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## INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Board of Directors  
The Pueblo Conservancy District  
Pueblo, Colorado

We have compiled the accompanying balance sheets – general fund only – of the Pueblo Conservancy District as of October 31, 2014 and December 31, 2013, and the related comparative statements of revenue and expenditures – actual and budget – general fund for the one month and ten months ended October 31, 2014 and the year ended December 31, 2013. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*McPherson, Breyfogle, Daveline & Goodrich, PC*

November 14, 2014

PUEBLO CONSERVANCY DISTRICT  
BALANCE SHEET - GENERAL FUND ONLY  
OCTOBER 31, 2014 AND DECEMBER 31, 2013

	<u>10/31/2014</u>	<u>12/31/2013</u>
<b>ASSETS</b>		
VECTRA BANK CHECKING	\$ 537,638	\$ 519,433
VECTRA BANK MONEY MARKET	11,912	11,907
BROKERAGE MONEY MARKET ACCOUNTS	225,838	268,940
COLOTRUST INVESTMENT	25,110	25,085
STIFEL NICOLAUS INVESTMENT	181,926	209,174
MORGAN STANLEY INVESTMENT	1,018,183	607,132
ACCRUED INTEREST & OTHER RECEIVABLES	-	2,980
MAINTENANCE ASSESSMENTS RECEIVABLE	<u>18,768</u>	<u>858,533</u>
 TOTAL ASSETS	 <u>\$ 2,019,375</u>	 <u>\$ 2,503,184</u>
 <b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>		
ACCOUNTS PAYABLE	\$ -	\$ 38,425
PAYROLL TAXES PAYABLE	138	1,102
MAINTENANCE FUND REFUND PAYABLE	<u>-</u>	<u>31,288</u>
 TOTAL LIABILITIES	 <u>138</u>	 <u>70,815</u>
 DEFERRED INFLOWS OF RESOURCES		
MAINTENANCE ASSESSMENTS	<u>18,768</u>	<u>858,533</u>
 ASSIGNED FUND BALANCE	 597,152	 597,152
UNASSIGNED FUND BALANCE	<u>1,403,317</u>	<u>976,684</u>
	-	-
 TOTAL FUND BALANCE	 <u>2,000,469</u>	 <u>1,573,836</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	 <u>\$ 2,019,375</u>	 <u>\$ 2,503,184</u>

SEE ACCOUNTANTS' COMPILATION REPORT

PUEBLO CONSERVANCY DISTRICT  
 COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES -  
 ACTUAL AND BUDGET - GENERAL FUND  
 FOR THE ONE MONTH AND TEN MONTHS ENDED OCTOBER 31, 2014  
 AND THE TWELVE MONTHS ENDED DECEMBER 31, 2013

