

2024 CSAS Annual Board Meeting Minutes

Date: Tuesday June 25th, 2024 9 AM to 4 PM

Members present: David Kanzer (President), Keith Roush (Secretary/Treasurer), Art Mears (Advisory Member), Frank Kugel (Voting Member, and Jeff Derry (Executive Director), Tom Ryan (Voting Member) (joined 15 minutes late).

Members absent: Heidi Steltzer, Marti Whitmore (Advisory), Lurna Kaatz, Jeff Deems (Vice President)

8:56 AM JUNE 25, 2024 ANNUAL MEETING CALLED TO ORDER BY PRESIDENT KANZER, MEETING AGENDA APPROVED, DETERMINED THAT QUORUM IS ESTABLISHED

2023 MEETING MINUTES

- September 6th not official, no quorum.
- October 23rd, official meeting with quorum. Reviewed and approved bylaw edits.
- December 18th, official meeting with quorum. Budget was reviewed and approved. Financial records reviewed and approved. Confirmed resignation of a member Lurna Kaatz. Mears and Steltzer accepted into a non-voting position. Five voting members: Kanzer, Deems, Kugel, Roush, and Ryan. Kanzer: Hoping the advisory positions can bring in new voice and ideas, and can shrink and expand according to needs/availability.
- Agreed to try to set meeting earlier in fiscal year.
- Reviewed executive director performance and pay (2023). Requested payroll reports.
- Frank Kugel comment: Mis-spelling of Tom Ryans name on last page of 2023 Meeting Minutes to be corrected (corrected).

ROUSH MOVES TO APPROVE 2023 MEETING MINUTES. KANZER SECONDS THE MOTION. APPROVED UNANIMOUS BY SHOW OF HANDS.

EXECUTIVE DIRECTOR'S REPORT

- **Summary of 2023 Action Items:**
 1. Last year we were happy to get a voting base to have a meeting, so fewer action items this year
 2. Derry providing more payroll information. See Fiscal Year 23-24.
 3. Station maintenance activities schedule in the Board Packet as well, however, many sensors about to change with big field season ahead of us.

- FY23/24 Payroll in Review
 - Derry monthly salary
 - Ella Bump accrued 190 hours to around \$5000 in payroll expenses
 - Andrew Temple accrued two weeks work (pits, CODOS), likely available next spring as well.
 - Breakdown of Derry
 - Matt Hurley put in hours (approx. one week, has not yet invoiced CSAS) in web/IT

9:15 AM VOTING MEMBER TOM RYAN JOINED MEETING

- Frank Kugel question to Jeff Derry: Is it usually just you alone in the field during the CODOS tour? Derry answer: Sites are very close to a road 5-10 minutes, we are mindful of safety, certain sites present different hazards (partners mandatory for Senator Beck Study Plot). Kanzer: Suggests to review SOP and make sure that health and safety protocols are up-to-date and clearly defined (**action item**). Derry agrees. Last time it was reviewed was SnowEx Campaign.
- Derry mentions hiring Ella Bump for at least one year full-time, and potential duties and help, experience and education. Ideal candidate. Discusses salary with stipend for health insurance - \$30/h, \$60,000/year, monthly. Discusses grants and keeping the funding for her position going.
- Research Activities
 - Derry notes activities similar to last year.
 - Derry: Zoe with CREEL still has sensors at Swamp Angel, we continue to collect dust samples for her as well. Spoke with Zoe three weeks ago, is optimistic of funding future. Zoe mentioned future in re-starting work in Senator Beck Basin, shifting to seasonal snowpack from polar regions. Kanzer: Can we ask for a letter of commitment, or how does it work? Derry: She is in a federal position, she spends federal grant money, and we have documents/contracts. Kanzer: Does this contract confirm a three-year commitment to funding? Derry: The next two years are optional years for CREEL for this contract, and Zoe wants to give it to us. Kanzer: We need to make sure the tasks we are getting funded for on this contract are viable, suggesting this be an action item so that the board is fully informed on this big chunk of funding (**action item**). Derry agrees. Comments that the agreements are straightforward, defining scope of work and delivering money. Kanzer wants formal board review and explicit approval of the funding, Tom Ryan wants to make sure Derry is supported. Derry agrees, suggests quarterly check-ins. Kanzer requests more updates on funding.
 - USGS NGWOS, station co-located to SBSP, still collecting data. Contributing annual user fee of \$2500. Derry not involved with that station work.
 - CSU – Steven Fassnacht, new student taking over SASP data collection and analysis. CSU – USBR grant for the Cosmic Ray Neutron Rover, 3-year project. CSAS will purchase a Cosmic Ray Neutron sensor to be placed in the field (SASP or Molas Pass)

