



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

PO BOX 265 106 S. 2<sup>ND</sup> ST.

KREMMLING, CO 80459

PH: 970-724-3456, EXT 4

middleparkcd@gmail.com www.middleparkcd.com

## Quarterly Meeting of the MPCD Board of Supervisors

November 29, 2023 – Noon, In-Person and Zoom

<https://us02web.zoom.us/j/89981508156?pwd=bUpGUlJdVo1OXyVYKjVhDhPYUFTQT09>

Meeting ID: 899 8150 8156

Passcode: 698196

One tap mobile

+17193594580,,89981508156#,,,,\*698196# US

**Call to Order:** 12:07 pm by Deb Wood

### Attendees Present:

Deb Wood, President	X	Kara Vigneau, NRCS Resource Con	X
Jay Yust, Vice President	X	Stephen Jaouen, NRCS Team Lead	X
Justin Fosha, Sec/Treas	X	Brianna Osborn, CSU Extension Grand	X
John Longhill, Board Member	X	Dan Schroder, CSU Extension Summit	
Brien Rose, Board Member	X	Ryan McNertney, CSFS Granby Office	
Katlin Miller, District Manager	X	Tyler Maxwell, Interim Resource Team Lean (subbing for Stephen starting in Dec)	X
Mark Volt, DCT	X		

### Approval of Agenda:

<b>MOTION:</b> <i>Approve agenda as written.</i>		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Justin Fosha	Deb Wood	Motion Approved

### Approval of Past Meeting Minutes (July 2023): <https://www.middleparkcd.com/board-meetings>

<b>MOTION:</b> <i>Approve July 2023 minutes as written.</i>		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Justin Fosha	Brien Rose	Motion Approved

### Approval of Past Meeting Minutes (OLRT – August, 10 2023):

<https://www.middleparkcd.com/board-meetings>

<b>MOTION:</b> <i>Approve OLRT Special Meeting minutes as written.</i>		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Deb Wood	Justin Fosha	Motion Approved

### Partner Reports:

#### NRCS:

- Kara reported that she is working with Woods and Mark Volt on CSP contracts. Lawsons and Thurstons are tentative CSP projects. She is also working with Mark on 3 EQIP projects. CSP has a rolling deadline for applications until May.
- Stephen will be going on a 120-day acting assignment. Tyler Maxwell will be covering in Glenwood during that

time. Tyler said hi.

- Stephen mentioned that they are still looking for suitable buildings in Grand County to move to. Our building no longer meets the required security minimums for NRCS buildings.
- There is a new NRCS Hire in Glenwood. Her name is Emma and she is a Natural Resources Specialist.

### CSU Extension:

- Brianna Osborn from CSU Extension, Grand County, introduced herself as the new Extension Agent. Most of her work right now revolves around 4-H enrollment. 4-H Expo this year will be held in Grand County. Briana is also working on a "Thrive Mentorship" for senior level youth. She is working on that project with Bailey Palmer. Katlin emphasized that the Conservation District is willing to advertise and partner on any of CSU Extension's related programs.
- Dan was not present to report on Summit Extension

### CSFS:

- None

### **MPCD Reports:**

#### DM:

- Activities since last meeting:
  - Youth Education with GCWIN (East and West Grand Watershed Weeks, 5<sup>th</sup> Grade Environmental Ed Day)
  - Seed Sales and Tree Sales
  - 2024 Matching Grant and DCT Apps
  - Tour up Hwy 125 of ETF Burn Scar for group of professionals from Europe (did same tour last year)
  - Fall Newsletter
  - WRAP (Wildfire Ready Watersheds) Meeting
- Employee Review & Direction Discussion
  - Board discussed Katlin's email to them about her work with the District and whether the Board was satisfied with her level of activity. **The Board unanimously agreed that they like Katlin working for the District, believe she is an asset, and are happy with the amount and types of work she is doing.**

#### DCT:

- Mark has been assisting Kara on EQIP projects. Mark also joined Kara and Stephen on a tour of the Windy Gap Bypass Project (funded in part by RCPP). All other RCPP project should be wrapped up this year.

