

Governance & Operating Protocols of
Little Thompson Watershed Restoration Coalition (LTWRC)
Revision 4.2 – Dated April 13, 2015
And Adopted April 13, 2015

1. Introduction to LTWRC
 - 1.1. Vision: A resilient and enduring watershed that creates an ecologically healthy river.
 - 1.2. Mission: To restore and maintain the resiliency, ecological integrity and agricultural heritage of the Little Thompson River watershed for future generations.
 - 1.3. Background: The LTWRC was formed in January of 2014 in a public meeting of Little Thompson landowners facilitated by the Big Thompson Conservation District (BTCD). The BTCD has been the Fiscal Agent for the LTWRC since its inception. The LTWRC is made up of, and led by, landowners in the Little Thompson watershed along with stakeholders from government agencies that have interests in the watershed. In its first year of operation, the LTWRC has developed into an effective working unit that has been successful in following its mission and meeting its goals.
 - 1.4. Goals:
 - 1.4.1. Maintain a Master Plan and amendments for the watershed that supports our mission.
 - 1.4.2. Inform and involve landowners and stakeholders in watershed health and resiliency strategies and activities.
 - 1.4.3. Acquire funding from government and private sources to implement and maintain the Master Plan objectives.
 - 1.4.4. Coordinate volunteer work for best utilization of services, people and machinery.
 - 1.4.5. Monitor and provide leadership in a variety of activities to sustain the environmental health and resiliency of the river and its aquatic and terrestrial ecology, and to support effective disaster mitigation efforts in the watershed.
 - 1.4.6. Acknowledge and respect private property rights by championing land uses that meet legal requirements and the objectives of the Master Plan.
2. Organization Structure
 - 2.1. Steering Committee:
 - 2.1.1. The Steering Committee is the primary authority for all LTWRC strategies and activities.
 - 2.1.2. There will be three leadership positions in the LTWRC Steering Committee elected annually:
 - 2.1.2.1. Chairperson: Responsible for managing meetings and representing, along with the Watershed Coordinator or their designee, the Steering Committee as necessary in public meetings and meetings with government agencies.
 - 2.1.2.2. Vice-Chairperson: Responsible for stepping in for the Chairperson as needed.
 - 2.1.2.3. Treasurer: Acts as Chairperson for the Fiscal Subcommittee and works with the Watershed Coordinator to ensure the fiscal integrity of the LTWRC and its Fiscal Agents.
 - 2.1.2.4. LTWRC Steering Committee members may be elected to, or removed from these leadership positions only by a consensus vote of the LTWRC Steering Committee members.
 - 2.1.3. The Steering Committee shall be made up of landowners that represent the significant river reaches in the watershed plus stakeholders from the government and private agencies that have interests in the watershed. The current members and alternates on the Steering Committee as of April 13, 2015 are:
 - 2.1.3.1. River Reach Membership:
 - 2.1.3.1.1. Big Elk Meadows – Pending document signing see 2.1.5: Greg Overton plus two
 - 2.1.3.1.2. Pinewood Springs – Steve Fitzgerald plus one
 - 2.1.3.1.3. Blue Mountain – Deirdre Daly or Denise Cote’ or Dawn Hagan
 - 2.1.3.1.4. Dakota Ridge – Bryan Roberts
 - 2.1.3.1.5. Boulder County – Terry Parrish or Fran Goss

