

**Regular Board Meeting Minutes\_ Approved  
Orient Land Trust (OLT) Board of Directors Meeting  
Seitz Residence adjacent to Welcome Center  
Saturday, October 18, 2014, 9:00 AM**

**Record Attendance**

Board Members Present: Geneva Mixon, John Standish, Deb Hoffman, Myron Hulen, Mike Blevins, Martin Jolley, John Lorenz and Chris Miller

Staff: Doug Bishop, Scott McCumber, Doug Bates, Pam Nelson, Dave Beauleiu

Guests: Barbara T., Betsy M., David M., Conrad P., Lisa M., Don G., Neil S., Terry S., Cynthia N., Daniel F., Susan S., Annie P.

**Meeting Call to Order:** Board Chair Geneva M. called the meeting to order at 9:01 am.

**Guest Questions/Comments (relating to agenda)**

Geneva M. called for comments or questions related to the agenda. Guest Barbara T. commended the board and staff for the approximate \$300,000 net cash increase in 2014. Then, asked who prepared the draft "love" policy. She then commented that she was glad to hear they were working with an atty. on it.

**Consent Agenda**

Board member Deb H. made a motion to approve consent agenda and previous meeting minutes. Myron H. seconded. No further discussion. Passed unanimously by all board members present.

**New Business**

**OLT Founders Stories Project**

Cynthia N. reported to the board that she and Scott M. have recorded audio stories and transcriptions from Neil S. and Terry S. about the history of Valley View Hot Springs and OLT. Cynthia asked the board for funding to create finished media from this material. Board discussion was positive about this and Geneva M. asked Cynthia to be the point person in presenting a proposal for the board to consider.

**2015 Budget**

ED Doug Bishop introduced the 2015 draft budget as a place to start the discussion based on last years budget and actuals. Board Treasurer Myron H. commented about the need to replenish OLT financial reserves and add to board designated funds included Capital Savings and bringing the Land Conservation fund to a positive balance. Currently the board designated Land Conservation fund is at a negative amount due to the expenditures of building the reservoir and meanders at the Everson Ranch.

Board Member Chris M. suggested that expenses could be cut by 10% to double the money available at the end of 2015. He elaborated that OLT has borrowed from its reserves and needs to pay itself back. Chris M. further stated that if OLT was successful over 3-4 years in rebuilding reserves, that the organization would look more attractive to legacy, endowment and other individual donors.

Board member John L. asked if summer revenue growth is feasible. ED Bishop responded that though 2014 saw increases in attendance further growth may be tough because we hit capacity goals almost half the days in August.

There was discussion about ideas to increase winter usage including providing more winter indoor accommodations like yurts. Other ideas included mid-week specials, relaxing group size restrictions during slower times of the week and providing long term RV storage in campsites. It was mentioned that the Apple Tree Pools provide warmer soaking temperatures important for winter usage, but we don't have the power necessary to heat water for new pools.

This led to a discussion about how to plan multi-year capital projects and define OLT's priorities. Chris M. suggested that documenting priorities in writing would be a good idea. Geneva M. agreed that planning is essential in determining priorities.

**Motion:** Myron H. moved to create a Task Force to put together a 5 year plan of priorities to be presented to the board at the April 2015 meeting. John S. and Chris M. seconded the motion which passed unanimously with no further discussion.

**Break** - Geneva M. called for a 10 minute break at 9:53 am. Geneva M. called the meeting back to order at 10:04 am.

**Management Reports & Updates** (The full reports are available in the board packet the subsequent minutes will reflect questions and additions to this information.)

#### Board Chairperson Report

Geneva M shared that the board is working on a streamlined committee structure which will be elaborated on later in the meeting. She ended her report with a thank you to board members, Executive Director and staff for a great summer.

#### **Executive Director (Executive Facilitator) Report**

Board member John L. commented how the increased attendance at the Members Appreciation Weekend didn't feel overcrowded and things went smoothly. Geneva M commented that she was glad bat tours happened regularly and were successful again this summer. John L. asked about the Nature Conservancy visit. ED Bishop responded that TNC was generally happy with OLT and it was a positive visit. There was some discussion and comments about how to incorporate composting, with bears being a big concern. Geneva M. offered to tap her connections and work toward this.

