

Delta Conservation District
Monthly Board Meeting Minutes
October 8, 2010

Supervisors Present

Jim Cazer – President
Jim Blankenship – Vice President
Thelma Starner – Treasurer
Michael Cleary – Supervisor
Ralph D'Alessandro – Supervisor
Susan Raymond – Supervisor
Mark Shaffer – Supervisor

Supervisors Absent

Eric Jessen – Supervisor
James Schott – Supervisor (email with regrets received prior to meeting)
Gayle Ware – Supervisor (email with regrets received prior to meeting)

Others Present

Randy Kramer – District Employee
Kristie Martin – District Employee
John Miller – District Employee
Michael Zeman – District Employee
Brian Sorenson – NRCS

Meeting called to order at 3:38pm

New District Employee Introduction – Michael Zeman, Ditch Mapping Technician

Agenda Presented: Jim Blankenship motioned to accept agenda as presented, Thelma Starner seconded. **Motion carried.**

Minutes presented: Ralph D'Alessandro motioned to approve minutes as presented. Mark Shaffer seconded. **Motion carried.**

Treasurer's Report – Jim Blankenship motioned to table review of financial statements until fully presented, Ralph D'Alessandro seconded. **Motion carried.** Discussion: District's books are to be revamped for 2010 once 2009 audit and financials are received from Blair & Associates.

ACTION: Update financials

NRCS Report-

Brian Sorenson – NRCS report

- NRCS, as a governmental entity, is undergoing extensive accounting review.
- EQIP Program has not received cost docket for the current year. Have applicants waiting.
- Brian does not have authority to modify the PII form presented at last Board Meeting. Form must be signed in order to have computer access and view contract files. Ralph D'Alessandro will contact NRCS representative on modification to this form.

ACTION: Ralph D'Alessandro to contact NRCS POC about PII form.

Shana Harness – Clipper Ditch-Jensen Lawsuit report. She passed out an overview sheet of Clipper Ditch project pertaining to Jensen.

Ditch Mapping Report – Ralph D'Alessandro.

- End of September a \$60,000 Ditch Mapping grant was added, totaling \$85,000 above the first \$25,000 grant. Randy's time has been paid current.
- ATV Safety – training required for all employees. If NRCS equipment is used, riders must have helmet, goggles and gloves and follow safety standards held by NRCS.

Employee Reports –

- **Ditch Mapping** - Randy Kramer. Two ditches mapped with Michael Zeman.
- **Ditch Mapping** – Michael Zeman. Said assistant should come on now, 3 full days a week.
- **TA** – John Miller. Presented report. Said things are going well.
- **Randy Kramer** – Presented letter of resignation. Will work through end of October. Taking position as IWM in Shavano District. Thelma Starner motioned to accept resignation. Jim Blankenship seconded. **Motion Carried.**

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Break called by Jim Cazer at 5pm

Meeting called back to order at 5:12pm
Susan Raymond exited meeting for prior engagement.

Subcommittee Reports

1. **Contracts** – No meeting. Michael Cleary presented current draft of Producer's Questionnaire. Ralph D'Alessandro motioned that contracts committee and board take this current questionnaire out to a handful of producers to test out its effectiveness and report back to the Board. Thelma Starner seconded. Motion carried.
2. **Planning** - No meeting. A letter for subdivision proposal review should be on hand for ones that have no issue for District. Jim Blankenship to look for letter and send to Kristie.
ACTION: Jim Blankenship to send generic subdivision proposal review letter to Kristie.
3. **Policy and Procedures** – Jim Blankenship made change of '45 days complaint timeframe' on Personnel Policy. No changes made to Board Policy. Jim Blankenship motioned to accept the Personnel Policy as is and to table acceptance of Board Policy until members can further review. Ralph D'Alessandro seconded. Motion carried.
4. **Education and Outreach** – No meeting.
 - a. District has \$1000 available from CACD for Small Acreage Workshop. Ralph suggests doing a 3-4 hour workshop with meal sometime in November but no later than December 15. Jim Cazer suggests doing a full day workshop with workshops in morning and some in afternoon.
 - b. Press Releases to be sent out on a regular basis. One has been drafted for hire of Kristie Martin, the recent Ditch Mapping BOR grant and hire of John Miller.
Action: Send copy of Ditch Mapping Press release to Terry Stroh with deadline for response. Send also to board members.
5. **Budget** – previously discussed. No meeting.
6. **Employee** – No meeting. Jim Blankenship wants to start recruiting. Jim Blankenship motioned that the board have power of authority to recruit and replace Randy Kramer's position ASAP. Michael Cleary seconded. Motion carried.

District Employees Report

- Ralph D'Alessandro will call Jeremy Harness to set start date and go over employment agreement.
- Send Kristie Martin, District Manager, to Colorado Leadership 14-month Program. Michael Cleary motioned to send Kristie to program with funds received from Delta County grant 2010. Jim Blankenship seconded. Motion carried.

Old Business

- **Mesa/Delta District Sign** – Jim Cazer contacted CACD and let them know we are not interested in sharing unless sign was on Delta side. Consideration for doing signs on Delta side should be made though tabled until funding is available.
- **Action List Review**
- **CACD Conference in November:** DCD has two comp tickets available, one for District Manager and one for Board Member. Ralph D'Alessandro motioned that board send Kristie and one board member to CACD Conference covering the cost of lodging and shared mileage expense. Jim Blankenship seconded. Motion carried.

New Business

Jim Cazer suggests purchasing fire house work vest with DCD logo for employees. He will present more information at a future meeting.

Upcoming Events

Resource Conservation Development Council Annual Meeting, Oct 21, 2010 5:30pm, RSVP by 10/15/10
CACD Annual Conference, November 15-19, 2010

Meeting adjourned 6:10pm

Minutes respectively submitted by Kristie Martin, District Manager