Spanish Peaks-Purgatoire River Conservation District
3590 E. Main Street Trinidad, CO 81082
(719) 497-3118 SPPRCD@gmail.com

BOARD OF SUPERVISORS REGULAR MEETING MINUTES
July 3, 2025

PRESENTED BY: *Lori Chatterley, District Manager*

ROUTINE ITEMS:

A. Call meeting to order: The meeting was called to order by President Bill Wilkerson at 12:25pm.

B. Roll call of attendance:

Bill Wilkinson, President—Present	**Joey DeGarbo, Vice President**—Present
Doug Taylor, Treasurer—Present	**Tami Tamburelli, Member**—Present
Nancy Monteleone, Member—Present	**Bob Porter, Member—**Absent
Vacant *position appointment on the action items.* ***Gaylene DeCristino was appointed on item F5***	

C. District Employees in attendance: Keith Mantelli, Donna Albertson, Lori Chatterley
NRCS Employees in attendance: Sammie Molinaro (arrived a 12:26pm)

D. Introduction of Guests/From the Audience: Gaylene DeCristino, Julie Knudson, Garth Schaefer

E. Recording of Time and Mileage:

MEMBER	Previous total	Trips since last meeting	YTD TOTAL
Bill Wilkerson	9	1	**10**
Joey DeGarbo	6	1	**7**
Doug Taylor	9	1	**10**
Tami Tamburelli	49	13	**62**
Bob Porter	5	-	**5**
Nancy Monteleone	4	1	**5**
Vacant			

ITEMS FOR DISCUSSION and/or ACTION

A. Approval of Minutes of June 5, 2025 meeting (Action Item)

Bill Wilkinson asked for approval of the minutes of the June 5, 2025 meeting.
Motion to approve the minutes: Doug Taylor Second: Joey DeGarbo
The Motion was carried 5-0 with all voting yes.

B. Approval of Financials/Treasurer's Report/Bills & Salaries *(note: new report comparing P&L to budget)* **(Action Item)**

Motion to approve the June 5, 2025 Treasurer's Report: Doug Taylor Second: Nancy Monteleone
The Motion was carried 5-0 with all voting yes.

C. **Building Report**

1. **Parking Lot:** Lori will work on bid package in July for needed maintenance and repaving. She will speak to Brent Tamburelli to find out the maintenance needs that he previously discussed with Jonnalea Tortorelli and find any additional needed repairs. Will try to have bids for the next meeting.
2. **USDA Lease renewal:** Bill has had no word yet from USDA. Sammie expects movement forward and will let Bill know. Jared Tortorelli will represent the district in the lease renewal for the building.
3. **Oscar** repaired leaks and did some other minor repairs.
4. **The Bugman** sprayed

5. **Electrical Quote:** T&T Electric Co. Inc—outside lights, 2 wall packs, 10LED retro fixtures, lift if needed for outside **(Action Item)**
   Discussion if moving Donna's office 4-outlet was included. Lori will ask. Tami offered her equipment so we could save the $2000 on a lift (if needed). Bid was approx. $4430 plus tax for the outside lights, replacement of 2 wall packs, and 10 LED retro fixtures inside.
   Motion to approve the quote: Tami Tamburelli Second: Joey DeGarbo
   The Motion was carried 5-0 with all voting yes.
6. **Locksmith Quote:** Select Locksmith—replace front door lock/new keys **(Action Item)**
   Discussion of how lost keys are reported. Quote was approx.. $150 for front door lock and 20 keys.
   Motion to approve the quote: Joey De Garbo Second: Doug Taylor
   The Motion was carried 5-0 with all voting yes.

D. Outgoing Correspondence

1. **2026 CSCB Matching Grant** is due July 11; Lori needs some info./updates due to 2025 feedback from the CSCB and new format—discussed with Keith and will meet deadline.

E. **Incoming Correspondence**

1. **Las Animas County Fair Market Sale** July 26 **(Action Item)**
   Discussion of a budget of up to $6000. Discussion regarding how the fair sale works.
   Motion to approve up to $6000: Joey DeGarbo Second: Nancy Monteleone
   The motion was carried 5-0 with all voting yes.
2. **Keith's position** funding—still a hiring freeze, but the injunction was lifted Friday, so Sammie hopes to see things move forward. The gap in funding from Oct.-Dec. between fiscal year end and calendar year end can possibly be carried by CSCB per Garth's input. We need to verify with Alejandra. Keith is definitely fully retiring by December 31, 2025. Some discussion was had regarding Keith's replacement and the hiring/training process. NCRS may be able to have someone new shadow them and learn on the job. Tami would like to see overlap. Central question: will the district be able to fund the position if the government does not fund it? It was noted that the District Tech position is 75% NCRS, 5% CDA, and 20% SPPRCD monies. No answer/action decided.

