



Colorado State Conservation Board  
January 23, 2014  
Denver, CO

**Meeting called to order: 8:05am**

**ROLL CALL:**

**Margaret Lenz**, Member-At-Large  
**Harold Unwin**, Lower Arkansas River Watershed  
**Karen Salapich**, Upper Arkansas River Watershed  
**Danny Neufeld**, Rio Grande Watershed  
**Joe Lindsay**, Upper South Platte River Watershed  
**Chester Zwirn**, Republican, Lower South Platte Watershed  
**Vernon Lurette**, San Juan Basin Watershed  
**Karin Utterback-Normann**, North Platte, White, Yampa Watershed

**EXCUSED ABSENCE:**

**Larry Sweeney**, Colorado River, Gunnison-Dolores River Watersheds

**OTHER ATTENDEES:**

**Cindy Lair**, State Conservation Board Program Manager  
**Nicole Reed**, Conservation Specialist  
**Ashley Ross**, Conservation Specialist  
**Jim Currier**, Conservation Specialist  
**Natalie Macsalka**, Conservation Specialist  
**Tammra Straub**, Conservation Specialist  
**Mark Cronquist**, Conservation Specialist

Introductions and Roll Call were completed. **Danny Neufeld moved to excuse Larry Sweeney from the meeting. Vernon Lurette seconded, all in favor, motion passed.**

**APPROVAL OF AGENDA:**

Additional agenda items added: Swear in **Joe Lindsay** added. General consensus approval of agenda.

**APPROVAL OF MINUTES:**

Minutes were reviewed by the board. **Danny Neufeld moved to approve minutes, Karen Salapich seconded. All in favor, motion carried.**

**MATCHING GRANTS AND DISTRICT CONSERVATION TECHNICIAN PROGRAMS:**

**Tammra Straub** gave background information on the process of applying/reviewing/approving both the District Conservation Technician program and the Matching Grants program and funding for both. She provided the board with a handout of the summary of 2013 grants approved. There is a change that ALL reimbursements must be by "EFT" (electronic funds transfer) – meaning that no more checks will be

issued. The District Conservation Technician program requires all districts to have a DUNS number and to register that number on the Sam.gov website (per federal agreement). In addition, the state fiscal requirements have changed at CDA and the DCT program will now get purchase orders (POs) instead of contracts. However, these POs will be in 6 month increments. This is due to when the federal program actually reimburses the state and keeping encumbered amounts at appropriate levels. The 2014 cycle is set, the 2015 cycle may differ. **Tammra Straub** will keep the board updated of any changes at the meetings and through summary emails (the board gave consensus on this instead of increasing the updates).

Matching Grants were discussed: particularly that there are still two approved grants that are in the queue for funding. The Department is uncertain of any additional severance tax deposits but at this time it appears the last two districts that were voted on will be able to be funded in the near future.

The Olney Boone emergency application was distributed to the board and both **Cindy Lair** and **Ashley Ross** updated the board on the situation of tumbleweeds in the Southeastern part of the state and the severity of the situation. This spurred a lengthy discussion on how the Colorado State Conservation Board handles natural disasters and the current process for additional matching grants for these disasters. Currently there is not a system in place, the current funding is allocated and the grants have been properly reviewed, scored, and voted on for funding.

**Margaret Lenz** asked for **Tammra Straub** to bring spending level updates on the Matching Grant projects to each meeting.

After more discussion on the issues of tumbleweeds, flood, and fire and how the state board could handle emergency applications this discussion was tabled until the end of the meeting so that the board may think more on it.

#### **DIRECT ASSISTANCE:**

**Nicole Reed** explained how the review process works. Three reviewers for each districts – 1 is staff from a different region, 1 CSCB from a different region, and 1 CSCB from a similar geographical area but NOT the same watershed. **Nicole Reed** will set a teleconference time to go over how to review the applications, after all the instructions and applications are mailed out so that everyone can view them at the same time.

**Vernon Lurette** suggested requiring on the “Who” part to state whether it is an employee or district supervisor that is doing the work. **Nicole Reed** reminded the board that the comments they put on the districts they review are taken very literally and to heart. So please be clear and concise with constructive criticism.

**Nicole Reed** will take the suggestions and at the June meeting when the board votes on the application funding levels and reviews the following years DA application instructions so the board can approve the revisions.

Mark gave a history on the Bootstrap program, its purpose, and the changes in the districts that have completed it. Both **Ashley Ross** and **Natalie Macsalka** provided input on districts in their regions that are in the program.

