River Board Meeting Agenda

PLAZA 1 MEETING ROOM 530 E. MAIN ASPEN, CO **Jan 15, 2015**

Time	Description
4:00 PM	• Board Comment • Public Comment • Additions – Deletions to Agenda • Approval of minutes - Dec 11, 2014
4:15 PM	• Appointment of Chair and Vice-Chair for 2015
4:45 PM	• Proposed Water Law Panel - to be sponsored by Healthy Rivers - Ken Ransford & Bill Jochems No packet materials
5:15 PM	• New Grant Protocol
5:45 PM	• Executive Session C.R.S. 24-6-402 (4)(b) River District Issues Property Acquisitions
6:15 PM	• Board Open Discussion
6:30 PM	• Adjourn

Future meeting dates 2015

Feb 19

March 19

April 16

May 21

Agenda items are subject to change – Times are approximate and are also subject to change

HEALTHY RIVERS AND STREAMS CITIZENS ADVISORY BOARD
Meeting Minutes
530 E. Main St Plaza 1 Aspen, CO
December 11, 2014– 4:00 p.m.

River Board members present: Bill Jochems, Andre Wille, Lisa Tasker, Ruthie Brown, Greg Poschman, Dave Nixa

River Board members absent: none

Others present: Lisa MacDonald, Laura Makar, John Ely

Board Comments: Mr. Nixa is continuing to meet with Mary Lackner on the needs assessment portion of the GIS mapping project. Ms. Lackner will contact each board member individually to receive input on the project. He also reported that he met with the BOCC and discussed the new grant protocol procedures. Mr. Poschman asked Brent Gardner-Smith to report on the Water Plan meeting he attended in Denver. Mr. Gardner-Smith updated the Board on that meeting.

Public Comment: Dorothea Farris updated the Board on the work the Crystal River Wild and Scenic group has accomplished to date.

Additions/Deletions to Agenda: None

Approval of the Minutes: *Ms. Brown moved to approve the minutes of November 20, 2014. Ms. Tasker seconded the motion. The motion passed 6/0.*

East Mesa Water Company – Funding Request for Pipeline Repair continued from November 20, 2014 meeting: The Board continued discussions regarding the $45,000 funding request for the pipeline repair. The Board heard public comment from citizens Chuck Ogilby and Dorothea Farris and from Rick Lofaro with the Roaring Fork Conservancy all supporting the project and request.

Mr. Jochems t0 moved to recommend the expenditure of the $45,000 for the East Mesa Ditch pipeline repair with the condition that the Ditch Company agrees to engage with the river board and consider working with Pitkin County on matters of irrigation efficiencies, measures to protect instream flows and the free flowing nature of the Crystal River. Mr. Nixa seconded the motion. The motion passed 6/0.

Debrief from joint meeting with Open Space and Trails: Chairman Wille sought Board members interested in working with Graeme Means and Hawk Greenway, Trustees of Pitkin County's Open Space and Trails Board, on upcoming joint projects. Dave Nixa and Ruthie Brown volunteered.

Open Discussion: Mr. Jochems discussed the plan for a water law panel and will have more information on the panel next month.

The Board adjourned at approximately 6:00 p.m.

Approved: **Attest:**

Andre Wille– Chairman
Healthy Rivers and Streams Board

Lisa MacDonald

PITKIN COUNTY HEALTHY RIVERS AND STREAMS
GRANT PROCESS AND CRITERIA

1. Grant requests to the Pitkin County Healthy Rivers Board, (the Board) that exceed $5,000.00* must follow the grant criteria format. The format is available at www.pitkincountyrivers.com . Grant applications must be delivered electronically to county staff a minimum of 30 days in advance of regular meeting dates to be considered. Applications that are incomplete or do not follow the format will be returned for re-submission

2. Grant applications for a single project may be made one time during a calendar year. There is no limit on the number of grant requests an individual or organization can make in a calendar year. Total grant awards in a calendar year will be limited by available $'s budgeted for grants. Grants recommended for approval by the Board are advisory only and are subject to final approval by the Board of County Commissioners (BOCC).

3. Funds disbursed will apply to the budget year in which they are approved by the BOCC.

4. County staff with participation by a Board finance committee member will complete a preliminary review of all applications to ensure they comply with the grant criteria. Incomplete applications will be returned to Applicant with a request for more information.

5. Applications will be placed on the first available Board agenda following preliminary review. Applicant must attend the meeting in person or via other means acceptable to the Chair i.e. video conferencing and make a brief presentation (10 – 15 minute summary) to the Board. Meetings will follow BOCC meeting procedures.

