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BOARD OF DIRECTORS MEETING

Date and Time: 3:00 pm on Wednesday, July 21, 2021

Location: Home Loan State Bank Community Room (Replay on our YouTube Channel)

Attendees:

Quint Shear

Dusti Reimer

Janet Rowland

Agenda:

- I. Call to Order at 3:06 pm.
- II. General Public Comment.
 - a. None.
- III. Approval of the June Meeting Minutes.
 - a. J. Rowland made a motion to approve meeting minutes. Q. Shear second. Voted. Approved.
- IV. Staff Report.
 - a. D. Reimer said she posted the meeting minutes on our social media channels, the July meeting agenda, and the July meeting details, and that our website was down, and photos of the Lower Valley Fire Protection District Station #32 Upgrades on our social media sites.
 - b. D. Reimer said we do not have any media at this time, but that she would be sending out a press release about the Fall 2021 Grant Cycle.
 - c. D. Reimer said we have one grant requesting payment. The 2020-FM-01 Lower Valley Fire Protection District was requesting \$50,000 final payment for their Station #32 Upgrades.
 - d. D. Reimer said we invoices for June are for Dusti Reimer, invoice #161 for services and supplies for \$2,690.98; Soronen, Donley and Patterson invoice #139418 for auditing services for \$1,078.75; and Dufford Waldeck invoice #26081 for legal services for \$466.50.
 - e. D. Reimer said that Christine would be at the next meeting with an amended budget, because we have paid \$4,000 for the audit, when we had budgeted less. We also need to amend the insurance payment, because that was over as well.

- f. D. Reimer said the upcoming events are the Fall Grant Cycle starts on August 1st, the August Board meeting is scheduled for August 18th and the Fall Grants will be due September 3rd.
 - g. Q. Shear asked when the date of our board meeting is?
 - h. D. Reimer said the third Wednesday of the month. The other dates are for our grant cycle. I'll collect the grants on the 3rd of September and then put them together over the weekend and drop them off to the Board so you can have a week to review the grants, before their presentations at the next board meeting on September 15th.
 - i. J. Rowland asked who was eligible to apply for the grants?
 - j. D. Reimer said political subdivisions of the state fire protection districts, school districts, library districts, municipalities. The grants have to be for planning, maintenance and provision for public services, construction.
 - k. J. Rowland made a motion to approve the staff report with invoices and grant payments. Q. Shear second. Voted. Approved.
- V. Review of Financials.
- a. D. Reimer said the total bank balance is \$826,491.01. The balance of the permanent fund as of June 30th is \$2,159,354.59, grants payable we will have \$200,000 after today. All checks written last month have been cashed. We had payment for legal fees, contract services, memberships and dues, auditing expenses. We had unrealized gain/loss in the permanent fund of \$14,756.37 and dividend income of \$7,170.68. Our current grants payable after today are just two-City of Fruita and the Grand Junction Police Department for a total of \$200,000. The Budget to Actual still looks good, except the two areas we will need an amended budget for which are insurance and auditing services.
 - b. J. Rowland made a motion to approve the financials. Q. Shear second. Voted. Approved.
- VI. Review of Investment Account.
- a. D. Reimer said that the statement ends on July 1st, so the ending balance is different than the financial statements that ended on June 30th. The total is \$2,159,843. Matt said if you have any questions, to let him know, but that he would be back at the next meeting.
 - b. Q. Shear said we have a solid 8% return. Things look good. Any questions for Matt?
 - c. J. Rowland said she did not have any questions.
 - d. Q. Shear said thank you, Dusti.
- VII. Approval of the 2020 Audit.

- a. Q. Shear the audit letter shows they took some of that stuff out from the last meeting and that we have no exceptions or issues. Did you find any other exceptions or issues that you found, Dusti? I talked with Kathy a little bit.
- b. D. Reimer said no, I saw the emails that went back and forth. I was talking with Chris this morning and said next year it will go a lot faster next year and cost less because they'll have now done it.
- c. Q. Shear said yes, the always want to bring up front on the first year anything they find that they may be uncomfortable with. And that's good and that's why we have the audit. It's good to have the nit picking. They were right and we needed that. No issues. That's what we want. We have the audit letter. Do we approve them separately?
- d. J. Rowland said just the audit, because it includes both.
- e. Q. Shear asked if there were any other questions on the audit?
- f. J. Rowland made a motion to approve the 2020 Audit. Q. Shear second. Voted. Approved.

VIII. Website Issues.

- a. D. Reimer said we have reached the end of our theme/template on WordPress. It has been kind of down since last week and I cannot get into the back end. Daniel Ashurst, who is our host provider, said that he discovered that the theme is no longer compatible with Go Daddy. They stopped doing updates and its no longer compatible. The options that we have are to pick a new theme and go with it, they do have free ones and they also have ones that cost money. This was one was a paid one that the previous administrator had picked. The other option is to build a whole new website. I don't think we need to build a new website. I don't know if it will cost anything or not at this point. I was speaking with Daniel, and he was kind of frustrated that he has spent a lot of time on it, but hasn't gotten compensated for it, because we don't have a service agreement for it.
- b. Q. Shear asked who he was with?
- c. D. Reimer said he's with Alpine Computer Solutions, or Alpine Business Solutions.
- d. Q. Shear asked if we took it away from Go Daddy. That's what I did. I had mine with ACS and took them off Go Daddy. That's why I did it. I was going to have to make some updates.
- e. J. Rowland said you can transfer the domain from wix to ACS. They might be able to help you with a new design if you need to rebuild.
- f. Q. Shear said it depends on the software. If it's one of the common ones, it's no big deal.