## **Facilities Manager**

John S. asked if we received any feedback about being turned down for the gated pipe project grant. Mark J. answered that there was no specific feedback based on OLT's proposal. No irrigation projects in the San Luis Valley were funded. Mark J. added that we will reapply next year. ED Bishop added that in addition to looking for outside funding for this project OLT needs to invest resources to implement the irrigated pipe project.

John L. asked for an update on the WWTP project. Mark J responded with these main points that the delays in the proper approvals from the state mean the main construction will be in Spring of 2015 and there is also another agenda item later in the meeting that elaborated on this topic. Other items mentioned included the county grant for a methane digester for the ranch kitchen/bathhouse. Geneva M. asked about the status of Fish and Wildlife helping OLT with habitat management and water loss at the reservoir meanders. Mark J. mentioned pursuing habitat management funding in the winter. ED Bishop shared that the ranch kitchen/bathhouse is in track, perhaps a little over budget to be walled in. Work on this is continuing. Guest Neil S. mentioned the need to keep back-up parts on hand for crucial infrastructure like the hydroelectric system and this is something the facilities team does and will continue to do.

## **Ranch Report**

Mike B. asked if OLT should proceed with the gated pipe project even without the grant funding. ED Bishop responded in the affirmative that this is a necessary and wise investment for OLT to make. There was discussion about the pigs OLT has and a possible partnership with another operation to breed pigs since the Nature Conservancy easement does not allow a commercial hog operation. The reason OLT has pigs at the ranch is tied to the benefit of soil impacts.

## **Visitor Services Manager Report**

VSM Dave B. began by reporting that the long term camp host volunteers this summer were a success, saving training time and assisting staff with excellent guest relations. Addressing questions from Mike B., Dave B. shared that dog issues have not been a big problem. Dave B. also invited the board and guests to look at the many positive guestbook comments at the Welcome Center. Dave B. corrected an error in his report which stated visitation was up 115% instead of 15%. Chris M. asked if the charts from the database stats document were available for review since they are not included in the board packet. Dave B. and Scott M. will follow-up and make sure these charts are correct as the full Stats document is sent to board members every month. There were questions about how the summer work program for students went and Geneva M. reminded staff that there should be a report to the Eiseman's whose grant funds this annual program.

## **ISS Report**

Doug Bates reported on the donated weather station that was installed at the hydroelectric plant answering questions about why the station was placed at this location-there was available infrastructure to mount the station to which was not available elsewhere. Doug Bates shared that new laptops were purchased to replace failing desktop computers and addressed concerns by board members that information on laptop computers is properly secured and backed-up. The task force convened to explore options and recommend a course to upgrade or replace OLT's current database will meet Sunday to review current database operation.

### **Development Director Report**

Board member Chris M. suggested that donors/members have the option to opt in to monthly and other recurring donations. Scott M. mentioned that OLT's current online donation system can handle this and a small percentage of members use this feature. There was discussion around getting the word out about this, which ultimately may save time and materials needed to send physical mail renewals. Board member Martin J. shared about the recent fundraiser art sale he helped coordinate in Salida. There was around \$1000 in gross sales with some artists donating their percentage of the sales back to OLT. The event was a success in terms of community-building and raising money after expenses and there are plans to have more of these events in 2015. Development Director Pam N. shared that OLT won't hear about the county grant for the methane digester at the ranch until December.

### **Office Manager Report**

Deb H. offered that people are purchasing beef and eggs and encouraged that OLT continue to offer more eggs.

### **WWTP Update by Contractor Weaver's Level Best**

Clayton and Pam Weaver spoke about the general scope of this project and that the bid amount will change because of engineering specification changes. They share that costs for a winter install would be significantly higher because earth that is not frosted or wet would have to be moved in. They recommended a spring installation. Additionally, the tank should be ordered to coincide with actual installation and not be stored before installation which would also add costs. It was also recommended that an access road be put in to allow for tank installation. There is a 5 year warranty on pumps that have a 12-15 year life span. The system is a tried and true technology with a proven track record. There is regular maintenance to remove sludge from the system. It was estimated that the new bid would be around \$156,000 which included the expense of fill and dirt work since the soil contains rocks.

