Colorado Association of Conservation Districts  
Board of Directors Meeting Minutes  
November 20th, 2019, at 5:30 PM via Face-to-Face  
Hotel Elegante, Colorado Springs, CO**

**Attendees:**

Scott Jones, CACD President - Colorado River Watershed  
Mike Cleary, CACD Vice President - Gunnison/Dolores River Watershed  
Gary Thrash, Director - San Juan Basin Watershed /CO Representative to NACD  
Jim Cecil, Director - Republican River Watershed  
Charlie Carnahan, Director - Upper South Platte Watershed  
George Fosha, Director - Upper Arkansas River Watershed  
Nick Charchalis, Director - North Platte/White/Yampa River Watershed  
Tyler Neely, Director - Rio Grande River Watershed  
Steve McEndree, Director – Lower Arkansas River Watershed  
Nancy Berges, Director - Lower South Platte Watershed  
Bob Warner, CO Alternative Representative to NACD  
Brett Moore, CACD Lobbyist  
Bobbi Ketels, CACD Executive Director

**Absent:**

Bob Warner, CO Alternative Representative to NACD  
Cindy Lair, CSCB  
Les Owen, CDA  
Mark Cronquist

**Guests:**

Clint Evans, NRCS  
Nikki Brinson, CSCB  
Larry Lempka, CCDEA  
Ray Ledgerwood

**Call to Order:**

The meeting was called to order by President Scott Jones at 5:44 PM after establishing a quorum. President Scott Jones asked for introductions around the room.

**CACD FINANCIALS: 09-30-19**

**Beginning Balance on Sept 3rd, 2019, \$99,994.46 (ties with bank statement & Aug reconciliation report)  
Ending/Cleared Balance in Checking as of September 30th, \$99,110.57**

Checks/Payments Cleared -\$80,344.21, Deposits Cleared \$79,460.32 = **Total Cleared Transactions -\$883.89**  
Total Uncleared Transactions (Checks/Payments Only-No Pending Deposits -\$4,145.97)  
**Ending Register Balance as of September 30th, \$94,964.60**

Reserve remains at \$26,075.15 (remaining payback due to reserve total \$15K)  
Funds allocated for AM 2019 \$5,000.00  
Funds allocated for AM 2020 \$5,000.00

**NOI as of 09/30/19 \$58,889.45**

**Credit Card Ending Statement Balance as of 10/07/19 \$1,372.98**

**Total District Dues Paid as of 9/30/2019 \$54,500.00**

**UARRP Activity 2019 YTD:** Total pass-through expenses -\$165,204.49

Total pass-through income \$173,730.66

**Total CACD Income Earned YTD 2019 \$8,526.17** (Includes 5% Admin & Payroll Reimb)

Balance of Federal Funds Available \$218,984.97 (as of 9-30-19)

**Director George Fosha** made a motion to approve the September 2019 Financial Summary. **Director Tyler Neely** gave the second. Motion passes.

**CACD FINANCIALS: 10-31-19**

**Beginning Balance on October 1<sup>st</sup>, 2019, \$99,110.57 (ties with bank statement & Sept reconciliation report)**

**Ending/Cleared Balance in Checking as of October 31st, \$177,029.05**

Checks/Payments Cleared -\$14,253.20, Deposits Cleared \$92,171.68 = **Total Cleared Transactions \$77,918.48**

Total Uncleared Transactions= -\$57,019.48 (Checks/Payments -\$57,250.93, Deposits \$231.45)

**Ending Register Balance as of October 31st, \$120,009.57**

Reserve remains at \$26,075.15 (remaining payback due to reserve total \$15K)

Funds allocated for AM 2019 \$5,000.00

Funds allocated for AM 2020 \$5,000.00

**NOI as of 10/31/19 \$83,934.42**

**Credit Card Ending Statement Balance as of 11/06/19 \$0.00**

**Total District Dues Paid as of 11/16/2019 \$59,250.00**

**UARRP Activity 2019 YTD:** Total pass-through expenses -\$225,347.44

Total pass-through income \$237,240.75

**Total CACD Income Earned YTD 2019 \$11,893.31** (Includes 5% Admin & Payroll Reimb)

Balance of Federal Funds Available \$155,474.88 (as of 10-31-19)

**NRCS Agreement**

2018/2019 Remaining Funds \$230.07 after receipt of pending reimbursement from NRCS \$1825.77

2018/2019 \$56,100.00 original contract amount – CACD Admin Fees \$5,610.00 earned