	ACTUAL		2014 BUDGET	UNUSED BUDGET	2013 ACTUAL
	CURRENT MONTH	YEAR TO DATE			
<b>REVENUES</b>					
<b>INTEREST INCOME</b>					
COLOTRUST	\$ 2	\$ 24	\$ -	\$ -	\$ 32
MONEY MARKET ACCOUNTS	3	31	-	-	27
WELLS FARGO	-	-	-	-	5,575
STIFEL NICOLAUS	774	6,446	-	-	10,857
MORGAN STANLEY	2,125	16,113	-	-	9,447
UNREALIZED GAINS (LOSSES)	9,200	8,441	-	-	(33,520)
<b>TOTAL INTEREST INCOME</b>	<b>12,104</b>	<b>31,055</b>	<b>22,000</b>	<b>(9,055)</b>	<b>(7,582)</b>
MAINTENANCE FUND ASSESSMENT	3,527	839,755	870,000	30,245	914,818
CITY OF PUEBLO MAINT. FUND IGA	-	-	50,000	50,000	50,000
MAINTENANCE FUND REFUND	-	-	-	-	(31,288)
OTHER INCOME	-	-	-	-	275
<b>TOTAL REVENUES</b>	<b>\$ 15,631</b>	<b>\$ 870,810</b>	<b>\$ 942,000</b>	<b>\$ 71,190</b>	<b>\$ 926,223</b>
<b>EXPENDITURES</b>					
80 LEGAL FEES	\$ 500	\$ 5,082	\$ 6,000	\$ 918	\$ 7,551
81 DIRECTORS FEES	1,800	8,400	14,400	6,000	7,200
82 FICA TAXES	-	505	1,102	597	551
83 ENGINEER/ADMINISTRATIVE	681	9,304	7,200	(2,104)	7,607
90 AUDIT & BOOKKEEPING	350	9,792	14,200	4,408	4,970
92 INSURANCE/BONDS	-	2,877	3,500	623	3,328
96 OFFICE EXPENSE	217	619	2,000	1,381	1,511
97 OFFICE RENT	-	840	1,000	160	840
100 PROFESSIONAL FEES	1,344	2,264	12,500	10,236	12,197
APPRAISAL	-	-	-	-	30,506
103 TRAVEL	-	-	-	-	-
105 REPAIRS & MAINTENANCE	660	5,428	18,000	12,572	66,868
MAINTENANCE FUND ASSESSMENT	-	-	-	-	-
PROGRAMMING & MAINTENANCE	-	-	10,000	-	-
CONTRACT ADMIN & OVERSIGHT	-	-	15,000	-	-
ARKANSAS RIVER LEVEE REPAIRS	-	-	15,000	15,000	-
LEVEE CERTIFICATION-PRELIM	-	-	264,250	264,250	-
ARKANSAS RIVER DESIGN/CONSTRUCTIO	40,220	339,066	700,000	-	-
WILDHORSE/DRY CREEK LEVEE-PRELIM	-	-	-	-	-
WILDHORSE/DRY CREEK LEVEE DESIGN	-	-	350,000	350,000	-
WILDHORSE/DRY CREEK LEVEE CONSTRU	-	-	-	-	-
108 CONTINGENCIES	-	-	20,000	20,000	-
109 EMERGENCY REPAIR	-	-	15,000	15,000	-
110 CAPITAL IMPROVEMENTS	-	-	5,000	5,000	-
111 PLANNING & DEVELOPMENT	-	-	5,000	5,000	-
112 HARP - O & M / HARP - IGA CNTRB	-	60,000	60,000	-	75,000
<b>TOTAL EXPENDITURES</b>	<b>45,772</b>	<b>444,177</b>	<b>1,539,152</b>	<b>1,094,975</b>	<b>218,129</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>	<b>\$ (30,141)</b>	<b>\$ 426,633</b>	<b>\$ (597,152)</b>	<b>\$ (1,023,785)</b>	<b>\$ 708,094</b>
<b>OVER EXPENDITURES</b>					