### **Break for Lunch**

Geneva M. called a break for lunch at 12:05 pm. The meeting resumed at 1:07 pm.

## **Committee Reports**

### Site Plan Committee

Committee Chair Mike B. handed out a survey of site planning priorities, inviting feedback that can be returned to him.

### Internal Affairs Committee Report

Chris M. stated that he is working on historic ratios based on OLT financial data provided by bookkeeper Scott M. There was discussion about how to figure out healthy ratios and Myron H. commented that have historical information would help OLT set good benchmarks. Scott M. shared that OLT's accounting has important program classifications that can help with this.

### Treasurer Report and Financials

ED Bishop elaborated that loan money for the WWTP project has been received and the repayment schedule does not begin until next year (2015). Treasurer Myron H. commented that the general financial trend is looking good, but that financial allocations should include board input. John L. commented that the trend for revenue is up barring bad weather or other unforeseen circumstances.

Myron H. talked about the need for outside funding sources. Mike B. suggested that we approach members for matching grants. Pam N. talked about cultivating relationships with long time donors and growing the Legacy Society. Chris M. suggested that it will take time and prudent financial management to let people know OLT has built a strong reserve with controls in place. Neil S. confirmed how important it is to follow through and do things right.

### **Public Message (Land Conservation vs "Mission Fulfillment")**

Geneva M. introduced the topic of going back to saying "100% of donations go to land conservation" instead of "mission accomplishment". John L. shared that he would support this but he wondered if the funds are actually there to say that. He also shared that it is important that donations don't go toward stays at the hot springs. Mike B. talked about defining land conservation and that was the reason a past board agreed to a change in the wording. Discussion will continue on this topic.

### **Resolution Approving Bank Card for Ranch Manager**

**Motion:** Mike B. made a motion to approve a bank card (debit card) for Ranch Manager Mike O'Donal. John S. seconded and with no further discussion the motion passed.

### **Policy Review**

## "Love" Policy

Geneva M. introduced the topic of a "love policy" to address employees involved in significant personal relationships with each other. This is a recommendation of OLT attorneys since existing conflict of interest policies do not hold up legally for these circumstances. Geneva M. presented sample draft policies as an example of what OLT needs but suggested the particulars need to be worked out in the Internal Affairs Committee, consulting with attorneys and Mountain State Employers Council. Martin J. offered to chair this committee. Geneva M. asked to be a member, which was accepted.

## Motion

Deb H. made a motion to nominate Martin J. as the Chair of the Internal Affairs Committee. John L. seconded. Martin abstained and the remaining board members unanimously passed this motion. Martin J. accepted with the statement that if in subsequent meetings the committee decides another person should chair he would be ok with that.

## Goals for Committees

Deb H. confirmed that all the committees are evaluating their mission composition and processes. Chris M. suggested that guidelines should cover all committees and be clear on how to utilize staff on committees including using paid staff time for committee work, which is appropriate but needs to be outlined. Mike B. suggested the Governance Committee could help come up with guidelines that would work for all the committees. Dave M. chairperson of the Land Conservation Committee that land acquisition be added to the resolution creating the committee. John S. suggested that the board approve committee mission statements at the next board meeting in January 2105. Chris M. confirmed that the Governance Committee should provide guidance to the entire board, integrating the advisory "board" to provide a sense of history and past knowledge to avoid future problems. Further Chris M. advocated that this committee stick with a chairperson that is not a board member.

## Ranch Management Plan

Geneva M. asked for feedback on proceeding with the discussion for the Ranch Management Plan and Capital Improvement Plan and it was decided to move discussion to the Capital Improvement Plan since the Sunday work session would provide time to talk about the ranch.

## 2015 Capital Improvement Plan

ED Bishop went over the draft plan and elaborated on his proposed December projects included replacing the flooring in the Welcome Center. There was also discussion about the Oakhouse foundation wall which does need work, but December is not a good time to do that work. Other

projects highlighted included redoing the drain in the Soaking Pond and purchasing a back-up Pelton Wheel for the hydro electric system.

Submitted by:

Debra Hoffman  
Debra Hoffman, Secretary

4/18/14

4/18/15

Date

Approved by:

Geneva Mixon  
Geneva Mixon, Chair

4/19/15

Date

