

**Routt County Conservation District**  
**Board Meeting Minutes**  
**December 19th 2023 8:30 am**  
**Mountain Valley Bank Meeting Room**

**Attending:**

**Board Members:**

Lyn Halliday  
Michael Moon  
Kent Sandstedt  
Tyler Snyder  
Cam Kuelthau  
Patrick Stanko  
Stephen Evans

**Partners and Public:**

Dustin Schiffler, CSCB, via zoom  
Samantha DeLuca, NRCS via zoom  
Todd Hagenbuch, CSU Extension

**I. Call to Order:**

- The meeting was called to order at 8:25 am by Tyler Snyder and a quorum established.
- The meeting was noticed as required by the Sunshine Law.
- Tyler welcomed everyone and thanked them for joining.

**Approval of the November 21<sup>st</sup> Minutes**

Cam asked that the minutes be amended under the Treasurer's Report to read:

"Lyn requested the addition of \$1600 to the 2024 budget for printing of additional Soil Health Toolkit booklets. Cam informed the Board that RCCD has sufficient funds on account to permit inclusion of this amount in the 2024 budget. The revised draft of the 2024 budget also reflects the discussion from the October 24 meeting where-by the Board agreed to allocate funds for 5 base stations and 400-500 collars as part of the GLCI grant virtual fencing project".

\*Kent Motioned to Approve the minutes as amended by Cam. Michael Seconded.

\*Motion Passed.

**Grants.gov Renewals**

Lyn expressed that it would better to have more than one person knowledgeable about how to operate grants.gov because that is how the District applied for the GLCI grant and it is also how the money transfers to the District. Patrick and Cam agreed to go through a session with Lyn and learn how the processes work. Michael asked if the program manager will also need to know how the system works? Lyn said that Kristen was set up with a workspace so she could use the system but not have full access, so this could also be the case for the GLCI program manager (consultant). Cam mentioned that we would need a system of approval and possibly set caps on the amounts that can be withdrawn.

**Samantha DeLuca Introduction**

The Board was introduced to Sam, she gave a brief description of her background and roles with NRCS as newly hired in the Steamboat office. Sam is doing outreach and will help landowners with resource

concerns. She will help to set up new applicants with projects by connecting them with Nakayla for processing an application.

### **Treasurer's Report**

Cam mentioned that there was a budget change of \$1600 for toolkit booklets. Cam also mentioned that the GLCI Grant makes up \$165,000 of the total \$180,000 budget and will be the vast majority of our funds in and out. Lyn asked about the Community Support Grant (from the City of Steamboat Springs) and Tyler informed the Board that it received \$1270 from the City for capacity support for the GLCI. Cam mentioned that the budget will go down from \$3000 to \$1270 for the community support incoming funds and he will add \$18,000 for the CAWA grant application.

### **CAWA Grant Discussion**

Cam asked if the new CAWA grant would go toward extending the funding for Ely and Home ranch, or if it could be used for new participants? Michael said that home ranch is mostly funded through this year and he and Patrick discussed that the \$18,000 of funding for 300 additional collars could be used for other participants as well. Patrick said he thinks it's a good opportunity to apply for and there is no match.

\*Lyn Motioned to authorize Patrick to prepare and submit an application for \$18,000 under the Drought Resiliency Grant Program for additional collars to CAWA. Patrick Seconded. Cam asked a clarifying question as to what geographic area these funds can be used, if it needs to expand the North Routt or can be used in South Routt. Patrick said he will make the application district wide so it can be used on either program, Michael said he might have other North Routt users who are interested.

\*Motion Passed

There was also a discussion on who would own the new Vence towers and how would they be maintained.

### **Budget Approval**

\*Cam motioned to approve the budget as presented with two amendments as follows: to decrease the community support funding from \$3000 down to \$1270 and add \$18,000 of CAWA Grant funds. To Authorize Tyler and Cam to sign the resolution for Lyn to submit by the January 31<sup>st</sup> deadline.