SEE ACCOUNTANTS' COMPILATION REPORT

PUEBLO CONSERVANCY DISTRICT  
INVESTMENTS  
10/31/2014

11/14/2014 4 PM

<u>BROKER</u>	<u>DESCRIPTION</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>PAR VALUE</u>	<u>BALANCE 12/31/2013</u>	<u>ADDITIONS</u>	<u>MKT VALUE CHANGE</u>	<u>REDEMPTION SALES</u>	<u>BALANCE 10/31/2014</u>	<u>INTEREST RECEIVED 10/31/2014</u>
<u>CASH ACCOUNTS</u>										
VECTRA BANK	Money Market Account				11,906.83	4.98	-	-	11,911.81	4.98
STIFEL NICOLAUS	Money Market Account				65,897.59	28,894.90	-	-	94,792.49	6.23
MORGAN STANLEY	Cash Sweep Account				203,042.34	(71,996.59)	-	-	131,045.75	20.29
<u>TOTAL CASH ACCOUNTS WITH BROKERS</u>										
					280,846.76	(43,096.71)	-	-	237,750.05	31.50
<u>INVESTMENTS</u>										
COLOTRUST	Acct. 7081 - PLUS		6.240%		25,085.33	24.32	-	-	25,109.65	24.32
<u>TOTAL COLOTRUST</u>										
					25,085.33	24.32	-	-	25,109.65	24.32
STIFEL NICOLAUS	FEDL HOME LN MTG CORP #170217	3/1/2017	8.000%	1,120,000.00	861.92	-	(25.13)	315.49	521.30	47.45
	GNMA POOL #676875	3/15/2023	6.500%	235,000.00	100,112.19	-	(1,017.84)	15,093.45	84,000.90	4,821.33
	GNMA POOL #003851	5/20/2036	5.500%	165,000.00	24,726.10	-	(9.29)	4,953.98	19,762.83	939.74
	GNMA POOL #MA0318	8/20/2042	3.500%	95,000.00	83,473.47	-	2,693.71	8,525.75	77,641.43	2,334.91
<u>TOTAL STIFEL NICOLAUS INVESTMENT</u>										
					209,173.68	-	1,641.45	28,888.67	181,926.46	8,143.43
MORGAN STANLEY	FED NATL MTG ASSN	1/15/2014		60,000.00	59,995.80	-	4.20	60,000.00	-	-
	TENN VALLEY AUTH	5/1/2016		133,000.00	129,216.15	-	2,328.83	-	131,544.98	-
	FNMA MED TERM NOTE	9/23/2017		100,000.00	94,360.00	-	2,092.00	-	96,452.00	-
	FNMA POOL MA0629	1/1/2021	3.500%	100,000.00	44,812.78	-	(250.25)	9,242.07	35,320.46	1,118.58
	FNMA	12/27/2027	2.500%	220,000.00	-	192,423.00	4,461.60	-	196,884.60	2,644.42
	FNR 2006-107 PD	6/25/2035	5.000%	78,000.00	46,919.45	-	(1,358.37)	22,209.19	23,351.89	1,480.03
	GNMA REMIC TRUST 2010-84 NL	12/20/2036	3.000%	100,000.00	43,381.44	-	(518.22)	13,814.27	29,048.95	910.97
	GNR 2008-7 PN	1/20/2037	4.250%	60,000.00	10,266.10	-	(247.04)	3,198.34	6,820.72	292.63
	FHR 3393 BY	11/15/2037	5.500%	94,000.00	52,528.78	-	(917.59)	12,041.04	39,570.15	1,942.84
	FHLMC REMIC SERIES 4047 PA	12/15/2037	2.000%	230,000.00	-	187,683.62	(177.87)	13,135.45	174,370.30	1,521.09
	FNR 2008-74 B	9/25/2038	5.500%	53,000.00	16,423.16	-	(403.49)	4,409.99	11,609.68	579.34
	GNMA 10-85 HQ	3/20/2040	5.000%	144,000.00	19,409.18	-	(307.54)	19,101.64	-	415.78
	FNMA REMIC TRUST 2010-141 AL	12/25/2040	4.000%	90,000.00	89,819.10	-	5,398.20	-	95,217.30	3,000.00
	FHLMC 4321 YB	7/15/2043	3.500%	200,000.00	-	201,960.00	(3,305.04)	20,662.62	177,992.34	3,329.45
<u>TOTAL MORGAN STANLEY INVESTMENT</u>										
					607,131.94	582,066.62	6,799.42	177,814.61	1,018,183.37	17,235.13
<u>TOTAL INVESTMENTS</u>										
					841,390.95	582,090.94	8,440.87	206,703.28	1,225,219.48	25,402.88
<u>TOTAL ALL ACCOUNTS</u>										
					1,122,237.71	538,994.23	8,440.87	206,703.28	1,462,969.53	25,434.38

PUEBLO CONSERVANCY DISTRICT

OCTOBER 2014 - NOVEMBER 2014

RECEIPTS

VENDOR	ITEM	AMOUNT
Stifel Nicolaus	Interest Payment	\$ 764.72
Pueblo County Treasurer	Maintenance Fund Assessment	\$ 12,240.81
		\$ 13,005.53

