

Thursday September 8, 2022

2022 CSAS Annual Board Meeting

Date: Thursday September 8th, 2022

Video: https://www.dropbox.com/sh/664o6mek8b1loes/AACunysz1Yfpgwww_Dwj9YsFa?dl=0

Members present: David Kanzer (President), Keith Roush (Secretary/Treasurer), Art Mears, Jeff Deems, Frank Kugel, and Jeff Derry (Executive Director)

Members absent: Heidi Steltzer, Tom Ryan, Marti Whitmore, Lurna Kaatz

8:08AM MEETING CALLED TO ORDER, DETERMINED THAT QUORUM IS ESTABLISHED

AGENDA

- Discuss agenda format
- Derry to edit time in agenda
- Add roll call

MEARS MOVES TO APPROVE AGENDA, DEEMS 2ND APPROVED UNANIMOUS BY SHOW OF HANDS 8:20AM

2021 MEETING MINUTES

- Derry to add agenda to minutes
- Kanzer, page 1, vic should be vice, Derry to correct

DEEMS MOVES TO APPROVE 2021 MEETING MINUTES PENDING CORRECTIONS/EDITING BY DERRY, ROUSH 2ND APPROVED UNANIMOUS BY SHOW OF HANDS 8:30

EXECUTIVE DIRECTOR'S REPORT

- Summary of 2021 Action Items
 1. 1-pager in board handbook defining when a person is 1099 or on payroll, Ryan agrees to help with creating. Divide by function, office, field, etc. Ask Marti or Pinnacol about what work comp covers, car accidents?

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2. Standard entry training for new employees based on tasks. Advertise for help up to Derry.
 3. News element on CSAS website would be great to do. ASO, AERONET, etc Will happen this Fall
 4. Letter of support for ASO flights. Done, Deems clarifies CASM structure.
 5. Contact Mark Raleigh about publishing dataset. Deems suggests contacting Mark again
- FY21/22 Payroll in Review
 - Matt H continues work, streamlined data flow, graphics, works very little but accomplishes a lot
 - Andrew Temple did not work this year except for 1 SASP pit.
 - Derry only full-time employee, sometimes have part-time help.
 - Picked up a few other helpers, i.e. Ella Bump now on payroll. Roz helped as well.
 - Brandon helped at SASP, filled in when Derry was on CODOS
 - Kanzer: Are we covered paying people not on payroll? Derry: people need to sign waivers. Helper expenses found under other direct costs, mileage, CODOS expenses. Add helper expenses under other direct costs (action item).
 - Review Derry's effort, page 2 of Report. Derry reviews table of where his time went. Compares to previous years. Good to track helper's hours worked (action item).
 - Winter 21/22 in Review
 - Research activities were just the basic this winter, Zoe with CREEL still has sensors and we still collect samples for her.
 - Kanzer: Agreement with Zoe to do work? Derry: Zoe could not get the funding to us this year due to contract office issues. Getting a written agreement in place is doubtful. Kanzer: concerned about uncertainty of CREEL funding. Derry: Try and be flexible about when funding may come through. Deems: Ask about CRDA with CREEL, like an MOU.
 - USGA-NGWOS is in place. Kanzer: important to support this project. Colorado Water Science Center can maybe lead to further projects.
 - Kampf and Richard sensors removed, soil moisture and staff gauge.
 - Steven Fassnacht and students removed temp i-buttons. They still are doing monitoring of well bore holes. We will receive ~1,000 in funding or equipment from project.
 - SBB Data Utilization
 - BoR continues ingesting our data for the snow dashboard. Kanzer: data used in Uncomp? Tri-county?
 - We keep pushing data to other users, NWS, CAIC, etc.

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- Research Publications and Presentations
 - Review of publications, more now using SnowEx data.
 - Kanzer: Display publications on website (**action item**).
 - Deems: Work ID, Research Gate, Google Scholar account, CSAS create accounts on these sites? Easy way to get exposure (**action item**).
- Conferences and Presentations
 - We got CWCB grant, that required talking to all RT's twice. Consumed my Fall.
 - Also did usual, talked at multiple water districts
- CODOS Highlights
 - COVID canceled snow school
 - Severe dust year
 - Dust on snow workshop was a success, it has legs, other folks are pursuing land health to minimize DOS
 - Microplastics found in DOS samples, multiple news outlets picked it up. Lab work continues.
 - CODOS went well
 - Engaged with CMC and Yampa Valley Sustainability Council, trained them at Rabbit Ears. Intent is to get more eyes on the snow so help keep tabs on conditions. Deems: careful to maintain data collection standards. Derry: Even pictures are helpful. Roush: offer a pit class at 4csaw? CMC at Breckenridge – Ethan – maybe engage to ingest DOS curriculum?
 - Continued with snow sample collection with USGS
- SBB Activities
 - Big website updates done
 - Storm reports I fell behind on. Ella made reports in June as an archive.
 - Usual station upkeep continued, usual downtime for maintenance on stations.
 - Held off calibrating radiation sensors due to company not being available to do until October.
 - Had meeting with CSI engineer about new station components and price.
 - Replacing cables at SBSP is still on radar to do within next few years.
 - Plant survey continue for additional data this past summer.
- Field Education and Camps
 - Snow school canceled.
 - UCCS field class did happen with COVID modifications
 - Derry explained USGS collaboration and funding, lack of. And publication

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- Website usage per usual, good springtime activity.

