

MINUTES

Quarterly Meeting of the MPCD Board of Supervisors

October 28, 2025 – 12pm, Zoom

Call to Order:

Meeting called to order at **12:04 by Deb Wood.**

Roll Call - Board/Attendees: Quorum established with 4 of 5 voting members

Deb Wood, President – yes

Mark Volt, DCT - yes

Jay Yust, Vice President – yes

Stephen Jaouen, NRCS Team Lead - no

Justin Fosha, Sec/Treas - yes

CSU Extension – Summit – Dan Schroder – no

John Longhill, Board Member – no

CSU Extension – Grand – Sydney Pryor - yes

Brien Rose, Board Member – yes

Colorado State Forest Service – Ryan McNertney - no

Katlin Miller, District Manager – yes

Approval of Agenda:

MOTION: *Move to approve the agenda as presented.*

• **Motion By:** Brien

Second By: Justin

Vote Outcome: Approved Unanimously

Approval of Past Meeting Minutes:

MOTION: *Move to approve the August 11, 2025, Minutes as presented.* Meeting minutes can be found at www.middleparkcd.com/board-meetings.

• **Motion By:** Justin

Second By: Brien

Vote Outcome: Approved Unanimously

Partner Reports:

NRCS: not present. Furloughed.

CSU Extension: Dan (from Summit) was not present. Sydney (from Grand) reported that they are in the process of hiring a new secretary (to replace Taedra). Sydney will then be going on the rest of her maternity leave, returning to the office in the middle of January. At that time, she will start looking into adult programming for 2026.

CSFS: not present

MPCD Reports:

DCT Activity: During the month of October, Mark has been working minimally on existing EQIP contracts without the use of NRCS equipment, vehicle, computer, or office.

DM Activity: Since August, Katlin has helped GCWIN with their outdoor education field trips, hosted Water Warriors for the East Grand 6th graders, gave a tour of ETF recovery efforts to three European professionals partaking in the German Marshall Memorial Fellowship, put out a fall newsletter, and ramped up fall seed sales.

Financials: Katlin forgot to send the financials to the Board in advance of the meeting. She apologized and agreed to send them out after the meeting. The board will vote to approve financials at the next meeting (December).

Old Business:

PAM Sales: Katlin confirmed that Junior at Frontier Station can provide us with labeled bags of PAM next spring.

New Business:

CORA Requests/CORA Policy: Katlin informed the group about recent CORA requests coming to Conservation Districts around the state (including MPCD). She informed the group about guidance she received from CSCB about timelines for response and a provision in the state statute that allows for a response window extension:

If the district manager or records custodian is unavailable during the entire response window for a CORA request, the situation is treated as an "extenuating circumstance". Recent changes to the Colorado Open Records Act (CORA) specifically address this issue for smaller government entities with part-time staff or when a custodian is on leave.

Step-by-step breakdown of what happens if the records custodian is unavailable:

- 1. The response window is extended- The normal three-working-day response window for a CORA request can be extended by up to seven additional working days, for a total of ten. The absence of the records custodian or other essential personnel who hold the records is a valid reason for this extension.*
- 2. Public entities are required to have a backup plan for when the primary custodian is unavailable. A designated backup or other staff member is responsible for managing the request until the primary custodian returns. This person must: Inform the requester of the situation. Provide the earliest date the custodian is expected to return to work. Provide any other available responsive records within the normal or extended timeframe.*
- 3. Public entities must publicly post their CORA policies, including how to make a request and how they will handle records when a custodian is unavailable. For part-time workers, the three-day response clock begins on the first business day that the request is received. If the request arrives when the part-time DM is not working, it would be considered received on their next scheduled working day.*

MOTION: Move to update our CORA Policy to 1) Explain "Extenuating Circumstances" as it pertains to the temporary absence of the records custodian, AND 2) Express that our preferred method of receiving CORA requests is via email (because we don't check our postal mail very often due to only employing part-time employees)

- **Motion By:** Justin **Second By:** Deb **Vote Outcome:** Approved Unanimously

Bank Account: Deb informed the group that BMO (our local bank) contacted her about the possibility of changing our account to the "Platinum Business Account" as it may be better for us and will be cheaper.

MOTION: Move to have Deb further investigate the Platinum Business Account and allow Deb, with Katlin's input, make the final decision on changing the type of our checking account.

- **Motion By:** Justin **Second By:** Jay **Vote Outcome:** Approved Unanimously

Closing Roundtable: During Closing Roundtable, Mark brought up the recent meeting hosted by the Colorado Division of Water Resources regarding the proposed Division 5 Water Measurement Rule Change. He wondered if the Conservation District should have greater involvement in that process. **After much discussion, it was mutually agreed that the Conservation District should continue to educate the public about the potential rule change and the impact it may have on local water users. ADDITIONALLY, the board asked Katlin to investigate potential funding sources for a Headgate Replacement Cost-Share Program (as many ditch owners may be required to replace their headgates).**

Adjourn:

The next meeting is to be scheduled for December 3, 2025.

- **Motion By:** Deb **Second By:** Brien **Vote Outcome:** Approved Unanimously