DEBITS

VENDOR	ITEM	AMOUNT	CHECK	CODE
Black Hills Energy	Electrical Billing	\$ -		105
MBDG, PC	Bookkeeping	\$ 350.00	481	90
	Loan, IRS Filings, and Tabor Consultation	\$ 825.00	"	90
Don Banner - B&B, PC	Attorney Fees	\$ 500.00	482	80
Kidd Engineering	Engineer/Admin Fees	\$ 600.00	483	83
	Levee Construction Pre-proposal and Evaluations	\$ 525.00	"	105
	October 16 Special Meeting Coordination, etc	\$ 350.00	"	100
Director Alt	Fees	\$ 184.70	484	81
Director Bernard	Fees	\$ 184.70	485	81
Director Cordova	Fees	\$ 184.70	486	81
Director Koehler	Fees	\$ 184.70	487	81
Director Maroney	Fees	\$ 184.70	488	81
Director O'Hara	Fees	\$ 184.70	489	81
	Mileage to Fountain Creek TAC and Storage Task Group meetings	\$ 97.44	"	103
Director Phillips	Fees	\$ 184.70	490	81
Director Serna	Fees	\$ 184.70	491	81
Director Willumstad	Fees	\$ 184.70	492	81
NorthStar Engineering	Task C - Arkansas Levee "As-Constructed" Survey and Conditional Evaluation Contract	\$ 9,987.50	493	105
	Task D - Design, Permitting, and Regulatory Approvals Contract	\$ 9,231.00	"	105
	Task E - Construction Support Services, Geotechnical Testing, Staking, As-Builts	\$ 9,324.00	"	105
	Maintenance Fund Assessment Support - Appraisal Phase III Services	\$ 650.00	"	105
Pueblo Chieftain	Construction RFQ Ad	\$ 88.02	494	96
Southeastern Colorado Heritage Center	Additional Meetings	\$ 75.00	495	97
		\$ 34,265.26		

**PUEBLO CONSERVANCY DISTRICT  
2015 BUDGET  
FOR FINAL APPROVAL AT DECEMBER 17, 2014 MEETING**

	2014 BUDGET	ACTUAL THRU 9/30/2014	2014 PROJECTED	2015 BUDGET
<b>REVENUES</b>				
Interest	\$ 22,000	\$ 18,951	\$ 21,000	\$ 21,000
Unrealized Gains	\$ -	\$ -	\$ -	\$ -
Maintenance Fund Assessment	\$ 870,000	\$ 836,228	\$ 848,000	\$ 850,000
City of Pueblo Maintenance Fund IGA	\$ 50,000	\$ -	\$ -	\$ 77,500
Construction Loan	\$ -	\$ -	\$ -	\$ 2,500,000
Leases, Books, Other	\$ -	\$ -	\$ -	\$ -
Other Income	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 942,000</b>	<b>\$ 855,179</b>	<b>\$ 869,000</b>	<b>\$ 3,448,500</b>
<b>EXPENDITURES</b>				
Legal Fees	\$ 6,000	\$ 4,582	\$ 6,000	\$ 6,000
Directors Fees	\$ 14,400	\$ 6,600	\$ 12,000	\$ 21,600
FICA Taxes	\$ 1,102	\$ 505	\$ 920	\$ -
State Unemployment Insurance	\$ -	\$ -	\$ -	\$ -
Engineer/Administrative	\$ 7,200	\$ 5,400	\$ 7,200	\$ 15,000
Bookkeeping & Audit Preparation	\$ 10,200	\$ 9,443	\$ 10,500	\$ <del>10,200</del> 10,500
Audit	\$ 4,000	\$ -	\$ 10,000	\$ 6,000
Insurance/Bonds	\$ 3,500	\$ 2,877	\$ 2,877	\$ 3,500
Office Expense	\$ 2,000	\$ 402	\$ 600	\$ 1,000
Office Rent/Storage	\$ 1,000	\$ 840	\$ 940	\$ 1,050
Professional Fees	\$ 12,500	\$ 4,143	\$ 12,500	\$ 12,500
Travel	\$ -	\$ -	\$ 500	\$ 2,400
Repairs & Maintenance	\$ 18,000	\$ 4,768	\$ 7,500	\$ 8,500
Maintenance Fund Assessment Programming & Maintenance	\$ 10,000	\$ -	\$ 880	\$ 1,000
Contract Administration and Oversight	\$ 15,000	\$ -	\$ -	\$ 35,000
Arkansas River Levee Repairs	\$ 15,000	\$ -	\$ -	\$ -
Arkansas River Levee Certification Preliminary Work	\$ 264,250	\$ -	\$ -	\$ -
Arkansas River Levee Certification Design and/or Construction	\$ 700,000	\$ 298,846	\$ 930,846.00	\$ 5,471,740
Wildhorse/Dry Creek Levee Design Preliminary Work	\$ -	\$ -	\$ -	\$ <del>25,000</del> 25,000
Wildhorse/Dry Creek Levee Design and/or Construction	\$ 350,000	\$ -	\$ -	\$ -
Contingencies	\$ 20,000	\$ -	\$ -	\$ 20,000
Emergency Repairs	\$ 15,000	\$ -	\$ -	\$ 15,000
Capital Improvements	\$ 5,000	\$ -	\$ -	\$ 5,000
Planning & Development	\$ 5,000	\$ -	\$ -	\$ 5,000
HARP -- IGA Contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
HARP -- O&M	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Construction Loan Payment	\$ -	\$ -	\$ -	\$ 500,000
<b>Total Expenditures</b>	<b>\$ 1,539,152</b>	<b>\$ 398,406</b>	<b>\$ 1,063,263</b>	<b>\$ 6,225,490</b>
Excess of Revenues Over (Under) Expenditures	\$ (597,152)	\$ 456,773	\$ (194,263)	\$ (2,776,990)
Beginning Reserve Fund Balance				
Ending Reserve Fund Balance				
Assigned Fund Balance	\$ 597,152			
2014 Budget Balance	\$ -			
2015 Budget Balance				
Unassigned Fund Balance	\$ (597,152)			