2019/2020 Approved Amended Contract \$74,800.00 (CACD Admin Potential \$7,480.00)

Vice President Mike Cleary had a question on the October 2019 financials. He wanted to know why the ending balance for 9/30/19 was different than the beginning balance for October? Bobbi asked which line he was looking at, as there is no line item for beginning balance on the summary sheet. Bobbi stated she left off the new transactions on her summary sheet, but it shows on the QB summary page and that maybe was what Mike was referring to. Bobbi stated everything reconciled in QB and the back pages underneath Bobbi's financial summary page were printed directly from QB and there were no discrepancies in QB. Bobbi asked the board for approval to table September and October financials to look further into Mike's question, as she could not answer it at this time. Mike said so moved.

**Director Nick Charchalis** made a motion to table the October 2019 Financials. **Director Charlie Carnahan** gave the second. Motion passes.

**Prior Meeting Minutes:**

September 2019 and October 2019 minutes tabled.

**CDA:**

No Update

**Legislative Update:**

No update

**NACD:**

No Update

**Envirothon:**

No Update

**Camp Rocky:**

No Update

**Annual Meeting:**

*President Scott Jones asked the group to share their thoughts on how the Annual Meeting went. Director Charlie Carnahan said he felt it went great. Director George Fosha stated he felt the water panel was good quality, but too much. Director Steve McEndree felt the moderator should have stayed on the stage during each presentation to shorten time on each speaker, allowing for the agreed time on a Q&A period. Director Nick Charchalis said we should have set some ground rules on time to allow for the question and answer period.*

*Director Charlie Carnahan said it didn't think it went over. Everyone agreed the time did not go over, but the speakers should have been shorter to allow for a good Q&A session. Guests made comments they wanted time to ask questions. President Scott Jones asked if they liked the concept of having the dinner. Director Gary Thrash felt the idea of the dinner was to encourage folks to attend the auction. Gary felt the auction was weak. Steve said some were leaving during the presentation.*

*Brett Moore made the statement to have lighter content during the dinner banquet for a shorter period of time and move earlier into the auction. He felt this would go over better. Mike stated we originally agreed to a 45-minute Q&A and felt the content was weak. He stated it was a wonderful concept, but a weak premise for the meeting. He understands we need to embrace all, but he would have preferred talking about water statistics and where we are headed. Further discussions to place about the water panel.*

*Everyone agreed the auctioneer did a great job. Director Jim Cecil asked if everyone filled out their survey sheets. Director George Fosha felt the venue worked out well. The accommodations were good, and the service was good. Many agreed. There was some confusion of attendees receiving free breakfast and free happy hour. Bobbi confirmed this was available for all guests on the main floor.*

*The board discussed the general session speakers and Ray's work sessions through-out the meeting. Director George Fosha talked to a lot of people and he received positive feedback on Ray's sessions. Brett Moore agreed and had heard positive feedback as well. Brett said he felt the supervisors session was especially good and went over very well. President Scott Jones asked the board if they felt comfortable giving Bobbi the go ahead to work on a contract with Hotel Elegante for 2020. Everyone felt comfortable to do this. Pricing was discussed in comparison to Embassy Suites.*

*Attendance was down from 2018. There were many factors that could have played into why registrations were down; changing location, having it two weeks earlier, weather issues causing problems for farmers and ranchers to attend. Director George Fosha felt we should get pricing from a couple others before signing. Further discussions took place on the venue, what went well and what would need some work. Bobbi asked Clint what he thought. He said he liked it and said he noticed some remodeling updates that were good.*

**NRCS Update-Clint Evans:**

*Clint stated his suggestion box did not garner a whole lot of traction. He reviewed some of the comments submitted. Clint will send these to us in an email. Clint reviewed our partnership agreement ideas; a couple we have been talking about for awhile and a new agreement. This includes the on-call program, the shared position*

and the internship program . He is open to other ideas to discuss. Clint said to give him a priority order and dollar amounts for a heads up to get these in the budget. Since we are now having to do a new 3-YR agreement, which should be submitted by March, it might be a good idea to roll the internship into this.

Clint liked the general session on Tuesday and stated he really enjoyed the water discussion, but it did go a little long. He said same content just shorter. Clint did like the location move and this is centrally located and will work well for NRCS in the future. Further discussion took place on future program ideas with NRCS. The shared position idea was discussed building it into the match agreement. Clint said he could really use to have someone out there capturing the great things going on. Further discussions took place on the logistics of new program ideas and how the details would work.