- 2.1.3.1.6. Berthoud Larimer – Julie Stapp or Brad Clark
- 2.1.3.1.7. Berthoud Weld + Johnstown/Milliken – Seth Hyberger
- 2.1.3.2. County Seats:
 - 2.1.3.2.1. Boulder County – Denise Grimm or designee
 - 2.1.3.2.2. Larimer County – Terry Gilbert or designee
 - 2.1.3.2.3. Weld County – Julie Cozad or designee
- 2.1.3.3. Agricultural Seat: Larry Lempka
- 2.1.3.4. Community Seat: Larry Glover and Laura Levy
- 2.1.3.5. Environment and Recreation: To Be Named (USFS or other)
- 2.1.3.6. Fiscal agent(s) Ex-Officio (non-voting) Seats as needed:
 - 2.1.3.6.1. Big Thompson Conservation District as fiscal agent
 - 2.1.3.6.2. Coalitions and Collaboratives, Inc as fiscal agent
- 2.1.4. The number of members, currently 15, on the Steering Committee may be changed only by consensus of the Steering Committee.
- 2.1.5. New members to the Steering Committee must be approved by consensus of the Steering Committee. New members will sign a document indicating agreement with the mission, vision, goals and governance rules of the LTWRC.
- 2.1.6. Members of the Steering Committee may be removed from the Steering Committee only by consensus of all Steering Committee members other than the member subject to removal.
- 2.1.7. There are no fixed terms of service on the Steering Committee.
- 2.1.8. Members retiring from the service of the Steering Committee are expected to find an appropriate person to fill their seat.
- 2.1.9. It is recommended that there be more than one representative for each river reach and that these representatives choose which representative will be the voting member at each Steering Committee meeting.
- 2.1.10. All LTWRC meetings will be open to the public for those that wish to observe.
- 2.1.11. Steering Committee meetings will be facilitated by the LTWRC Watershed Coordinator who will manage the schedule, agenda, voting and notes for the meetings.
- 2.2. Fiscal Subcommittee: Chair – Deidre Daly
 - 2.2.1. The Fiscal Subcommittee is responsible for ensuring the compliance of the Fiscal Agent (CO-CO, Inc, the Big Thompson Conservation District or other organizations) to all regulatory and contract requirements.
 - 2.2.2. The Fiscal Subcommittee shall consist of at least 3 members of the Steering Committee as determined by consensus of the Steering Committee and includes the Fiscal Subcommittee Chairperson as one of the three.
 - 2.2.3. The Fiscal Subcommittee will work with the Watershed Coordinator to develop the annual budget. The annual budget and any modifications to it must be approved by the Steering Committee.
 - 2.2.4. The Fiscal Subcommittee will ensure that all Fiscal Agents present quarterly financial reports to the Steering Committee
- 2.3. Other Subcommittees
 - 2.3.1. The Steering Committee may establish subcommittees as needed to address specific tasks or topics. These subcommittees should include at least one Steering Committee member.
 - 2.3.2. Decisions will be reached using the same consensus method described in 3.1 except all subcommittee members need to be present and participate in order for a decision to be reached.
- 2.4. Watershed Coordinator Staff
 - 2.4.1. The Watershed Coordinator and his/her staff will be considered integral parts of all committees and subcommittees of the LTWRC and provide all committees and subcommittees with administrative support and regulatory guidance.

- 2.4.2. The Watershed Coordinator and his/her staff will directly manage and report progress on all projects under the LTWRC's control in the watershed.
3. Governance
 - 3.1. Decision making:
 - 3.1.1. Consensus decision making will be used to arrive at decisions in all committees.
 - 3.1.2. The specific process steps in the consensus process will be:
 - 3.1.2.1. Discussion
 - 3.1.2.2. Identify emerging proposal
 - 3.1.2.3. Identify any unsatisfied concerns
 - 3.1.2.4. Collaboratively modify the proposal
 - 3.1.2.5. Assess the degree of support
 - 3.1.2.6. A quorum consists of 11 (eleven) of the 13 (thirteen) named Steering Committee members or their designates and 9 (nine) must agree for a final decision.
 - 3.1.2.7. If a final decision on a proposal can't be reached after three iterations of the process, the proposal will be noted as unresolved and no further action will be taken.
 - 3.2. Master Plan Conformance and Amendments
 - 3.2.1. Any activities or strategies that deviate from the Master Plan published in December of 2014 require formal amendments by the Steering Committee, and once approved, those must be distributed to landowners and stakeholders on the LTWRC email list and on the LTWRC website.
 - 3.3. Fiscal Agent Relationships
 - 3.3.1. All fiscal agents of the LTWRC will provide monthly financial reports to the Fiscal Committee of the LTWRC and quarterly reports to the Fiscal Subcommittee and the Steering Committee.
 - 3.4. Specific Project Priority and Project Budget Decisions
 - 3.4.1. When deemed necessary to avoid issues with potential conflict of interest or unresolved arguments, the Steering Committee may choose determinations made by objective third parties or scientific/financial mechanism or process.
 - 3.4.2. Wherever possible, the priorities set forth in the Master Plan will form the basis for project priority decisions.
4. Operating Protocols
 - 4.1. Although the Fiscal Agents for the LTWRC have the ultimate responsibility for maintaining compliant records, the LTWRC will demand quarterly program and activity status and financial reports from all Fiscal Agents to ensure they are compliant with all regulations.
 - 4.2. To ensure conformance with government rules and regulations, the LTWRC Steering Committee will continually pursue the close involvement of appropriate government agencies with all LTWRC activities and strategies.
 - 4.3. Reimbursement of volunteers for valid expenses associated with activities approved by the Steering Committee, will be done through the appropriate Fiscal Agent after being authorized by the LTWRC Fiscal Subcommittee.
5. Amendments to this document require a consensus vote of the LTWRC Steering Committee.
6. Approval of this document requires a consensus vote of the LTWRC Steering Committee.