Good news, Corinne and I have successfully completed our task as the nominating committee. We nominate the following slate of officers for 2015:

President, Paul Willumstad  
Vice President, Matt Cordova  
Secretary, Dennis Maroney.  
Treasurer, Bud O'Hara

The nominating committee is also suggesting that the PCD Board consider the vice president position as a "president elect". That way, the incoming president has had at least a year to prepare for the president's responsibilities.

Barb Bernard

Nominating Committee Chairperson

**SOUTHEASTERN COLORADO HERITAGE CENTER**

**Membership Agreement/Memorandum of Understanding**

**WHEREAS:**

- The Southeastern Colorado Heritage Center (also referred to SCHC, the Heritage Center, or the Center) is a non-profit corporation, and
- It is the mission of the Heritage Center to seek to preserve, promote, and interpret the heritage of Pueblo and Southeastern Colorado, thereby fostering an understanding and appreciation for the plurality of its people, and
- We accomplish this by providing the public access to our historical collections and by cooperating with other heritage and cultural based organizations, and
- The Heritage Center encourages the membership and participation of individuals and of any organization that promotes this mission, and
- It is the purpose of the Center to provide the space and atmosphere to bring together those persons, organization and governmental agencies that have a common purpose in preserving, protecting, researching and sharing the rich and diverse histories and heritage of Southeastern Colorado,

The Board of Directors of the Southeastern Colorado Heritage Center welcomes the undersigned member organization as a cooperating member of the Southeastern Colorado Heritage Center,

The following rights, duties and obligations are mutually agreed upon:

Member Organization Pueblo Conservancy District

agrees to be an active co-operating member organization of the Southeastern Colorado Heritage Center (SCHC) at Level II as described in the Membership Level Assessments and Benefits (Addendum I). The time period for this membership is the calendar year beginning January 1, 2015 and ending December 31, 2015.

The membership assessment of \$1050 will be matched with 0 hours of Volunteer Labor (see Addendum II) with an estimated value of \$0. The balance of \$1050 may be paid in quarterly payments of \$\_\_\_\_\_ due at the first day of each quarter (January 1, April 1, July 1, and October 1) if such quarterly payments are previously arranged with the SCHC Museum Coordinator.

