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## **BOARD OF DIRECTORS MEETING**

**Date and Time:** 3:00 pm on Wednesday, August 18, 2021

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

### **Attendees:**

Quint Shear  
Dusti Reimer  
Craig Springer  
Christine Madsen  
Chris McAnanay

### **Agenda:**

- I. Call to Order at 3:06 pm.
- II. General Public Comment.
  - a. None.
- III. Approval of the July Meeting Minutes.
  - a. C. Springer made a motion to approve. Q. Shear second. Voted. Approved.
- IV. Staff Report.
  - a. D. Reimer said we had an exciting month. We posted to our social media accounts the Meeting Minutes were posted, the August Agenda was posted, we uploaded the July Meeting Video, we posted that our website was down, we posted that our Grant Cycle was open and we had a link that we shared for a new story that talked about our grant cycle being open. That story was also merged with WSOGA's story about the BLM Headquarters staying locally.
  - b. D. Reimer said that was the media we received this past month. The story was done by KREX.
  - c. D. Reimer said we have no grants requesting payment at this time. Invoices for payment are Dusti Reimer Invoice #162 for services and supplies for \$2,690.98, Dufford Waldeck Invoice #26686 for services for \$285, Eide Bailly Invoice #Elo1190328 for \$1,802.96, Alpine Computer Solutions Invoice #70144 for \$359.40 Hosting Services, Alpine Computer Solutions Invoice #70183 Computer Work for \$500 to get our website back up.

- d. D. Reimer also received an invoice/quote for hosting services. We had several issues with Alpine, and it wasn't until I spoke with ACS that we found out what was wrong. I relayed that information to Alpine and they found a solution that didn't involve rebuilding the website or \$3,000. Janet had suggested that we look find a new hosting provider. I agree. After dealing with them for two weeks and not getting a response, besides saying that we had to rebuild a website and we didn't need to. There is a quote on ACS to fix the WordPress theme, we don't need that. We would just need to pay for the hosting service and to integrate it to ACS.
- e. C. Springer said you want to move to Alpine or we are not?
- f. D. Reimer said we are paying Alpine, after months of asking for an invoice.
- g. C. Springer said they aren't the same company?
- h. D. Reimer said they are not the same company.
- i. Q. Shear said I use ACS. They host my webpages. They take good care of it and have kept me out of trouble. They do a good job.
- j. D. Reimer said after talking with him for 5 minutes on Friday, John said I don't know what the problem is, your theme has always been updated, it might be \$60 to update the theme. Daniel had told me repeatedly that there was nothing he could do with the site, and that we needed to spend \$3,000 to completely rebuild the site, because the theme is broken and doesn't work. When I told Daniel what John had told me, we finally got him to update the theme and the website worked.
- k. C. Springer asked if there was an auto renew agreement with Alpine?
- l. D. Reimer said it has been on this yearly renew. When we previously did an RFP for services, to move off the prior hosting service provider we had problems with, he was the best quote out of Merge2Media and McKenzie Dodge Solutions. I have literally had to ask him repeatedly for invoices. He finally sent this one over Friday morning, before the board packet. He said over and over again that he hadn't gotten paid, and I kept telling him we needed an invoice to pay him.
- m. Q. Shear asked if we have paid him through the end of the year?
- n. D. Reimer said we haven't paid him yet at all. That's the bill he sent over for \$384.00
- o. C. Springer asked if this would be paying for the last 12?
- p. D. Reimer said this would be from January to December 2021. We have a few options, we can pay the whole thing, pay to the end of August and transfer over to ACS.

- q. Q. Shear said my recommendation is to do at least 8 weeks overlap in case something happens. What could happen, and I have seen happen, you tell Dan you're not going to pay him for the end of the year, and he goes in and pulls everything down and then ACS has to rebuild it.
  - r. C. Springer said all he has to do is look at the minutes and he'll see.
  - s. Q. Shear said we just don't want to cut it close. We want to make sure we have a buffer. If there is a duplicate out there, it can be found, rather than a mistaken delete of a site. And a lot of times it might not be intentional, it's just they're told that it's one less account.
  - t. C. Springer said its an \$89 different to go to the end of the year.
  - u. D. Reimer said start the transition and keep them.
  - v. C. Springer said it's not that much money, but it would be safe. With ACS, we're not paying that \$500.
  - w. D. Reimer said on that quote, we wouldn't need to do the WordPress update. It would be cheaper.
  - x. C. Springer said the question is we're paying Alpine \$500 and ACS \$500?
  - y. D. Reimer said no, those invoices are the same company. ACS is just a quote. We won't pay that one until we start with the services. It's confusing because it's almost the same name.
  - z. D. Reimer said we are going to pay both Alpine for both invoices.
  - aa. D. Reimer said upcoming events will be the Fall Grant Cycle was launched and ready to go. It will close September 3<sup>rd</sup>. The Board Meeting with grant presentations will be September 15<sup>th</sup>. Our October board meeting with grant awards will be October 20.
  - bb. C. Springer made a motion to approve the staff report with the payment of the invoices. Q. Shear second. Voted. Approved.
  - cc. C. Springer made a motion to approve the ACS proposal for website hosting. Q. Shear second. Voted. Approved.
- V. Review of Financials.
- a. C. Madsen said the fund balance is \$772,254.78. For profit and loss we had \$466.50 in legal fees, \$2,666.00 in contract services, \$1,078.75 in auditing expenses, and \$24.98 in dues and memberships. Unrealized gain/loss in the permanent fund is \$14,653.67 with investment fees of \$4,377.42. The two remaining grants outstanding for City of Fruita and the Grand Junction Police Department for a total of \$200,000. We are still under budget for Outside Services.
- VI. Review of Investment Account.

