



## Conservation Futures Fund Citizens Advisory Board

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### MEETING MINUTES

#### **Citizens Advisory Board (CAB) Monthly Meeting: 9/5/2024**

##### CALL TO ORDER:

Meeting is called to order at 10:33AM.

##### ROLL CALL AND CONFIRMATION OF QUORUM

##### MEMBERS PRESENT (5):

- Karen Scharer
- Kathryn Wells
- Susan Bennett
- Todd Peterson
- Brandon Kelley

##### STAFF (1):

- Kelly Webb, Conservation Futures Program (CFP) Coordinator

##### VISITORS PRESENT (1):

- Clay Thompson

##### APPROVAL OF MEETING MINUTES:

**Todd moved, Brandon seconded, and the August 8<sup>th</sup> minutes were unanimously approved.**

##### APPROVAL OF AGENDA:

**Todd requested time to discuss Resolution comments and Evaluation comments. It was decided that these comments will be discussed in the Coordinator's update. Brandon moved, Karen seconded, and the August 8<sup>th</sup> agenda was approved unanimously with those additions.**

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

- Kathryn and the rest of the CAB said fond farewells to Susan for her long and outstanding service to the CAB.
- Kathryn welcomed Brandon Kelley to the CAB
- Kathryn informed the group that Bradley Duncan's CAB application will be going on the BOCC Work Session on the 11<sup>th</sup> and then on the 17<sup>th</sup> Consent Agenda in September.

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

- Resolution update:

- Kelly updated the CAB that the Resolution changes will go on the BOCC Work Session Agenda on the 18<sup>th</sup> of September, a month earlier than planned.
- Todd asked to add under the heading of Annual Process, the second bullet line is missing the word “of”.
- Todd commented on the issues with the timeline for the 2023 contract signature. There was discussion, however it is impossible to put a timeline for contract signature into the resolution or contract. The CFP will use a memo to outline a timeline for signing annual funding contract(s).
- M&O update:
  - The M&O application has been changed and is in a similar, but simplified format as the Acquisition Application.
  - The M&O application uses a similar evaluation criterion to the acquisition evaluation criteria, which was expanded to include equity and climate change.
  - The goal is to get the M&O application to the BOCC at the same Work Session meeting on the 18<sup>th</sup>.
  - Kathryn reminded the group that CAB used to review M&O applications. Todd asked if the CAB to take that responsibility back. The CAB will add this topic to the November agenda.
- Miscellaneous:
  - There was a brief discussion about the new contract template and methods for ensuring contracts are executed in a timely manner.

#### OLD BUSINESS:

- Bylaws:
  - To prevent more significant changes, it was decided that the CAB will wait until the new Resolution is approved by the BOCC, hopefully by mid-October. Once the resolution is approved, a sub-committee comprised of Karen and Brandon will create a second draft of the bylaws. The document is located in the CAB Google Doc Folder.
- Application and Evaluation:
  - Application is complete.
  - We can use the Premium form of Cognito Forms to enable the applicants to save and return to the form to complete at a later date.
  - Linda has provided some guidance questions for the evaluation form and it should be ready for use in the spring of 2025.
  - Todd verified that there will be quantifiable scoring (1-5) on the 2025 evaluation form.

#### NEW BUSINESS:

- No new business

#### PUBLIC COMMENT:

- Mr. Thompson suggested the CAB receive feedback from the M&O funding cycle and provide the CAB a report of the 2025 M&O funding cycle.

#### ANNOUNCEMENTS:

- Karen may not be able to make the October meeting.
- Susan requested to be kept in the loop.
- Kathryn asked for an update on the acres under conservation report. Kelly informed the group that now the Resolution, Acquisition Contract Template, and M&O Application are almost finished she will turn back to data cleanup regarding these reports.
- Brandon offered to do a Google Docs training for the CAB to make sure everyone is on the same page. We will try the training for the October meeting.

- Brandon also suggested we put an ad hoc committee structure in the bylaws. The CAB asked Brandon and Karen to add this section (if it is not there already) to add it in their bylaws committee work.

ADJOURNMENT:

**Next Meeting:** October 3, 2024

Meeting was adjourned at 11:57 PM.