### Financials:

<i>MOTION: Approve financial report as presented.</i>		
<b><u>Motion Made By:</u></b>	<b><u>Motion Made By:</u></b>	<b><u>Vote Outcome</u></b>
Justin Fosha	John Longhill	Motion Approved

### **Old Business**

OLRT: Katlin informed the group that the Middle Park Conservation District was added as a qualified applicant on projects that address wildfire mitigation and prevention or for water quality and river restoration projects. The Ballo initiative went to the voters in November 2023 and was **PASSED**. Starting in 2024, MPCD will be able to apply for funds if we have a qualified project.

MPCD Policy Book & Bylaws Update: Postpone until later meeting due to need for guidance from CSCB on bylaws.

2024 Matching Grant Application: Submitted irrigation cost-share application. It was denied.

## New Business:

**BVR Water Project:** Brien spoke to the Board about a project Blue Valley Ranch is trying to get going and is looking for MPCD's support on. BVR is looking to lease water rights from Green Mountain Reservoir to increase Blue River flows during low periods from 60 cfs to 100 cfs. The idea is that BVR's lease of water for nonconsumptive uses would benefit the health of the river and downstream irrigators.

- **Suggestions from the Board:** reach out to recreation interests as well to get more support; measure the flow of the river when all ag rights are being fully diverted to reiterate the need for increased minimum flows.

<b>MOTION:</b> MPCD supports BVR's initiative to lease water rights from GMR during periods of low flows to benefit the health of the river and downstream irrigators.		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Justin Fosha	Deb Wood	Motion Approved by majority of Justin, Deb, and John. Brien and Jay abstained from the vote due to conflicts of interest.

## Remaining Expenses 2023: CACD Dues

<b>MOTION:</b> Pay CACD \$250 for 2023 dues		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Justin Fosha	Brien Rose	Motion Approved

**2024 Annual Dinner:** Planning for late January or February. Looking at Grand Old West. Update pending.

## 2023 Exemption from Audit Approval:

<b>MOTION:</b> Vote to contract Tim Day to perform the "2023 Exemption from Audit" by March 31, 2024.		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Brien	Deb	Motion Approved

## 2024 Annual Budget:

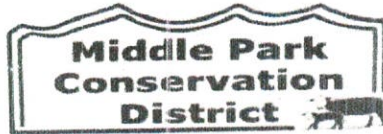
- Discussion on 2024 Budget

<b>MOTION:</b> Approve "Resolution to Adopt 2024 Budget" and "Resolution to Appropriate Sums of Money" as revised (attached).		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Deb Wood	Justin Fosha	Motion Approved

**Closing Round Table:** None

## Adjourn:

<b>MOTION:</b> Motion to adjourn meeting at 1:39pm.		
<b>Motion Made By:</b>	<b>Second Made By:</b>	<b>Vote Outcome</b>
Justin Fosha	Brie Rose	Motion Approved



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

PO BOX 265 106 S. 2<sup>ND</sup> ST.

KREMMLING, CO 80459

PH: 970-724-3456, EXT 4

middleparkcd@gmail.com www.middleparkcd.com

## LETTER OF BUDGET TRANSMITTAL

(Pursuant to 29-1-113, C.R.S.)

**THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH THE ADOPTED BUDGET NO LATER THAN JANUARY 31.**

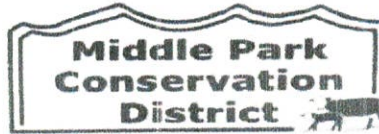
To: Division of Local Government  
1313 Sherman Street, Room 521  
Denver, Colorado 80203

Date: December 9, 2023

Attached is a copy of the 2024 budget for MIDDLE PARK CONSERVATION DISTRICT in GRAND AND SUMMIT Counties, submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted on NOVEMBER 29, 2023. If there are any questions on the budget, please contact KATLIN MILLER, Executive Director, at (970)724-3456 or middleparkcd@gmail.com. You may also write to Middle Park Conservation District, PO Box 265, Kremmling, Co 80459.