BOARD BUSINESS

- Kanzer willing to stay in president role. Try and be more engaged.
- Roush good being Treasurer. Described formation of 4CSAW
- Deems has no changes
- Mears has no changes
- Kugel is good. Thanks Derry's work. Stay with Co river issues and microplastic work. Not sure why UGRWCD on and off again support. Kugel will talk to Sonja.
- Derry: problems with forecasting in Taylor we can help with.
- Derry wants to do sublimation analyses to inform funders. Deems: we can calculate with SBB data. Said East River is trying collect data to calculate. Look into sublimation from this past winter (**action item**).

FINANCE

- FY 2021/2022 Financial Report.
 - Derry walks through last year expenses
 - Didn't receive CREEL funding like were expecting.
 - We received a number of small grants
 - Roush, no red flags
 - Kanzer: Any audits required? Derry: we can do audit every few years. Roush: our set up is pretty straight forward
 - Funding table not linked to FY tabs in spreadsheet
 - Board needs to approve P and L, Derry reviews P and L with Board.
 - New BoR person, Lee Trantum in GJ office.
 - Deems: Do we have non-profit account with Fed Ex? Look into it Fed Ex non-profit (**action item**).

1:00 PM DEEMS MOVES TO APPROVE 21/22 QUICK BOOKS PRINT-OUT OF P&L (NOT SPREADSHEET), KUGEL 2ND APPROVED UNANIMOUS BY SHOW OF HANDS

- FY 2022/2023 Budget Proposal
 - Derry reviews Budget tab in spreadsheet
 - CWCB grant is invoiced 2 a year.
 - Derry reviews proposed raise in budget
 - Rent estimates are higher for next year

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- Kanzer: Is health allotment taxed, Derry not sure. Does health ins cover you? Derry-it covers fine. Roush: Health benefit is taxed. Good to look into. Are there other ways (retirement) to benefit Derry? Should it be investigated (**action item**).
- Deems: we are in the black can we put more into station maintenance and calibration? Derry: yes, also want to go for grants specific to station upgrades. Kanzer: CRD can match WSRF grant for items not covered with WSRF, see Amy Moyer. Deems: Create station maintenance budget? Derry: Yes, create and combine calibration and maintenance schedule/items/costs. Deems: define when items will be replaced. Derry: Maintenance, and calibration table (**action item**). Kanzer/Deems: Increase \$ in calibration line item, board agrees. Added 15k to line item 7065.

**DEEMS MOVES TO ADD 15K TO LINE ITEM 7065 IN BUDGET, MEARS
SECONDS. APPROVED UNANIMOUS BY SHOW OF HANDS.**

**KANZER MOVES TO APPROVE 21/22 BUDGET PROPOSAL,
APPROVED UNANIMOUSLY BY SHOW OF HANDS.**

DEVELOPMENT AND FUNDING OVERVIEW

- Kanzer: Anything to discuss? Derry: We are doing well. Kanzer suggests asking email from Zoe stating support. Derry agrees.

**ROUSH MOVES TO ENTER EXECUTIVE SESSION TO DISCUSS PERSONNEL
ISSUES/EXECUTIVE DIRECTOR REVIEW, DEEMS 2ND
APPROVED UNANIMOUS BY SHOW OF HANDS**

ENTERED EXECUTIVE SESSION, EVALUATE DIRECTOR

- Recording stopped

EVALUATE DIRECTOR

- Recording resumed
- Board approved Derry salary increase to 95K/year
- Agenda item #9, Kanzer: Station maintenance and calibration a priority. Deems: Develop a plan. Maintain data quality a priority.
- Kugel: congratulations on good work, request a 1-pager to help with fund raising (**action item**).
- Roush: impressed with media coverage.

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- Kanzer: reason for select increase to 95k? Derry: amount that seemed reasonable.
Kanzer: with health benefit, Derry is around 100k a year, is there a better way to pay Derry with less tax exposure? Roush convene a working group to assess strategy to compensate Derry in most efficient manner (**action item**).

OFFICER ELECTIONS AS NECESSARY

- No Changes

KUGEL MOVES TO MAINTAIN STATUS QUO OF BOARD OFFICERS TO CONTINUE BY AFFIRMATION, ROUSH 2ND APPROVED UNANIMOUS BY SHOW OF HANDS. OFFICERS UNCHANGED FOR 2022/2023.

- Future meeting times
 - October 13, 2022 at 2pm. Committee follow up
 - January 12, 2023, at 1pm
 - April 13, 2023, at 1pm
 - July 13, 2023 at 1pm
 - Annual Meeting September 7, 2023 at 9am, all day

MOVE TO ADJOURN, MEETING ADJOURNED

SUMMARY OF ACTION ITEMS

1. Add helper expenses under other direct costs.
2. Include helper's hours worked in Director's Report
3. Display publications on website
4. Work ID, Research Gate, Google Scholar account, CSAS create accounts on these sites.
Easy way to get exposure
5. Look into sublimation from this past winter.
6. Look into it Fed Ex non-profit.
7. Are there other ways (retirement) to benefit Derry? Should it be investigated. Action item, maintenance, and calibration table.
8. 1-pager to help with fund raising. Done
9. Roush convene a working group to assess strategy to compensate Derry in most efficient manner.