F. **New Business**

1. **Oath of Office***: William (Bill) Wilkinson—administered by the Vice President
2. **Oath of Office***: Douglas (Doug) Taylor—administered by the President
3. **Oath of Office***: Nancy Monteleone—administered by the President
   **(Note: Oaths of Office 1 month late due to staff turnover)*
4. **Appointment** of Gaylene DeCristino **(Action Item)**
   Motion to appoint: Nancy Monteleone Second: Doug Taylor
   Motion carried 4-0 with all voting yes. Please note: Tami Tamburelli stepped out for a minute and did not vote.
5. **Oath of Office**—Gaylene DeCristino (administered by the President)

Note: Gaylene DeCristino now able to vote.

6. **Branson-Trinchera Conservation District** MOU/Agreement discussion
   Lori is to discuss their needs at their board meeting Monday night and verify the amount BTCD contributes to the District Manager position. She is also to track the hours used, particularly for BTCD board meetings. Goal is to create an MOU between districts for use of District Manager. No action was taken.

7. **Timesheet recordkeeping** policy discussion
   In the past it was customary to have a hard copy signed and given to the District Manager to file, so make sure that is happening; now that we have a bookkeeper, Lori should be copied in on the digital file sent or sent to Lori to forward. Discussion of Lori starting bookkeeping in 2026. Lori's schedule is generally M,W,F but may be M, W, R or flex as needed. She will get with Stacey to get financials as needed. No action was taken.
8. **Donna: Weed Tech Updates**
   African rue project is wrapped up but she still needs to survey Jeff Montoya acres in the fall. Few weed contracts that need signatures. Donna is also working on liability insurance for commercial spraying and needs the district EIN. Some discussion was had regarding which insurance companies to get quotes from, and she is planning to have a few quotes for the board. She needs to work on the weed program payout and is finding it hard to decide on the $500 break point. She will pencil it out to make sure it is in budget. She asked for approval of Johnnie's invoice (SCES) for $8505.00 for 120 hours of spraying with 6.6 hours of in-kind spray work.
   Motion to approve SCES invoice for $8505: Tami Tamburelli Second: Joey DeGarbo
   Motion carried 6-0 with Gaylene DeCristino first official vote and all voting yes.
9. **Invoice from Shelly Simmons** for CWCB Restoration Grant project contract work $5000 **(Action Item)**
   This should be the end of the contract with Shelly Simmons for restoration grant project contract work with contract management. Invoice is $5000 which was approved at a meeting last year.
   Motion to approve invoice: Tami Tamburelli Second: Nancy Monteleone
   Motion carried 6-0 with all voting yes.
10. **CSCB Matching Grant completion**: Jeff ~~Tafoya~~ Montoya *(typo of last name on agenda)*
    Keith said Jeff Montoya's project was complete and requested payment.
    Motion to pay Jeff Montoya: Tami Tamburelli Second: Joey DeGarbo
    Motion carried 6-0 with all voting yes.

G. **Old Business**

1. **Update/Add bank signers:** Tami to ~~First National~~ Century; Lori to Century and First National **(Action Item)** *(typo on agenda; Tami is already on First National)*
   With Lori now hired as the District Manager, Bill, Doug, Tami and Lori need to find a time to go together and update bank signature cards next week for both First National and Century banks.
   Motion to authorize Bill Wilkinson, Doug Taylor, Tami Tamburelli, and Lori Chatterley as the bank signers for First National and Century and update both bank's signature cards.
   Made by: Tami Tamburelli Second: Joey DeGarbo
   Motion carried 6-0 with all voting yes.