I, Deborah W. [Signature], President,  
(name) (title—president or treasurer)

hereby certify that the enclosed is a true and accurate copy of the 2024 Adopted Budget.



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

PO BOX 265 106 S. 2<sup>ND</sup> ST.

KREMMLING, CO 80459

PH: 970-724-3456, EXT 4

middleparkcd@gmail.com www.middleparkcd.com

## RESOLUTION TO ADOPT BUDGET

(Pursuant to 29-1-108, C.R.S.)

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the **MIDDLE PARK CONSERVATION DISTRICT**, Colorado, for the calendar year beginning on the first day of JANUARY, 2024 and ending on the last day of DECEMBER, 2024.

WHEREAS, the BOARD OF SUPERVISORS of MIDDLE PARK CONSERVATION DISTRICT appointed KATLIN MILLER, EXECUTIVE DIRECTOR, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, KATLIN MILLER, EXECUTIVE DIRECTOR, submitted a proposed budget to this governing body on OCTOBER 15, 2023, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on NOVEMBER 29, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS of **MIDDLE PARK CONSERVATION DISTRICT**, Colorado:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the **MIDDLE PARK CONSERVATION DISTRICT** for the year stated above.

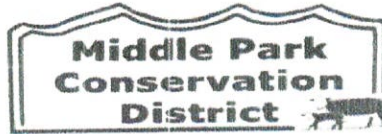
Section 2. That the budget hereby approved and adopted shall be signed by PRESIDENT & TREASURER and made a part of the public records of the district.

ADOPTED, this 29<sup>TH</sup> day of NOVEMBER, A.D., 2023

Attest:

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
TREASURER



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

PO BOX 265 106 S. 2<sup>ND</sup> ST.

KREMMLING, CO 80459

PH: 970-724-3456, EXT 4

[middleparkcd@gmail.com](mailto:middleparkcd@gmail.com)

[www.middleparkcd.com](http://www.middleparkcd.com)

## RESOLUTION TO APPROPRIATE SUMS OF MONEY

(Pursuant to Section 29-1-108, C.R.S.)

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE MIDDLE PARK CONSERVATION DISTRICT, COLORADO, FOR 2024 BUDGET YEAR.

WHEREAS, the BOARD OF SUPERVISORS has adopted the annual budget in accordance with the Local Government Budget Law, on NOVEMBER 29, 2023 and;

WHEREAS, the BOARD OF SUPERVISORS has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the MIDDLE PARK CONSERVATION DISTRICT.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF SUPERVISORS OF THE MIDDLE PARK CONSERVATION DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND	
Estimated Expenses	\$ 155,662.55
Additional Appropriation: Unrestricted Reserves	\$ 231,365.34
<b>TOTAL GENERAL FUND</b>	<b>\$ 387,027.89</b>
ADDITIONAL FUND (OTHER THAN GENERAL)	
Estimated Expenses	\$ 0.00
Additional Appropriation: Unrestricted Reserves	\$ 0.00
<b>TOTAL ADDITIONAL FUND</b>	<b>\$ 0.00</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 387,027.89</b>

ADOPTED THIS 29<sup>th</sup> day of NOVEMBER, A.D.

Attest:   
PRESIDENT

  
TREASURER



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

PO BOX 265 106 S. 2<sup>ND</sup> ST.

KREMMLING, CO 80459

PH: 970-724-3456, EXT 4

[middleparkcd@gmail.com](mailto:middleparkcd@gmail.com) [www.middleparkcd.com](http://www.middleparkcd.com)

## BUDGET MESSAGE

(Pursuant to 29-1-103(1)(e), C.R.S.)