In regard to the shared position, Clint confirmed this person would be hired through CACD, and CACD would handle benefits and the whole package. Scott asked about who's insurance would cover travel. Clint confirmed this would be the responsibility of CACD. Clint brought up about other sources and grant opportunities for the match if built into the existing agreement. Jim asked Nikki if she had any ideas from the state. Further discussions continued about what could be allowed within this shared position job description. Bobbi shared her frustrations with the Conservator and what it takes to get involvement and the time it takes to complete, versus the negative feedback received on previous issues released. Discussions took place about going fully electronic. Nikki gave her input from the CSCB staffing point of view and what they can and cannot do to help. Larry brought up some ways maybe the employee's association could team up to help.

Director Nick Charchalis shared some specific ideas on reinventing the Conservator and how it is done. Discussions continued and the topic was left open for further talk to continue at a later date. Clint further reviewed the on-call program and how it would take the commitment of another person to run that program and felt Bobbi would not be able to take on the additional work. Clint stated that Larry can follow up with the ideas he had for involvement from the employees association.

#### **Misc. Discussions:**

Ray Ledgerwood gave a recap of what the board discussed in their first session and tied it into what he was hearing from this meeting in regard to the job description of the new full or part-time person. President Scott Jones said it is time to seriously be looking at getting part-time help as soon as possible and getting a job description together before the end of the year to help take pressure off of Bobbi.

VP Mike Cleary shared some of his ideas on how to bring help in. He talked about the district manager he hired for Delta. Discussions took place about what we pay the CPA and there is money on the table in this area. Mike spoke with this part-time district manager and she is a candidate for this type of job-sharing idea. Ray made some further comments and asked about Bobbi's job description. Bobbi stated she was not given a job description when hired, just the description from the job posting. Ray suggested getting the two job descriptions done immediately. Bobbi was asked what she thought about these ideas. At this time Bobbi left the meeting.

Director Nick Charchalis shared some thoughts about the current issues. Director Gary Thrash brought up about the time Bobbi spends on requests coming at her and trying to figure out and sort through these requests. He stated that maybe the board was not giving enough direction in this area. Discussions took place about the executive director's position and further ideas on how to get help, what responsibilities would stay with the executive director and what would be given to the new position. Discussions took place about compatibility, location, and qualifications. Director George Fosha and Director Charlie Carnahan said Bobbi should have input. Concerns were discussed on who is in charge of making this decision and that it is a touchy area that needs to be dealt with. Budgeting was discussed and the question remains what we actually have in the budget to cover this new position. Talks took place about taking Envirothon off her plate completely. Further discussions took place about the future structure of Envirothon and having the funding for Mark to be the program manager in 2020.

*Director George Fosha felt Bobbi needed to have input. He felt it needed to be one on one discussions with Scott and then share the ideas with the board. Scott stated he felt the board needed to put the job description together, but to start with Bobbi. George stated they needed to start with Bobbi and then work on the budgeting and details moving forward.*

*Clint stated he wanted to be supportive and move forward in the right direction and when we are ready, we can revisit adding other programs in. Scott stated that he and Bobbi are passionate about the conservation districts and getting programs for the districts to move forward as soon as possible, but maybe needing to take a step back and slow down the process, resolve some current issues and then continue to move forward. Director Nick Charchalis said it is time to move forward with getting help and getting the on-call program and the internship program going forward. He said these programs are incredible opportunities we cannot pass up. Discussions took place of Bobbi taking the week of Thanksgiving off. All were in agreement. Nick made the motion, Jim gave the second. Motion passes.*

*Clint stated he felt this convention was one of the best in the last five years and we had a good recipe going and stated do not be too hard on yourselves. Clint said he really appreciated our partnership and opportunity to weigh in on the resolutions. Scott said we would be following up with him on the new resolutions within the next few weeks. Everyone thanked Clint for his time and all the help from NRCS.*

*President Scott Jones brought up that his presidential term was up. Scott asked the board if there were any nominations for the position of president. Director George Fosha made the nomination for Scott Jones to continue as president, stating he has done a great job. Director Nick Charchalis and VP Mike Cleary agreed, as well as others. Director Jim Cecil made the motion to elect Scott Jones for a second term as CACD President, Director Charlie Carnahan gave the second. Motion passes.*

*Vice President Mike Cleary brought up that his term as Vice President is also up. Mike explained to the board that he has three construction projects where he is on the board and breaking ground next month, along with all of his other responsibilities with ditch work and his full-time job. He can still stay on the CACD board, but he cannot give the Vice President position the attention it needs. Discussions took place on who might be able to take over this position. The biggest responsibility as Vice President is the Annual Meeting planning. The board expressed this should be split into committees.*