Michael Seconded

\*Motion Passed

Cam asked that minutes reflect that this meeting and budget discussion were noticed in the newspaper and to the public prior to the meeting.

Cam informed the Board that Doris will have the end of year financial statements by the February meeting and there will not be many changes to those documents.

### **Board Member Elections**

Lyn informed the Board that there are Regulatory Elections annually this time of year but no person is currently up for election so we will need to cancel the election and possibly post it in the paper. In 2019 Lyn sent out a chart of things that we need to do for Board Administration. She said she will resend it so the Members can get a refresher. Lyn said there are some good training tools on the CSCB website about things that District Supervisors should know.

### **Brochure Orders for Toolkit**

Kent mentioned that we are running low on printed material to include sprayer fliers, toolkit booklets, and standard brochures.

\*Lyn Motioned to approve an amendment to the final budget to add \$250 to the printable supplies line item and prior budget authorizations to be amended to include the \$250 as such. Kent Seconded

\*Motion passed

\*Cam motioned for Lyn to purchase toolkit booklets and brochures up to the budgeted amounts for each supply. Patrick Seconded

\*Motion passed

Todd mentioned that as the Board looks toward the 2025 community support grant, it might be in the interest of the Board to apply for funds for tools and outreach for weed sprayer rental operations and expansion. He also mentioned that the Board might apply for Taylor Grazing Act funds to help with cost and possibly decrease the amount of money needed for rentals.

### **GLCI Committee**

Michael mentioned that he had sent a response letter to each of the applicants and had asked for responses by year end. He asked that the Board work hard to try to make a hire by January 31<sup>st</sup>. He mentioned that he has had four applicants, all qualified. The most qualified applicant so far is remote and asked for the Board to consider the possibilities of hiring someone remotely. Michael asked that the Board look through the Participant Selection Criteria he drafted and give feedback so Supervisors can start to distribute those criteria to interested parties. The Board agreed to post the selection criteria in the ag journal and Lyn will provide Michael with a letterhead to use on the document. The Board agreed that Michael should use the [information@routtcountycd.com](mailto:information@routtcountycd.com) for inquiries and communications with producers. The GLCI sub-committee agreed to meet on January 10<sup>th</sup> at 2PM.

### **Board Member Reports**

Patrick gave the Board an update from CAA that they applied for a WSRF grant for the Nickel Ditch Diversion. The project is roughly \$200,000 and involves automation for the Nickel and Bird ditches.

Lyn updated the board on the WRAP meetings that began on December 12<sup>th</sup> and a consulting firm gave a presentation on past projects. Lyn told them that we are interested in being involved and asked if the Board wanted her to be the appointed representative. The board agreed.

Lyn gave a STAR + update and asked that we keep this on the agenda as we are in the third year of the program. The state received a large grant to expand STAR to other western states. Lyn was asked by CSCB to work with the team that is revising the field forms and scoring sheets for STAR. November was the first meeting held by the CSCB.

The Board briefly discussed the Annual Landowner's Meeting and Tyler will include it on the agenda for the next meeting. The Board discussed hosting in South Routt at the High School in March.

Kent updated the Board that the Wildfire Mitigation Council will have a January Meeting but the date had not been set, and the Weed Board is creating a weed advisory plan and has an updated booklet and list. Kent also informed the Board that the CAA is moving buildings to 11st and is running a capital campaign for that effort.

**Partner Report**

Todd informed the Board that the County is looking into a stronger enforcement for weed abatement and Commissioners are looking at the possibility of creating fines for negligent landowners. Todd also informed the Board that there is a drone workshop on January 25<sup>th</sup> in the community room.

Next Board Meeting is scheduled for January 23<sup>rd</sup> and future Board Meetings will be held on the third Tuesday of every month unless otherwise posted.

Kent Motioned to Adjourn at 10:39am

Next Regular Meeting – January 23, 2024