**Benefits**

In addition to the common benefits of Membership described below, Membership entitles the organization to benefits as described in the Membership Level Assessments and Benefits (Addendum I).



All cooperating members are entitled to the following common benefits of membership:

- a. Mail depository
- b. Mail box on site
- c. Access to phone for local calls. Long distance calls must be pre-approved and the co-operating organization agrees to pay all charges associated with long distance calls.
- d. Copier. Co-operating organization agrees to provide paper for more than 10 copies.
- e. Fax. Organization agrees to pay any charges for long distance charges associated with faxes.
- f. Available video and presentation equipment for meetings on the premises with previous confirmation and reservation of such equipment. (Examples of equipment available with confirmation are: Large screen TV, DVD, VHS player, lap top computer, power point projector and screen.) The user is responsible for the proper use of equipment. \*No initial charge will be assessed, but in case of damage or loss of said equipment, the organization will be assessed a repair or replacement value as described in the equipment rental agreement.
- g. Meeting space according to membership level as described in the Membership Level Assessments and Benefits (Addendum I).
- h. Ability to use Volunteer Labor to offset up to 50% of the Cooperating Member Assessment \*for Tier I and Tier II only. [See Membership Level Assessments and Benefits (Addendum I) and Volunteer Labor Opportunities (Addendum II)].
- i. 50% Discount on Museum Admissions for members of the Cooperating Organization (Please note that individual members of SCHC are entitled to free Museum admission).

### **Responsibilities**

- a. Cooperating Member organizations must provide a schedule of meetings to be held in the Heritage Room for the calendar year of this agreement by \_\_\_\_\_, 20 \_\_\_\_ in order to ensure the priority of their meeting schedule. Changes to this meeting schedule or need for additional meeting space shall be communicated to the SCHC Museum Coordinator in a timely manner.
- b. Meetings in excess of the number described in the Membership Level will be assessed at a rate of \$25 per meeting.
- c. Scheduled meetings of cooperating member organizations may be superceded by the outside rental of scheduled meeting space with the prior notification of the cooperating

member organization. Timely notice will be given to the member organization if a potential rental would conflict with a regularly scheduled meeting of the organization. A good faith effort will be made to avoid such conflicts. However, in the interest of the financial well-being of the Heritage Center, a cooperating member may be asked to accept other arrangements for scheduled meetings.

- d. Meeting times are suggested to be four hour maximum. Scheduled meetings in excess of four hours must be scheduled in advance and will be counted as two meetings (see Membership Level Assessments and Benefits (Addendum I)).
- e. Member organizations are responsible for setting up tables and chairs as required for their meetings and for returning the tables and chairs to a standard arrangement as posted on the Room Map in the Heritage room after each meeting. Member organizations are responsible for cleaning after themselves, and vacuuming room if necessary after their meeting. (NO RED DRINKS IN HERITAGE ROOM), (NO GLITTER).
- f. Outside the normal operating hours of SCHC, member organizations are responsible for disarming the security system to allow for entry into meeting spaces and for setting the security system after their meetings to ensure that the facility is properly secured. Normal operating hours of SCHC are consistent with those of the Museum. Member organizations are responsible for the charges for false alarms reported to the Pueblo Police Department. Assisted entry and exit outside the normal operating hours of SCHC are subject to a fee of \$25 per meeting.
  - g. Information included in the Membership Level Assessments and Benefits (Addendum I) and the Volunteer Labor Opportunities (Addendum II) is part of this Memorandum of Understanding.

\_\_\_\_\_  
Authorized Signature of Member Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature SCHC Board President

\_\_\_\_\_  
Date

## Addendum I

### Membership Level Assessments and Benefits

#### Southeastern Colorado Heritage Center

In addition to the Common Benefits of Membership as a Cooperating Organization, Storage Space and Exhibit Space in the Museum are offered as Membership Benefits according to Membership Level. These benefits are offered on an “as available” basis upon mutual agreement with the Cooperating Member Organization and SCHC. \*SCHC personnel must be notified of any significant changes to either storage space requirements or to exhibits in the Museum and then changes must have SCHC board approval.