- g. D. Reimer said if it's on WordPress.
 - h. Q. Shear said that's what mine was. I just had to have saved template and all the data. Transferred it to ACS and they repopulated it. If Go Daddy is the problem, then that's an easy switch. You don't have to worry about someone stealing your website with that.
 - i. D. Reimer said that's good. I'm not sure if he would be open to that. I even told him that he hasn't gotten a payment for hosting services, because he hasn't invoiced us. I even texted him on Friday morning and told him my board packet was due and I needed an invoice and he never responded. I emailed him this morning and told him our board meeting was this afternoon and if he could come and present. He sent me a link to an article of what its typical website maintain costs are.
 - j. Q. Shear asked if we need to look for someone else?
 - k. D. Reimer said we may need to look for someone else. He also so he was doing this as a favor, and I said I'm not asking for a favor; you're our hosting service and we're having issues. I told him too that if we need to do a new website or updates that we would need to do a request for proposal. I can't just take his word that it will cost \$3,000, that I need an actual proposal with numbers to present to the board. He didn't respond.
 - l. Q. Shear said why don't you look at that with transferring it to ACS and if he can do it. If we need to find someone else, then we will. That is the one thing we need to have. It doesn't need to be complex, but we need one.
 - m. D. Reimer said ours is not complicated and we don't have a lot. He did do a back up off the previous one, and so the website is back to an old, saved update from September, so it's missing some meeting minutes, but we can put that back up. Or even updating the theme.
 - n. J. Rowland said I'm looking at Wix now, and if you transfer the domain the cost is to renew the domain for two years.
 - o. Q. Shear said I have a friend that does it, she manages a lot of websites for a lot of nonprofits around Grand Junction.
 - p. J. Rowland said you can hire a professional through them and they can even build your site.
 - q. D. Reimer said when I was looking it up, WordPress has free themes, and all you have to do is pick that theme and apply it.
 - r. Q. Shear said maybe he just doesn't want to mess with it.
 - s. D. Reimer said this moves us into the Fall Grant Cycle.
- IX. Fall 2021 Grant Cycle.

- a. D. Reimer said if the website is still down come August 1st, then she has told a few of the grant applicants that she will email all the previous grant applicants all the files on August 1st. She will post it on social media as well. It's just a few word documents.
 - b. Q. Shear asked if we do any notices outside the website?
 - c. D. Reimer said yes, we do a press release and that gets published.
 - d. J. Rowland said there is really a limited number of people eligible to apply. Do they need to apply through an online portal or to submit it?
 - e. D. Reimer said no-they either email it to me, mail it in, or drop it off at Home Loan. Most are through email.
 - f. D. Reimer said she will check with Daniel to see if he wants to do that and if he doesn't want to do it anymore, we can look to some others.
 - g. J. Rowland said Charity Meinhart does it as well. She's always been really fast and responsive
 - h. D. Reimer said I think our hosting fees are \$30 a month. We got three RFPs. One from Joel Kincaid from Merge2Media, Mackenzie Dodge Solutions and Alpine Computer Solutions. He was the best deal because for \$30 month we have unlimited everything.
 - i. J. Rowland said I think ours is \$240 and that was everything.
 - j. D. Reimer said another website she has is about \$300 on Wix for everything. I just wanted to bring this to your attention, but we may or may not have some additional website expenses. Everything for the fall grant cycle is ready to go.
 - k. Q. Shear said he's already had some questions about the fall grant cycle.
 - l. D. Reimer said I have too. I think it's going to be a big one.
- X. **Unscheduled Business.**
- a. Put on the agenda with Chris the meetings moving to quarterly and finding out if we can approve invoices and grant payments electronically through email, when we have slower months.
 - b. D. Reimer said the last quarter will be monthly, due to grant awards and the budget.
 - c. Q. Shear said maybe we can combine the December/November meeting.
 - d. D. Reimer said we would need to have it approved by the end of the year.
 - e. Q. Shear said when is that due?
 - f. D. Reimer said that it has to be approved by December 31st, and then it isn't due to the State until January 31st. We also need to have a 30-day public comment period.

- g. D. Reimer said the bylaws say we can meet quarterly, but it doesn't say anything about voting via email or approvals.
 - h. Q. Shear said we will ask Chris about that.
 - i. D. Reimer said and Christine will be here next month too to do the Amended Budget. I'll get the audit off to the state.
 - j. Q. Shear asked if I needed to sign that.
 - k. D. Reimer said no, you already signed the audit letter.
- XI. Adjourn.
- a. J. Rowland made a motion to adjourn the meeting. Q. Shear second. Voted. Approved. Meeting adjourned at 3:34 pm.