



Conservation Futures Fund Citizens Advisory Board

MEETING MINUTES

Citizens Advisory Board (CAB) Monthly Meeting: 8/8/2024

CALL TO ORDER:

Meeting is called to order at 10:36AM.

ROLL CALL AND CONFIRMATION OF QUORUM

MEMBERS PRESENT (5):

- Karen Scharer
- Linda Rhodes
- Kathryn Wells
- Susan Bennett
- Todd Peterson

STAFF (1):

- Kelly Webb, Conservation Futures Program (CFP) Coordinator

VISITORS PRESENT (1):

- Brandon Kelley

APPROVAL OF MEETING MINUTES:

Karen moved, Linda seconded, and the June 6th minutes were unanimously approved. Karen moved and Linda seconded, the July 7th meeting minutes were unanimously approved.

APPROVAL OF AGENDA:

A change was requested to add to New Business Michele Kahrs' CAB membership status. Susan moved, Karen seconded, and the August 8th agenda was approved unanimously with that addition.

REPORT: **Chair (Kathryn Wells) Reported:**

- Brandon Kelley's Membership Update:
 - Will go before the BOCC the week of August 12th.
 - Kelly updated the CAB that we will be doing some target marketing for Districts 2 & 3. And using the same marketing brand for the 2025 funding cycle announcement in mid-December 2024.

COORDINATOR'S REPORT: **Kelly Webb Reported:**

- Freund Marsh Contract Update:
 - The only new business Kelly is working on regarding the Freund Marsh contract is who/what department(s) will follow contract details and stipulations. At the last inquiry, there is no new information. Kelly has created a contract tracker and the first contract detail will be a January 15, 2025 project update.
 - Kelly informed the CAB that there is a memo that goes with the applicant's contract. The memo states that they must return the contract within a certain time (typically 30 days) or the contract is rescinded.
- WCLT Contract Update:
 - A new CFF contract template was created by the CFP. This new template was forwarded to WCLT for input. Once any changes are reviewed, a final draft contract will be sent to WCLT for signature.
 - One change is that the full funds will be distributed. Kathryn raised the concern that if all funds are distributed up front how do you ensure that the funds are used timely and for the correct purpose(s).
- Application/Evaluation Update:
 - DNR is working on upgrading Cognito Forms to the Premium version, Cognito is the platform that houses the CFP fillable application and evaluation form.
 - Evaluation discussion: CAB worked with the evaluation form and liked it. A rating score of 1-5 is good, rather than a score of 1-10.
 - Some CAB members worked with the evaluation form, and some did not. Karen asked for a link to be sent again. Kelly will send.
 - Linda requested that the CAB reconsider the ranking scale. She also requested guidance questions in the evaluation form.
 - Todd felt the ranking system would only be a tool in the discussion, not a determining factor in recommending or not recommending an applicant. He also requested that the evaluation form page numbers be at the bottom. Kelly will see if Cognito Forms can perform that function.
- Meeting room update:
 - Meeting rooms from September through November have been reserved, approved, and checked with IT. CAB meetings will be in the Admin 116 meeting room from September – November. Kelly did not set a December meeting to see if CAB wanted to take December off. It was decided to wait until the September meeting to decide about the December meeting.

OLD BUSINESS:

- Evaluation Form:
 - After much discussion it was decided that the evaluation form can be changed and rediscussed, but that the evaluation criteria would not change and could be placed in the Resolution for BOCC approval. This is provided that any changes to the form do not involve changes to the actual criteria. Todd made a motion, Susan seconded, but it was forgotten to vote.
- By-Laws: Kelly will resend. The CAB will vote online. The deadline for voting is the 16th of August.

NEW BUSINESS:

- Resolution Timeline:
 - Karen requested a one-month interim from the public meeting to the CAB recommendation for the BOCC. And that a proviso be added in case further information is needed for a recommendation.
- Membership involvement:
 - CAB made a recommendation to send a letter/email to Ms. Kahrs with a deadline to respond. As Chair, Kathryn will create this with the number of meetings and site visit missed and concern about the lack of communication. Kathryn will cc Kelly on this email. Linda moved to follow this recommendation, Karen seconded, it was approved unanimously.

PUBLIC COMMENT:

- There was no public comment.

ANNOUNCEMENTS:

- Linda will miss the September meeting.
- Linda obtained a copy of Roberts Rules for the CAB to use as needed.

ADJOURNMENT:

Next Meeting: September 5, 2024

Meeting was adjourned at 12:14 PM.