

Approved Minutes
ORIENT LAND TRUST (OLT) BOARD OF DIRECTORS MEETING
SEITZ RESIDENCE ADJACENT TO THE OLT WELCOME CENTER
SATURDAY, JANUARY 18, 2014, 9:00 AM

- I. Record Attendance – Board Members Present: Doug Bishop, Mike Blevins, Deb Hoffman, Myron Hulen, Dan Jones (by Google Hangout), John Lorenz, Geneva Mixon, John Standish
 Advisory Board Present: Neil Seitz, Terry Seitz
 Board Development Committee member present: Don Geddes
 Staff present: Mark Jacobi (Interim Executive Director), Doug Bates, Dave Beaulieu, Pam Nelson (by Google Hangout), Scott McCumber (Notetaker)
 Guests present: Barb T, Megan S., Jan K., Dan F., Lynette T., Shelly A., Russ M.

- II. Meeting Call to Order – Board Chairperson Geneva Mixon called the meeting to order at 9:01 am

- III. Guest Questions/Comments (relating to agenda) – Geneva asked for any guest comments.
 Barb T. commented that she was encouraged that OLT would have to borrow less money and that financials and the proposed budget are moving in the right direction.
 Don G. agreed with Barb's comments and commended the work of new board members.
 Board member Doug B. commented that that he would like the complete board packet to go out earlier next board meeting. Scott M. commented that the initial packet went out on Thursday the week before the board meeting, but several revised versions were sent out afterward as new information was received and added. Next meeting we will strive for a complete packet by Thursday the week before the board meeting.
 Dan J. asked those in attendance to be aware of crosstalk which makes things hard to follow when connected remotely.

Consent Agenda

- IV. Deb H. motioned to accept the consent agenda and previous board meeting minutes. Doug B. seconded. Geneva M. called for discussion. There was none. Motion passed unanimously.

Reports

- V. Management Reports

Discussion of the management reports included in the Board Meeting packets started with questions about activities at the Everson Ranch. Doug B. asked about what animals we have being fed at the ranch. Mark J. replied that we have pigs and chickens (which are integral to land restoration), ranch manager Mike O'Donal's six horses (which are not used exclusively for ranch business but can be used for ranch chores like fencing and cattle operations) and a llama. John S. inquired about who is paying to feed the horses and Mark J. responded that it is a combination of Mike O. and OLT. Dan J. asked if all animals were in compliance with our agreement with the Nature Conservancy. Mark J. answered in the affirmative. John S. shared

his concern about potential liability with the horses. Mike B. suggested an agreement be prepared that the horses are not OLT responsibility. Mark J. agreed to draw this up. Mike B. mentioned the gated pipe proposal at the ranch which would allow an efficient means to distribute water to irrigate more ranch lands for growing crops. This was discussed in more detail later in the meeting.

Discussion of the Visitor Services Manager Report began with positive comments from Geneva M. and Doug B. about the custom painting and pictures on the walls in Elm and Willow cabins. John L. inquired about the Volunteer Coordinator position we are looking for. Dave B. answered a "jack of all trades" type person who can help backup camp hosts and work pretty much full time in the summer in exchange for camping and use privileges. Deb H. asked about how we are recruiting for this position and suggested looking at hospitality departments. Terry S. mentioned ski areas for example. Geneva M. mentioned that an intern looking for a learning experience and job skills may be ideal and that we might consider a small stipend for the position that takes into account the travel times to purchase food etc.

Neil S. asked about fundraising for WWTP and Geneva M. responded to save the question for the Development Director Report.

John L. asked about the recent San Luis Valley Roundtable meeting that OLT helped organize. Mark J. responded that there are minutes for this meeting for more details and shared a brief overview. Rancher George Whitton gave a presentation on holistic land management. This presentation included history about overgrazing which created our current near dustbowl landscape in the valley. The proliferation of "chico brush" with deep roots actually draws water from the soil and if we can increase vegetation in the soil by even 1%, we can increase water in the water table. John L. stated that this ecological and historical information is of interest to the greater OLT community. Doug Bishop asked that we consider what direction we want to go in land restoration, maybe looking back even further to encourage a more resilient landscape. There were other suggestions about documenting this history and what examples we can learn from.

As for the Interim Executive Director Report, Mike Blevins began the discussion with a comment that there is no storage area for the new firetruck and other equipment and the suggestion that maybe we should have an old fashioned barn raising at the ranch. Mark J. mentioned that the Site Development committee needs to be convened to consider these options as well as the future use and place for the cabin used as a trading post last year. Mike B. agreed this was a good idea. John L. commented that we need to make sure we have adequate parking space for visitors, agreeing that we need to find other areas to store the firetruck and other equipment.