and a minimal weather station along 550. Kanzer: Planned owner of neutron sensor is CSAS, is this written in the documents? Derry confirms. PI is CSU. Kanzer: Is there an agreement between CSAS and CSU? Would like formal approval from the board (**action item**). Derry agrees.

- CSAS – MSI collaboration: Snowtopography ideal site was outside of the SBB watershed boundaries. Forest Service permit has not been approved, but hopefully before winter. Planning shared monthly field work schedule.
- SBB Data Utilization
 - Data push to Susan Behery at Bureau of Rec, successful collaboration there.
 - Data push includes: NWS, CAIC, Emergency Management, CBRFC. Derry plans check-ins with folks about use of data.
 - Individual researchers/students, a few people per year.
 - Research and Publications: see list in Executive Director's Report. Derry elaborates on experiences presenting over the year, specifically the Swiss Consulate Conference.
 - Snow School 2023: Rio Grande Roundtable and SLV folks, Heather Dunn, Bureau of Rec folks, CWCB, Mancos Water District, Karl with USDA gave tour. Kanzer: Document names of attendees and make sure they're on our mailing list. Important word-of-mouth exposure for CSAS.
- Program Highlights
 - Wright-Ingraham and MSI collaboration for dust-on-snow workshops. Accepted applications to select experts to help connect land owners and needed land health solutions. Land is going out of production, research is going into providing ground cover for soon-to-be barren fields. Northern NM, near Cortez, is also in focus.
 - CWCB Grant, we're halfway through this funding.
 - Continue to collect dust samples for the USGS: microbes, microplastics. Research paper expected to be published soon. Kanzer requests a copy for board members (**action item**).
- SBB Activities
 - Phone line goes down every year.
 - Big news is lots of new sensors. Writing programs with the CSI programmer, and lots of planning for this upcoming field season. Preparing for lots of snags.
 - USBR Susan Behery is going to help with hiking up supplies. Ella is as well in July.
 - New agreement with the GMUG, \$10,000, hopefully more funding to come.
- UCCS Field Week
 - Kanzer: How does it work? Do they pay to use our facilities? Are they signing waivers? Derry: We use the office as a classroom for the week. Derry gives four lectures, two field trips. It is a comprehensive course, geology, history, botany etc. They usually give \$1500. Yes, they sign waivers before they even show up. Kanzer: We should think about if we're being fairly compensating from the university, maybe it

is outreach and worth it via spreading the word and impacting students. Derry: This class goes back to the 1970's here in Silverton. We work together well.

- Website
 - 330 people on the mailing list
- Derry: Any questions? Kanzer: Very successful year. Keith: Very busy year, you did a lot! Derry: Work at Swamp Angel starts tomorrow. Then Putney, then Senator Beck. Timing could be couple weeks to a couple months for the installation.

10:36 AM KANZER PROPOSES 15 MINUTE BREAK (1:22 in video)

10:50 AM MEETING IN SESSION (1:23 in video)