#### **CONTINUITY OF OPERATIONS:**

**Jim Currier** reviewed the last meeting suggestions by the board and presented the revised outline. **Natalie Macsalka** was able to put a lot of it into a useful checklist form for the districts. This will be

posted on the website and emailed out to districts. **Danny Neufeld** suggested that supervisors also get copied in the email as well. **Margaret Lenz** stated that in the cover letter that goes out to districts items to include should be loss/change of employee, flood, fire, electronic system down, and off-site storage of important documents (and supervisors knowing/have access to this), etc.

**DISTRICT IN GOOD STANDINGS/MINIMUM STANDARDS:**

**Cindy Lair** provided background on our current requirements (that the board has put in place). If districts do not follow these requirements they have the potential to lose state funding...direct assistance and matching grant (this decision is up to the state board). It is questionable on whether this applies to salinity and the DCT program since they are federal. Our attorney suggested sending a letter to the district that is out of compliance stating a specific time period to get in good standing or state funding will be affected. **Danny Neufeld** suggested 90 days. There was lengthy board discussion on this topic. **Vernon Lerette moved to approve the current minimum standards (listed on the DA application) and to add these to the Matching Grant application and if the attorney approves, DCT and Salinity as well.**

- (a) Complete & submit Long Range Program (CRS 35-70-108(1)(k))
- (b) Complete & submit Annual Plan of Work (CRS 35-70-108(1)(k))
- (c) Complete & submit General Fund Budget (CRS 29-1-103(1))
- (d) Complete & submit Audit or Exemption from Audit to State Auditor by statutory deadline (CRS 35-70-108(1)(l))
- (e) Complete Board of Supervisor Elections if applicable for calendar year (CRS 35-70-107(1)(a)(l))
- (f) Have & use District Seal (CRS 35-70-108(1)(j))
- (g) Complete & submit current District Bylaws (CRS 35-70-107(2))
- (h) Provide the public with timely notice of meetings (Sunshine Law-Open Meetings)(CRS 24-6-402 (2) ( c ))

**Margaret Lenz seconded. All in favor, motion passed.**

The CSCB discussed the time frame and deadline. **Vernon Lerette** said that the 90 days can be procedural for staff; **Joe Lindsay** suggested it could be on an individual basis that this board decides depending on the specific situation. **Margaret Lenz moved to return direct assistance money due to non-compliance and have staff present what can be done with it. Vernon Lerette seconded. All in favor, motion passed.**

**NEXT MEETING:**

**June 10<sup>th</sup> -11<sup>th</sup> in Trinidad.** **Harold Unwin** is working on an African Rue tour. **Karen Salapich** suggested a Tamarisk restoration tour as well. **Nicole Reed** will work with both of them on the arrangements.

August 27<sup>th</sup> -28<sup>th</sup> the board will meet in Wray.

November 10<sup>th</sup> board meeting at CACD Annual meeting in Loveland.

2015 **Cindy Lair** suggested a potential tour of the State Penitentiary Agriculture Program in the Pueblo area. Board agreed that this would be valuable information.

**WATERSHED UPDATES:**

**Karin Utterback-Normann** mentioned concerns with resource committee members not really understanding their role and that they should use technology more due to travel/time constraints.

**MATCHING GRANTS – TABLED DISCUSSION:**

More discussion and concerns voiced about funding this proposal but not opening up matching grant emergency funds for the flood or fire from last year. **Danny Neufeld moved to approve this proposal and add to the matching grant list to be funded , after the others currently in the queue. Vernon Lerette seconded.**

More discussion. **Margaret Lenz** raised the need for the potential to have an emergency fund for natural disasters set aside from matching grants and a clear process in the future. More lengthy discussion. **Karin Utterback-Normann called to vote.**

**All board members voted no, to not approve this proposal for funding.**

**Vernon Lerette made a motion for staff to make emergency matching grant fund and procedure recommendations to review at the next meeting. Margaret Lenz seconded. All in favor, motion passed.**

**Margaret Lenz** suggested a letter to Olney Boone from **Harold Unwin** explaining the situation and thanking them for getting the board to move forward on starting an emergency fund.

**MEETING EVALUATION:**

**Cindy Lair** asked for input from the board on the meeting: facilities? Location? Etc.?

**Margaret Lenz** would like to put “Communication with districts” on the June agenda.

**Meeting adjourned at 11:19am.**