MIDDLE PARK CONSERVATION DISTRICT

Name of Local Government

The attached **2024** Budget for MIDDLE PARK CONSERVATION DISTRICT includes these important features:

**Most of our revenues are derived through:** *the sale of seed, tree seedlings, tire tanks, and polyacrylamide (PAM); services provided (annual dinner, education, hay analysis, subdivision reviews, workshops); grants received; and sponsor advertising.*

**Most of our expenses consist of:** *employee expenses; general and administrative expenses; expenses related to goods sold; services provided (annual dinner, education, hay analysis, subdivision reviews, workshops); grants provided to constituents; insurance; and scholarships for local students.*

The budgetary basis of accounting timing measurement method used is:

- Cash basis
- Modified accrual basis
- Encumbrance basis
- Accrual

**The services to be provided/delivered during the budget year are the following:**

- Advertising for partners
- Hay analyses for local producers
- Sale of polyacrylamide, tire tanks, grass seed, and tree seedlings
- Subdivision reviews for Grand and Summit Counties
- Natural resource conservation recommendations for citizens
- Conservation education for youth/adults
- Resources regarding technical assistance and cost-share programs for conservation practices
- Scholarships to local students for college and natural resource camps
- Support of local conservation initiatives

**GENERAL FUND BUDGET**  
**MIDDLE PARK CONSERVATION DISTRICT**

JANUARY 1 - DECEMBER 31, 2024

DESCRIPTION	ACTUAL BUDGET YEAR 2022	ESTIMATED BUDGET YEAR 2023	BUDGET YEAR 2024
<b>Beginning Balance January 1</b>	<b>\$ 208,548.31</b>	<b>\$ 218,191.23</b>	<b>\$ 234,059.77</b>
<b>REVENUE</b>			
<b>Goods Sold Income</b>			
PAM (Polyacrylamide) Income	\$ 1,728.00	\$ 2,217.00	\$ 2,000.00
Seed Income	\$ 78,808.17	\$ 77,186.31	\$ 75,000.00
Tire Stock Tanks Income	\$ 800.00	\$ 10,719.77	\$ 5,750.00
Trees & Perennials Income	\$ 34,520.69	\$ 16,398.83	\$ 15,000.00
<b>Services Income</b>			
Annual Dinner Income	\$ -	\$ 2,315.00	\$ 2,300.00
Education Income	\$ 1,200.00	\$ -	\$ -
Hay Analysis Income	\$ 991.60	\$ 980.00	\$ 500.00
Subdivision Review Income	\$ -	\$ 350.00	\$ 300.00
Workshops	\$ 5,685.00	\$ -	\$ 1,000.00
<b>Interest Income</b>	\$ 1,933.30	\$ 5,900.00	\$ 5,500.00
<b>Other Income</b>			
Advertising Inc. newsletter/web	\$ 1,200.00	\$ 1,100.00	\$ 1,200.00
Miscellaneous Income	\$ 97.70	\$ 65.87	\$ 100.00
<b>Grants</b>			
State (Specify Agency & Grants Name(s) below)			
Direct Assistance	\$ 6,743.41	\$ 6,625.27	\$ 5,500.00
Matching Grants (CSCB/CDA)	\$ 50,000.00	\$ 4,000.00	\$ -
District Conservation Technician (DCT)	\$ 22,611.52	\$ 23,260.96	\$ 23,988.00
Colorado Parks & Wildlife (HPP)	\$ 3,000.00		
Senate Bill 21-234	\$ 2,000.00		
State of CO Conservation Direct Payment		\$ 2,000.00	\$ 2,000.00
Other Grants			
Colorado Association of Conservation District	\$ 2,500.00	\$ -	
County			
Weed			
Other: BOCC Summit	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
BOCC Grand	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
<b>TOTAL REVENUE</b>	<b>\$ 231,319.39</b>	<b>\$ 170,619.01</b>	<b>\$ 157,638.00</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$ 439,867.70</b>	<b>\$ 388,810.24</b>	<b>\$ 391,697.77</b>
<b>EXPENDITURES ON NEXT PAGE</b>			