FINANCE

- 2023/2024 Fiscal Year
 - Income: Anticipated \$223,746, Actual \$261,609. Difference comes from invoicing WSRA for a higher than anticipated amount (\$10,000 more). Invoice from previous fiscal year dispensed this fiscal year. Actual revenue \$40,000 more than proposed. Derry mentions it is a great year when everyone comes through as they said they would.
 - Smaller grants: Ballantine, Town of Silverton, University of Utah
 - Everything else was business as usual.
 - Kugel: Has there been any effort to reach out to larger entities like Colorado Springs Utilities, Northern Water, Ute Water. Derry: Doesn't have high hopes for those. But the Arkansas District/Roundtable may want a CODOS site within the Arkansas Headwaters, will circle back in the fall. Derry noted Ute Water to follow up on - Dave Payne, contact there (**action item**).
- 2023/2024 Expenses
 - Payroll
 - Insurance: \$7,000
 - Email/Web Protection etc: approx. \$2,000
 - Facilities: rent, etc
 - Field Equipment: approx. \$31,000 (approx. \$50,000 of equipment purchased by Zoe and CREEL). Kanzer: Do we have a list of equipment/assets? Do we need to appreciate that equipment and keep track of the value? Derry: Yes, we have a spreadsheet. We are considering the equipment an 'expense' so it is a one-time expense. Rather than 'capitalized'. Kanzer: Is what we are doing adequate? (**action item**).
 - CODOS Program
 - Labor, domestic travel (hotel, food), vehicle expenses (mileage reimbursement), conferences.

- Kanzer: How do we track receipts and expense reports, how do they get approved, is it subject to audit? Derry: Explains how the tracking works, with spreadsheets and how field assistance submit their expenses.
 - FedEx shipments
- Research/Field Education Program
 - See UCCS Class
- CSU project, see above
- Came in \$20,000 under what we projected to spend, though still have rent for this month (around \$1000), and other expenses since we are still within this fiscal year. Kanzer: Column O looks off, the header is wrong, does that need to be edited? Derry: Edited O line 61 and line 3. Kanzer: Suggests mapping the cells just to make sure it is traceable.
- Derry: Wrote a check for programming about \$7000 this month as well. Any questions?
- Discussion about actual revenue vs proposed revenue and the timing of grant distribution, whether or not it is within the fiscal year. Kanzer: Can we approve this budget or do we have to wait for the end of the fiscal year? Should we look at the profit/loss reports? Agreed that the board can approve the P&L which would be sufficient. The P&L is a fiscal year which include two water years. Discussion about the total revenue and the P&L, and the spreadsheet. Notes that the P&L doesn't include the money for reclamation. Discussion on categorization of US Bureau of Rec grant. Concluded to add more notes on discrepancy and turn it into an action item, and to correct by adding US Bureau of Rec grant under 'Federal.' Derry relates that the grant is more related to CODOS than long-term monitoring.

**ROUSH MOVES TO ACCEPT P&L THROUGH JUNE 2024 WITH
ACKNOWLEDGEMENT THAT SPREADSHEET WILL BE UPDATED WITH
PROJECTED EXPENSES AT END OF MONTH (ONE WEEK). RYAN SECONDS.
MOTION PASSED UNANIMOUSLY BY SHOW OF HANDS.**

- Proposed Budget 2024/2025
 - Derry: Notes budget is similar to last year, with the big equipment expense being replaced by the payroll of hiring Bump (around \$50,000 for this fiscal year).
 - Ryan question: Line 53, WSRA this year? Derry: Attributed to fiscal year, and Derry charged the grant \$40,000 up from \$30,000 due to incurred expenses. Notes that in the fall we have less expenses and it is harder to come up with the receipts to request that CWCB grant which we charge twice every fiscal year. Which is why Derry expensed more to the grant earlier in the year. By the end of this year, we will have expended \$160,000 out of \$240,000.

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- Kanzer sums up differences in proposed budget: increased salary expense for Derry raise and Bump new hire. Field operations budget is lower due to prior purchases of equipment (line 114). Small net of \$2850 (the buffer available). We have half of next years budget currently in the bank, and we have an emergency fund of 100,000 in addition. Do not have budget projections 3-4 years out – Kanzer suggests we add this to the action item list, to keep us above that \$100,000 buffer and make some estimations. Suggests inflating what we have currently by 5% per year, and estimate what we need to bring in to stay above our minimum target. What is our estimated spending? Not feasible for Derry to manage all of the work, so a second employee needs to be included in operational expenses (action item).

KUGEL MAKES A MOTION TO APPROVE PROJECTED PROPOSED BUDGET FOR 2024/2025. RYAN SECONDS THE MOTION. MOTION PASSES BY UNANIMOUS CONSENT.