Items or artifacts owned by the Member Organization, whether in storage or on display in a museum exhibit, are the responsibility of the Member Organization. Member Organization(s) are responsible for the insurance of such items in case of damage or loss.

Membership Level	Maximum Meetings per Year	Storage Space Provided as Available	Exhibit space in Museum as available	Assessment*	Maximum Number of Volunteer Hours to be counted against Assessment (Rate = \$10.00 per hour)	Assessment with application of Maximum Volunteer Match
I	24	Yes	Yes	\$1850 per Year	74	\$925 per year
II	12	Yes	Yes	\$1050 per Year	42	\$525 Per Year
III	Unlimited Per availability	No	No	\$62.50 per Meeting	*None	*None

Yearly assessment will be prorated for agreements less than one year in length.

If a Cooperating Member Organization has committed to a Match of Volunteer Labor in accordance with its Membership Level agreement, the Museum Coordinator shall provide that organization with a report of Volunteer Labor hours at least quarterly. A plan to remedy any deficits in volunteer labor hours needed to match an agreed upon membership assessment must be addressed with the Museum Coordinator. If, at the end of the third quarter of the year such deficit has not been addressed, the Member Organization will be assessed the Membership Assessment as if unperformed Volunteer Labor hours were not to be counted. Such assessment will be

calculated according to a proration of the number of Volunteer Labor hours that have actually been performed by the end of the third quarter.

**Addendum II**  
**Volunteer Labor Opportunities**  
**Southeastern Colorado Heritage Center**

Cooperating Member Organizations \*at Tier I and Tier II, may choose to offset part of their Membership Assessment with Volunteer Labor valued at the rate of \$10 per hour as described in Membership Level Assessments and Benefits (Addendum I).

Volunteer Labor is defined as work that is for the benefit of the Southeastern Colorado Heritage Center rather than primarily for the benefit of Member Organization. Qualifying Volunteer Labor duties are approved by the Museum Coordinator. Such duties include (but are not limited to):

- Museum Exhibits (other than those maintained by individual Cooperating Organizations)
- Facility Maintenance
- Housekeeping
- Office Assistance
- Docents and Tour guides
- Membership
- Special Events
- Gift Shop
- Fundraising
- Board of Directors or special Committees
- Other areas of individual expertise

## \*Addendum III

### Heritage Room Meeting Usage and Rules

- Leave four eight foot tables forming a square flanked with sixteen chairs in the center of the room after your meeting: leave the six-foot table to the right of the door.
- Break down extra tables and return to the rack in northwest corner.
- Do not block movie screen area with anything.
- Clean up spills as they happen, on the carpet, please blot the spot with paper towels. Use spot cleaner if available under the sink. Please notify staff immediately.
- Do not put food in the sinks: There is no garbage disposal, clear liquids only.
- Trash cans must be emptied when used. The dumpster is behind the building. (around the south end) Extra trash bags are under the sink.
- The use of the refrigerator is for the duration of your function only. Do not leave any containers (food or beverages).
- The use of tape, staples, tacks, or nails on the walls, window frames and posts is prohibited.
- Do not move or remove any exhibit items for any reason, (including holiday decorations) without staff permission.
- If you find something damaged, please notify SCHC staff immediately so it can be fixed or replaced.
- **ALL ACTIVITIES INVOLVING FOOD SERVED IN THE HERITAGE ROOM REQUIRES YOUR ORGANIZATION TO VACUUM THE ROOM AND WIPE DOWN THE TABLES.** Vacuum is located in the kitchen area behind the refrigerator. **NO EXCEPTIONS.**
- **Rule violations will result in a \$50.00 janitorial fee invoiced to your organization with meeting room privileges suspended until paid. If cost to repair damage or replace is more than \$50.00, your organization will be billed for the entire cost.**

#### Liability:

The Southeastern Colorado Heritage Center assumes no responsibility for personal injury, property loss or damage occurring during meetings or events.

The user shall save and hold harmless the Southeastern Colorado Heritage Center and Museum, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the user or its subcontractors, agents or employees.