Bill Wilkinson, President—Yes	Joey DeGarbo, Vice President—Yes
Doug Taylor, Treasurer—Yes	Tami Tamburelli, Member—Yes
Nancy Monteleone, Member—Yes	Bob Porter, Member—Absent
Gaylene DeCristino—Yes	

2. Joey update on **banking options**—minimum amounts to qualify for higher rates **(Action if needed)**
   Will get bank balances when signature cards are signed. No action was taken.
3. **Colorado Agriculture in the Classroom** (tabled from June meeting) **(Action Item)**
   Discussion regarding kids not understanding where food comes from. Tami mentioned we had $2000 budgeted for education and $500 in other related to education. Nancy shared that as a teacher, physical materials in children's hands was the best money spent. Some research was done on the Colorado Ag in the Classroom website.
   Motion to donate $800 split between adopt a reader and water activity books by Tami Tamburelli Second by Nancy Monteleone
   Motion carried 6-0 with all voting yes.
4. **Supplemental Matching Grant** Advertising & Deadline for applications (project completion due June 30, 2026) **(Action Item)**
   Lori read the grant agreement that stated SPPRCD would advertise via media and other sources. To meet the agreement, it was decided that she would advertise as soon as possible with the cut off for applications at September 1, 2025 using similar copy from the past.
   Motion to approve advertising: Joey DeGarbo Second: Doug Taylor
   Motion carried 6-0 with all voting yes.

H. **From the Board:** Excited to have Lori on board.

I. **Las Animas County Planning and Zoning:** nothing was reported**.**

J. District Technician Report

Keith reported on activities with Jerry Olson, John Burns, Devon Measner, Jeff Montoya, Daniel Borrego, Brent Tamburelli, Dave Simons, and Jessica Dalrick. Jeff Montoya's completion was approved earlier on the agenda.

K. PWP Report

Julie is working on an Plant ID Workshop with NCRS on July 26. She would like to purchase 12 copies of the Noxious Weed Guide from SPPRCD for $10 each. There was discussion regarding reprinting the guide and updating it. Donna will verify former printer and find who has the digital files. Julie also will be talking to Las Animas County about weeds because she has some money for local youth corps who could do invasive species management.
Motion was made to sell PWP 12 Noxious Weed Guides for $10/each and start the process to update the guide: Tami Tamburelli Second: Nancy Monteleone
Motion carried 6-0 with all voting yes.

L. **NRCS Report**

Reduction in force caused money to be turned back, so Sammie has gotten some of that money. They are still funding applications for EQIP and CSP. 13 new ones in our district and more to come. FSA CRP program has had lots of interest. Signup for grasslands in July. USDA NRCS reorganization has no update yet. Not sure what will happen but court injunctions were lifted last Friday. They still have no overnight travel or training. 8 office in Colorado have no one left. The Snotel report for May: 7/1/24 82% of normal; Purgatoire River flow is forecast to be 75% of normal. Zoe was unable to attend but Sammie reported she had 3 applications for forestry projects ready to sign that were approved at the last meeting: James Gresham, Jason Shepard/Brittany Miller, and Karen Perrone.

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3. EXECUTIVE SESSION

1. Pursuant to §24-6-402 (4)(a), C.R.S., The purchase, acquisition, transfer, or sale of any real, personal, or other property interest: SnoCat Bids
2. Also: Pursuant to §24-6-402 (4)(f), C.R.S., Personnel matters: District Manager Employment Agreement

Motion was made to go into executive session pursuant to the above statutes and descriptions:
Motion: Doug Taylor Second: Joey DeGarbo
Motion carried 6-0 with all voting yes.

Bill Wilkinson, President—Yes	Joey DeGarbo, Vice President—Yes
Doug Taylor, Treasurer—Yes	Tami Tamburelli, Member—Yes
Nancy Monteleone, Member—Yes	Bob Porter, Member—Absent
Gaylene DeCristino—Yes	

4. ACTION ITEMS based on Executive Session topics *(as needed):*

1. **SnoCat Bids**
   Motion to approve the bid for $1550 from Hayden Alworth and direction to create a contract that it was being sold "as is" and Hayden would pick it up.
   Made by: Joey DeGarbo Second: Tami Tamburelli
   Motion carried 6-0 with all voting yes.
2. **District Manager Employment Agreement**
   Motion to approve the agreement with a removal from the previous contract so that there was clearly no "double-hourly rate" for "any required meetings taking place outside normal business hours". Meetings are to be paid at the normal hourly rate.
   Made by: Joey DeGarbo Second: Tami Tamburelli
   Motion carried 6-0 with all voting yes.

6. NEXT BOARD MEETING – Next meeting August 7, 2025 @ 12pm
5. ADJOURNMENT by President Bill Wilkinson

Signed: _____Date:_____
SP-PRCD District Manger