**MIDDLE PARK CONSERVATION DISTRICT**  
**JANUARY 1 - DECEMBER 31, 2024**

DESCRIPTION	ACTUAL BUDGET YEAR 2022	ESTIMATED BUDGET YEAR 2023	BUDGET YEAR 2024
<b>EXPENDITURES</b>			
<b>Accounting &amp; Legal Fees</b>	\$ 418.00	\$ 437.00	\$ 450.00
<b>Employee Expenses</b>			
District Manager Payroll Taxes	\$ 1,530.00	\$ 1,377.00	\$ 1,377.00
District Technician Payroll Taxes	\$ 1,886.48	\$ 1,941.56	\$ 2,010.00
District Manager Wages	\$ 20,000.04	\$ 18,000.00	\$ 18,540.00
District Technician Wages	\$ 24,660.00	\$ 25,380.00	\$ 26,227.00
<b>General &amp; Administrative</b>			
Dues & Memberships	\$ 250.00	\$ 250.00	\$ 250.00
Elections	\$ 31.33	\$ 120.20	\$ -
Meeting Expenses	\$ 162.20	\$ -	\$ 200.00
Other G&A	\$ 199.64	\$ 181.27	\$ 200.00
Website/Computer	\$ 547.91	\$ 1,594.92	\$ 1,600.00
<b>Goods Purchased</b>			
PAM Expense	\$ 1,075.07	\$ 1,798.50	\$ 1,800.00
Seed Purchase	\$ 66,753.58	\$ 67,319.69	\$ 67,000.00
Tire Stock Tank Purchase	\$ 595.00	\$ 8,925.00	\$ 5,000.00
Tree Seedling Purchase	\$ 24,335.74	\$ 12,129.08	\$ 12,000.00
<b>Selling Expenses</b>			
Advertising Expense	\$ 3,951.19	\$ 568.96	\$ 8,000.00
Credit Card Fees Exp	\$ 1,012.83	\$ 941.57	\$ 1,000.00
Licenses & Permits	\$ 158.69	\$ 172.33	\$ 200.00
Other Selling Expenses	\$ -	\$ -	\$ 200.00
<b>Services Expenses</b>			
Annual Dinner Expense	\$ -	\$ 2,311.50	\$ 2,300.00
Education Expense	\$ 15,605.84	\$ -	\$ 2,000.00
Hay Analysis Expense	\$ 991.60	\$ 980.00	\$ 500.00
Workshops Expense	\$ 5,556.70	\$ 221.76	\$ 1,200.00
<b>Grant Expenses</b>			
Cost-Share Program Payments	\$ 50,000.00	\$ 8,024.88	\$ -
Other Grant Expenses	\$ -	\$ -	\$ -
<b>Insurance</b>			
Liability Insurance	\$ 700.00	\$ 683.50	\$ 700.00
Vehicle Insurance	\$ 149.00	\$ 150.00	\$ 150.00
Workman's Comp (District Manager)	\$ 123.48	\$ 219.00	\$ 220.00
Workman's Comp (District Technician)	\$ 350.52	\$ 386.00	\$ 400.00
Unemployment Ins (District Manager )	\$ 40.00	\$ 36.00	\$ 36.00
Unemployment Ins (District Technician)	\$ 49.32	\$ 50.76	\$ 52.55
<b>Other Expenses</b>			
Miscellaneous Expense	\$ 42.31	\$ -	\$ 1,500.00
Scholarships	\$ 500.00	\$ 500.00	\$ 500.00
Supplies (Office)	\$ -	\$ 49.99	\$ 50.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 221,676.47</b>	<b>\$ 154,750.47</b>	<b>\$ 155,662.55</b>
<b>Annual Net</b>	<b>\$ 9,642.92</b>	<b>\$ 15,868.54</b>	<b>\$ 1,975.45</b>
<b>Ending Balance December 31 (Beg Bal. + Ann Net)</b>	<b>\$ 218,191.23</b>	<b>\$ 234,059.77</b>	<b>\$ 236,035.22</b>
<b>Emergency Reserves - Do NOT Spend (3% of Annual Expenditures)</b>	<b>\$ 6,650.29</b>	<b>\$ 4,642.51</b>	<b>\$ 4,669.88</b>
<b>Unrestricted Reserves (End Bal - Em Res.)</b>	<b>\$ 211,540.94</b>	<b>\$ 229,417.26</b>	<b>\$ 231,365.34</b>