6. Each Board member will individually score the application (*in advance of the scheduled meeting*) based on the grant criteria (see attached score sheet). Criteria will be equally weighted and scoring will be on a scale of 0 – 100, based on the extent to which the individual criteria have been met. Board members may modify their scoring after applicant's presentation or during Board Q & A discussion. Board members should provide specific comments when scoring any category at less than 70%. Grant requests that receive an aggregate average score of less than 70% will not be presented to the BOCC without additional discussion and majority approval by HRS Board, noting reasoning for requesting approval to the BOCC. Grant approval/denial may be deferred to a future meeting, if deemed necessary by the Board.

7. Grant applications approved by the Board will be forwarded to the BOCC, on a quarterly basis, for final authorization/disbursement, including a master score sheet which summarizes the Board's individual assessments of each request. Only Board members who are in attendance at the meeting where an application has been considered will have their scores included. Applicants must also attend the BOCC meeting at which their application is being considered for final approval. County Staff will summarize the grant requests for the BOCC and applicants should be prepared to respond to BOCC questions. At least one member of the HRS Board will attend the BOCC meeting where Grant requests are being considered.

8. Key factors for Board consideration of grant requests:

   a. Evaluations should be based on merits of the project/request;
   b. Requests must be measurable and include accountability and reporting back to the Board;
   c. Requests must have specific measureable deliverables;
   d. Requests must identify other funding partners when applicable

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e. Requests exceeding $30,000.00 *may be* disbursed in specific segmented amounts based on performance reporting and milestone/progress achievement.

9. Approved grants will require applicants to sign a contract with Pitkin County specifying the terms, conditions and requirements associated with each grant.

*= Grant requests of less than $5000.00 must be submitted in a written request and generally follow the grant criteria, with an emphasis on the goals of the Board and the benefits of such requests to the community. The Board will consider such requests at the first available meeting based on its individual merits and presentation. Grant requests do not include sponsorships or subscriptions.

GRANT CRITERIA

A. Goals of the Healthy Rivers Board

The extent to which the proposed grant request/project meets the stated goals, objectives and on-going projects/priorities of the River Board.

1. Must be complete, clear and concise, with specific dollar amounts in total and for each element of the project;
2. Must fulfill the intent of the ballot language;

B. Viability of the Project

The extent to which the proposed grant request/project is practical, will be completed as proposed and/or may require other resources to be fully completed, and the extent to which the project can be repeated in other locations such that it will not be limited to a single event.

1. Must address an essential community need;
2. Demonstrates collaboration and/or partners with other agencies;

C. Public Need, Accessibility and Appreciation

The extent to which the proposed grant request/project will be seen, appreciated and used by the public.

1. Does not duplicate existing services or programs;
2. Must serve and be appreciated by people who live and/or work in Pitkin County; and the Roaring Fork watershed
3. Includes a specific PR strategy;
4. Demonstrates an appropriate need for public funding;

D. History of the Requesting Party

The extent that the requesting individual/entity has been successful in other projects or efforts and is known in the community.

E. Budget, Measurements and Accountability

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The extent to which the proposed grant amount is appropriate to the project scope and includes other appropriate sources of funding. The extent that the project includes specific measures for success and reporting of progress and results to the Board

1. Demonstrates financial stability and presents accurate budgets and financial reports, measurements and accountability;
2. Specific measures of progress and success;
3. Reporting plan to the Board/others.

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HRS GRANT CRITERIA SCORE CARD

Applicant:_____ Amount requested_____

Board Member Name_____ Date_____

Application Review Criteria	Points Possible	Score	
Goals of the Healthy Rivers and Streams Board	**0-100**		
The extent to which the proposed grant request/project meets the stated goals, objectives and on-going projects/priorities of the River Board. a. Must be complete, clear and concise, with specific dollar amounts in total and for each element of the project; b. Must fulfill the intent of the ballot language;			
Viability of the Project	**0-100**		
The extent to which the proposed grant request/project is practical, will be completed as proposed and/or may require other resources to be fully completed, and the extent to which the project can be repeated in other locations such that it will not be limited to a single event. a. Must address an essential community need; b. Demonstrates collaboration and/or partners with other agencies;			
Public Need and Accessibility	**0-100**		
The extent to which the proposed grant request/project will be seen, appreciated and used by the public. a. Does not duplicate existing services or programs; b. Must serve people who live and/or work in Pitkin County & the RF Watershed c. Includes a specific PR strategy; d. Demonstrates an appropriate need for public funding;			
History of the Requesting Party	**0-100**		
The extent that the requesting individual/entity has successful in other project or efforts and is known in the community.			
Budget, Measurements and Accountability	**0-100**		

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The extent to which the proposed grant amount is appropriate to the project scope and includes other appropriate sources of funding. The extent that the project includes specific measures for success and reporting of progress and results to the HRS Board a. Demonstrates financial stability and presents accurate budgets and financial reports, measurements and accountability; b. Specific measures of progress and success; c. Reporting plan to HRS Board/others.			
TOTAL SCORE AVERAGE	**0-100**		

Additional Notes or Comments:

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