- a. Q. Shear said we had a net gain of \$170,564. Any questions on the report?
- b. C. Springer said no.

VII. Approval of Amended 2021 Budget and Budget Resolution.

- a. D. Reimer said as you can see, we were over on the audit and we were over on the insurance. We have amended the budget to reflect those.
- b. C. Madsen said we also moved an additional \$500 to outside service to cover when Kathy did the audit review.
- c. D. Reimer said the only other question we have was on the investment fund.
- d. C. Madsen said for the dividends and gain or loss.
- e. C. McAnany said you want to book unrealized capital gains as a budget item and reflect it to show capital gains over and above those were estimated?
- f. C. Springer asked if it had to be on the money or within a certain percentage?
- g. C. McAnany said you can't exceed budgeted amounts. If any amounts exceed you must do an amended budget to bring it back into balance. You can have a fund that encompasses several different line items that may have some that are over and some that are under, but you don't exceed the spending amount.
- h. Q. Shear asked if we amended the dividends and gains what would it be?
- i. C. Madsen said right now we're under for dividends.
- j. C. Springer said we don't want to get into the habit of amending the budget at every meeting if the line item goes over.
- k. C. McAnany said I think what we should do, the last quarter of the year, that would be the time to amend the budget. We'll know after having a year under the budget. This is good to keep track of it, but I'm a little unclear on how we budget capital gains. You don't know the market. I don't know enough about government budget, but do we need to budget capital gains if we aren't paying taxes and it's not money being expended? It's money we have and growth in an account, but not an expenditure. I think we should do this in October.
- l. C. Springer said I concur with you. I appreciate how closely you're watching this, and we've cut back on expenses. The more we can do the better. We've cut back on what we've paid you and you.
- m. C. McAnany said we could even consolidate line items. You could have line items for pens.
- n. C. Springer made a motion to delay the adoption of the changes to the budget to later in the year when we have more clarity and do an amended budget resolution as needed. Q. Shear second. Voted. Approved.

VIII. Discussion of Changes to Bylaws for Board Electronic Approvals for Invoices.

- a. D. Reimer said the last meeting the discussion was, if we get a lower check like we did this last year, so move to quarterly meetings. The only thing that came up were the monthly invoices and how to pay them.
- b. C. McAnany said that the bylaws already say that we can have quarterly meetings. The administrative element part to that is what do we do with bills and invoices. We can't let those sit around for 3 months at a time. One thing I suggest is that the district authorize the board chair to make expenditure to budgeted items, on a monthly basis, up to a certain amount. A reasonable amount could be up to \$10,000. This would mean on those off months, Dusti has bills that come in and she can review them and present them to Quint as Chair and ask him to authorize them. He could cut checks. You would review them at the quarterly meeting, so you could see them every three months. I did prepare, for discussion a draft resolution. You could vote on this today, if you wanted. It says the board chair can sign checks and review on a quarterly basis.
- c. Q. Shear said I think maybe we review it. Have a meeting schedule towards the end of the year and do quarterly meetings for the beginning. We can always schedule a special meeting.
- d. C. Springer said the only thing I can think of is something cataclysmic happens in the markets. We do have \$2 million that we need to get together and discuss. But like you said, we can call a meeting to discuss.
- e. D. Reimer said we can call that meeting and do that within 24 hrs.
- f. C. McAnany said the other thing is maybe a grant payment needs to happen.
- g. C. Springer said we did have that special meeting with CMU. They basically wanted to change the application. I saw that email with Janet and the problem she had with a meeting quarterly, if you would reach out to her and tell her we can reschedule.
- h. D. Reimer said we've always done that. I remember David had that same scheduling issue.
- i. C. McAnany said given the mineral lease district revenue was up, there was always grants needing to be paid, and there isn't a lot of that going on anymore like there was three years ago.
- j. Q. Shear said maybe we get together the last meeting of the year or the first meeting of the year and get the schedule out so we have it.
- k. D. Reimer said I think we talked about moving November/December into one meeting, as long as we can get the budget approved before.
- l. Q. Shear said let's wait and discuss this with Janet.
- m. C. Springer said the only other thing I'd review, I'd want that description refined a little bit. Basically, you're talking about three bills. ACS thing-what would you have done. Would you have taken this to Quint? This was a little cumbersome to

me. I'm not sure if I could have explained that and wrote those checks. I'm not sure we needed a special meeting for that.

- n. C. McAnany said this is for routine expenditures, not for entering into a contract with a new vendor.
  - o. D. Reimer asked for clarification, some of the mini grants have progress payments. Do we want to approve a mini grant payment without a board meeting?
  - p. C. Springer said absolutely. They've already been approved.
  - q. C. McAnany said Dusti is the gate keeper. She reviews it, it's on track, and if she thinks its appropriate to have him sign.
  - r. D. Reimer said I send them to Christine. She holds the check book, but we go through her as well.
  - s. C. McAnany said we can include this to say periodic grant payments and pre-approved budgeted amounts. And we could say you may, not shall, execute payment. I'll make those changes and bring it back for the next meeting.
- IX.    Unscheduled Business.
- a.    None.
- X.     Adjourn.
- a.    C. Springer made a motion to adjourn the meeting. Q. Shear second. Voted. Approved. Meeting adjourned at 3:41 pm.