BOARD BREAKS FOR LUNCH. BOARD BACK IN SESSION.

- Organizational Development.
 - Discussion of Derry salary. Derry points to document that holds paper trail of salary changes and explains it. This year Derry requests actual salary raise to \$104,737.50. \$600 health benefit is applied to salary.

ROUSH MAKES A MOTION TO GO IN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS. A SECOND FROM KUGEL. PASSED BY UNANIMOUS SHOW OF HANDS.

THE BOARD CONVENED TO DISCUSS PERSONNEL MATTERS AND COMPENSATION OF EXECUTIVE DIRECTOR AND IS BACK IN PUBLIC SESSION.

- Kanzer: Commends Derry for keeping books balanced, meeting our commitments, and tackling action items. Board has agreed a raise for cost of living and merit-based wage increase to a total of 4%.
- Ryan: Commends Derry for his work and the great year. Questions is would we like to expand this organization or do we like the path that we are on? Derry: We used to spend much more time with organizational development, and how we would like to grow. The brainstorming did not necessarily result in movement. Ryan: Since we've had such a great year, unlike previous years where we've been just trying to get by, it is exciting to start to think a bit broader rather than just trying to survive. Derry agrees and would like to spread the organization to more activities (action item).

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- Kanzer: The one thing we are concerned over is the long-term funding landscape, so that we don't overgrow and that we can sustain high quality staff and high payroll cost.

RYAN MAKES A MOTION TO INCREASE EXECUTIVE DIRECTOR SALARY BY 4% FOR 2024/2025, TAKING EFFECT JULY 1ST. MOTION SECONDED BY KUGEL. NO FURTHER DISCUSSION. MOTION PASSES UNANIMOUSLY BY SHOW OF HANDS.

BOARD BUSINESS

- Organizational Development
 - Advisory board concept: more participation in meetings, non-voting. Potential to promote them to voting board member.
 - Reach out to folks for potential new board members or advisory members (**action item**).
 - CWCB staff member
 - Denver Water - Taylor Winchell potential board member or others.
 - What is Heidi's status? Kanzer: Can we count on her to be part of our advisory or is she too busy? Roush: She's too busy.
 - Southern Nevada - Seth Shanahan? Ryan: They're more aligned with Arizona.
 - Grantors – perhaps we can look at those who've given us grants.
 - Discussion: Circulate the minutes and prepare a meeting summary/status update for the general public and advisory group. High level overview: budget, health of agency, action items, headlines. Kugel: Is there a document with a mission statement/bylaws of advisory group or guidance document for someone looking to be a board member? Attendance guidelines, participation expectations, time commitments. For people we approach to be a board member. Kanzer: Attend annual meeting, attend secondary meeting within the year, read and respond to meeting notes and initiatives, input and thoughts on how data is used. Ryan: Opinion on operations, fresh thoughts, just fun work for them. Ryan: Whoever is interested and engaged is who we want. Gauge people by level of participation desired (**action item**).
- Officer Elections as necessary
 - Kanzer: Willing to continue on as president, anyone else interested in this role? All nays, Kanzer continues as president.
 - Keith continues as Treasurer.
 - Ryan: Moves to double President's salary. Unanimous approval.

Summary 2024 of Action Items

1. Last page of 2022/2023 minutes needs spelling correction of Tom Ryan

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2. Review SOP safety for field work
3. Send Board contract from Zoe Courville
4. Send Board Cosmic ray contract
5. Send Board draft of USGS Research publication
6. Ute Water – reach out for support
7. Check with accountant about expensing/capitalizing equipment
8. Fix discrepancies P&L and spreadsheet
9. Funding table – project years out expenses and revenue
10. Send emails/letters to potential advisory members and craft a summary advisory guideline document
11. Write a general meeting summary of today's meeting
12. Kanzer: Retreat or special meeting for brainstorming CSAS's future? Include special advisory group and board members. Hoping to energize the board and CSAS.
13. Quarterly meetings. Schedule meeting – Derry will send out a poll.

**ROUSH MAKES A MOTION TO ADJOURN MEETING. RYAN SECONDS MOTION.
2024/2025 ANNUAL BOARD MEETING ADJOURNED.**