John L. asked about our Colorado School of Mines collaboration. Mark J. briefly described the relationship we have giving first and second year students real world challenges. Some of the projects students have worked on include designs for reliable solar cookers and Sterling Motor differentials for varying air and water temperatures and more.

Doug Bishop asked about the loss of water in the meanders leading to the reservoir on the

Everson Ranch property. John L. asked if this was normal or excessive. Mark J. responded that water loss is due to evaporation caused by how dry the conditions have been. There are no structural issues with the reservoir and meanders.

Mike B. commented that we could highlight our association with the Colorado School of Mines for fundraising purposes for our environmental protection efforts. John L. agreed.

Mark J. addressed questions about the status of the Waste Water Treatment Plant (WWTP). Biohabitats is our contractor working with the departments of the state of Colorado to present "scientifically verifiable data" to satisfy the engineering department which has not approved our plan yet. The other departments at the state are onboard with our plan. Mark J. also gave an overview of our plan which is an anaerobic system using pumps and infiltrators that should have a life-span of 30 years. Hopefully all plans will be approved in time to start the project in the spring when the ground thaws.

According to Mark J. there are no mid level maintenance projects for winter. Mark J did talk about the need for a larger diameter feedline for water to the Sunset lodge later in the year, including the need to hire help for the project which is in the budget. The current feedline is above ground and loses heat.

John S. asked for information about chlorination of OLT drinking water. Mark J. answered that once per year we are required to chlorinate both legs of the drinking water system. We have to bring the system offline to complete this and we may be able to change the protocol so we don't have to. Water samples from three sources are sent to the lab every month and we have not had any problems.

Deb H. asked if a shower was planned for Sunset. Mark J. answered that was not planned for this year but maybe 2015.

In reviewing the Resource Development Report, Myron handed out materials that Pam had created about the April 3, 2014 Fundraiser Dinner on the front range. The event is a fundraiser for WWTP and included dinner and a presentation by renowned photographer John Fielder. All board members are encouraged to attend. There was discussion about the price to charge (\$28-\$25) and a budget was handed out estimating OLT costs which includes around \$2250 for food service. John L. asked about the strategy we are using which is to make the ticket price cover the costs for the event and then do an additional ask for funds for WWTP. There was also talk of presenting a "Founders Award" at the event which would honor a hardworking volunteer.

Neil Seitz made a couple of comments stressing the need for a phone tree to help promote this event. Speaking of fundraising in general, he pointed out the importance of personal interaction (making connections and building relationships) with people being key to raising funds. Neil also suggested contacting donors who have given substantial amounts personally and he offered to introduce board members to this folks. Deb H. suggested working out what we will say on phone tree calls.

VI. Board Development Committee - Don Geddes (FIO)

Don G. shared that two candidates applied to fill the one remaining board position. Neither were ready to be seated immediately. In July there will be 3 board positions open and new appointments will be made then. Don G. encourages those interested in serving on the board to send information to him. Doug Bishop mentioned that it is helpful for prospective board members to serve on committees first and Deb H. chimed in that it is also helpful to attend board meeting before one applies to be on the board. A couple of the guests at the meeting (Meghan S. and Lynette T.) are interested in serving on the board and had been in contact with Don G. Other discussion included that the Executive Director Search Task Force will screen candidates for the position with the entire board making the final decision. Geneva M. offered to look into questions of board member term limits.

Break - 10 min. (Break taken at 11:08 AM. Meeting resumed at 11:18 AM)

VII. Financial

Doug Bishop provided a summary of the financial reports. Of the 2013 Budget vs. Actual he pointed out that income is up due to increased donations (two large donors particularly) and admissions income. For the first time OLT gross income went up a little to just over one million dollars. John L. pointed out that if we take out two large donations, then individual donations are actually down. Expenses are also up including those associated with the WWTP and the new staff cabin. Doug Bishop went over explanations for expenses that were \$4000 or more higher than budget and there was discussion about these items. Mark J. talked about tightening up the fuel expense. Doug Bishop mentioned that cash assets are still negative and recommended that we rebuild cash and winter reserves. Finishing the WWTP will require borrowing and we will require short term borrowing line of credit. There was confusion about whether we already have a line of credit and just how much we may need for operation shortfalls. Myron H. asked about month by month expenditures to gage the operating shortfalls. Terry S. answered that traditionally OLT needs \$150,000-\$180,000 in reserves by November to make it through the winter. Though financials discussion was still taking place, Geneva M. asked to break for lunch and continue discussion during the Budget approval part of the agenda.