*Discussions took place about the positions of secretary & treasurer. Mike agreed he can still help with treasurer duties. There was no one who wanted to be nominated for this position. The board explained in further detail to Director Tyler Neely of the responsibilities. Scott said it will be a board effort to work on the Annual Meeting. Ray Ledgerwood brought up the officer positions named in the CACD bylaws. This includes President, Vice President, Secretary & Treasurer. The main job is to serve on behalf of the president when the help is needed. The board said Bobbi as the Executive Director is Secretary/Treasurer. Mike Cleary will continue to assist with Treasurer oversight.*

*Director Tyler Neely accepted the nomination made by Jim Cecil to be Vice President. Director Gary Thrash moved for the nominations to be closed. Director George Fosha made the motion to appoint Tyler Neely as Vice President. Director Jim Cecil gave the second. Motion Passes.*

*Gary brought up that NACD has an auxiliary and George mentioned that Colorado used to have one as well. Gary brought up that his wife Kay said that a lot of the little task duties for the annual meeting could be done by the wives. Nancy said spouses are coming anyway and Gary mentioned that Kay and some of the other wives did help this year and Nancy said it was a meaningful job for them to help and be involved.*

*Director Nancy Berges also brought up to the board as a reminder that CACD Directors who were no longer district supervisors could not vote at the annual meeting. Mike said there was a caveat with this, where he goes to that district where he used to be the President and asks them if they would like him to vote their proxy. He said if he gets it in writing he can vote for that district. Nancy said she cannot according to the bylaws if she is no longer a supervisor.*

Director Jim Cecil would like to finalize hiring Mark Cronquist to run the 2020 Envirothon for \$3K. Mike said we have the funds. Nick asked what we get for the \$3k. Tyler said this is the amount Mark come up with. Jim said his understanding is that Mark will do the fundraising to include raising the \$3K with the fundraising for the event. Nikki stated that she knows she saw a draft proposal going around from Mark to lay out what his duties would be. Mike said the agreement should be flexible enough in his job description that he has the room to renegotiate his final bill based on the fundraising his accomplishes.

CSCB cannot pay Mark directly through their department. George said there is money in the account to be determined where we needed to designate it and covering the \$3K could come from this source. Nikki gave a little information and confirmed that Mark and Rachel toured the venue and it will work. Director Jim Cecil made the motion that Bobbi is to contact Mark Cronquist to run the 2020 Envirothon with him as program coordinator for up to \$3K. VP Mike Cleary gave the second. Motion passes.

President Scott Jones brought up the stock show. Tickets prices have gone up to \$27 each. We need to finalize the ticket purchases now. The night is Wednesday, January 22<sup>nd</sup>. Nikki said her board was looking into this as well. The board needs to give Bobbi permission to purchase the tickets now and the plan will stay the same, but we may look at a different hotel. Discussions took place about getting tickets for the COY's to include extra tickets for family members. Director Tyler Neely confirmed he has the corrected plaque and both the Farmer and Rancher are done. The Face-to-Face meeting will be the next morning. Scott asked for a motion on the stock show. Director Jim Cecil made the motion on the stock show, Charlie gave the second. Motion passes.

Scott reminded everyone of the next Board Meeting, which will be December 11<sup>th</sup> via teleconference. Scott asked everyone to please be looking for emails on job descriptions so we can get these done. Nikki asked the board if they had reached out to other states for samples of job descriptions as a place to start. Ray stated that he just sent Scott a guide to state association personnel job descriptions with 4 different templates and examples. It also has workload analysis that he knows they can use. He said help is on the way and this is the first part of the help.

Ray said Scott will get that to the other board member who will be helping with this. Ray's correspondence has been with Bobbi on his initial proposal. He explained his normal rates and that he will make the final adjustments to the estimated cost of \$6900.00. There will be a few adjustments on the final bill which will come in slightly under \$6900.00. Scott asked Nikki if she had anything else. She said that she pretty much covered everything except she will follow up from discussions on the Conservator with Rachel and see what help can be given.

Scott asked if there was any other business. Larry Lempka said a couple of names he would recommend for water speakers in the future would be James Elkland, who is a consultant and worked on the CO River project. Brett said he may also have been the ED of DNR. Brett said he was good. Another is Russ George.

Meeting adjourned at 7:30 PM.

Respectfully Submitted,

**Bobbi Ketels**  
**CACD Executive Director**