12:15-12:45 PM: Lunch Break

X. The meeting reconvened with a presentation from Shelly Anderson of the USDA about irrigation partnership at Everson Ranch. OLT Ranch Manager Mike O'Donal is working with her on grant opportunities for the ranch. Other agenda items were moved to later in the day to stay on track with the time Shelly was asked to speak.

Shelly Anderson works for the Natural Resource Conservation Service at the US Department of Agriculture. She began with a brief introduction of the grant program that would help OLT install

gated irrigation pipes at the ranch. These grants help with conservation projects providing no-cost technical assistance and cost-share on projects reimbursing 50%-65% of expenses, typically. The gated pipe project at the Everson Ranch would require diverting water after the hydro plant before the meanders and pond to irrigate lands efficiently for crop production and land conservation. The deadline for OLT to sign off on the conservation plan and proceed with the application is February 20, 2014.

There was discussion about the particulars of this project with questions from board members answered by Shelly A., Mark J. and Mike O. Basically, the project is estimated to cost \$45,000 over three years with private investment providing the initial start up money. Investors would invest because they would have a share of the horse feed crop.

This presentation/discussion ended at 1:50 PM.

VII. Financials continued

Doug Bishop picked up discussion of the financials with the stats charts that show admissions income, donations income and attendance. He asked that line graphs be included in these chart graphs. After discussion, Geneva M. postponed discussion of resolutions until after the budget.

VIII. 2014 Budget

Budget discussion began with questions about whether the ranch irrigation pipe project was included in the budget. Mark J. mentioned that it was not, but that no income from current operations would be used to fund the project. John L. said that this project funding should not be outside what is in the budget.

Doug Bishop proceeded to a discussion about the proposed 2014 budget and that the goal for OLT is a budget that helps build reserve, conservatively underestimating income and overestimating expenses. Important concepts during the budget discussion included: The budget is a guideline to follow but unlike government budgets where the incentive is to spend the entire amount budgeted we have an incentive to save where we can. The irrigation project must be funded from private investment not program income and be reflected in the budget without increasing total expenses. It is imperative to put money away to cover winter months and to show an overall surplus at the end of the year to rebuild reserves.

Motions

After further discussion, Mike Blevins made a motion to approve the 2014 Budget with an amendment that staff adjust income and expense to account for the Everson Ranch Irrigation System as discussed with a "zero balance" effect to the budget. Myron Hulen seconded. There was further discussion about a \$1,500 amount budgeted for a new bridge to the Apple Tree pools including a flagstone surface to help melt snow. No further discussion 2014 Budget was passed per motion unanimously, no abstentions.

There was discussion about approving resolutions to change signatories on the OLT bank and investment accounts to include the new Interim Executive Director, Board Chair and bookkeeper. After discussion it was decided to lower the amount that the Interim Executive Director could sign to without board approval from \$7,500 to \$5,000 amending the resolution. Doug Bishop made a motion to approve resolutions 2014-01-2014-05. John Standish seconded. Without further discussion the resolutions were passed unanimously without abstentions.

IX. 2014 Action Plan

Mike B. commented that we need Strategic Plan first and then action plans will come from that. Since we are still finalizing the Strategic Plan, there was no further discussion.

XI. Policy Review

Records Retention Policy

Geneva M. began discussion about records retention with the need to find a home for the permanent OLT files that are stored at previous board secretary Barb Tidd's house. The cabinet is approximately 300 lbs, heavy duty model that is 3-4 feet deep. There is not an obvious suitable location for the files either at the ranch or other storage facilities. Barb is ok with the files remaining secure at her location until a suitable replacement location is found.

Addition of short introduction for each Policy

Dan Jones introduced the topic of having a short introduction to each policy which states each policies intent. Also it would also be good to have the policies online. After some discussion including references to our current policy book, Myron H. and Deb H. offered to help with this.

XII. Guest Questions/Comments (general)

Don G. mentioned that a comment was made earlier about reconvening the Site Plan Committee but no decision was made on this. Geneva M. asked if we need to formally reactivate this committee. It was decided that committee chairperson Doug Bishop would work on this to address, equipment storage and a new location for the cabin used as a "trading post" last year.

XIII. How did we do today?

Geneva M. handed out questionnaire surveys for feedback about the meeting from the board and Adjourned the Regular Meeting 3:20 PM.

Submitted by:

Debra Hoffman
Debra Hoffman, Secretary

Approved by:

Geneva Mixon 4/19/15
Geneva Mixon, Chair Date

4/18/15
Date