

MINUTES
Meeting of the
GOLD RIDGE RESOURCE CONSERVATION DISTRICT
PHONE: 707.874-2907 FAX: 707.874-9607
Thursday, September 15, 2011

Location: Gold Ridge RCD Office
14775 'B' Third Street
Occidental, CA 95465

Time: 6:00-8:20

II. Open Meeting (Introductions) The meeting was called to order at 6:10 pm.

III. Call to Order (Roll Call of Directors)

Directors present: Joe Dutton, Don Petersen, Richard Hughes

Directors absent: Bob Burke, Ann Cassidy, Al Gerhardt (associate)

Staff Present: Brittany Heck, John Green, Michele Rocha

Others: Brooke Cole and Drew Loganbill (NRCS), Bruce McCann (7:30)

IV. Public Comment. There was no public comment.

V. Informational Items

- a. Correspondence and Notices
- b. 2010 Audit Response Letter-Brittany Heck reported that she is still working on this letter, and that the three items noted by the auditor that were to be corrected have been.
- c. Line of credit/2010-11 note update- Brittany Heck. We have paid off the note and the line of credit is in place.
- d. No-Till drill update-Brittany Heck reported that the workshop has happened and sign-ups for the drill are being taken. There are still spots available for use in our district; after 10/15, the equipment will be available to people outside our district.
- e. Update on personnel policy revision-Brittany Heck reported that she, Bob, and the staff have made suggestions to update the policy and sent it to Leap Solutions to rewrite. It will cost about \$1500. It was suggested that we add a maternity/paternity leave policy and investigate allowing a 32-hour work week to be equal to full-time status.
- f. Letter from state controller re: audit report-Brittany Heck reported that Sue Goranson will correct the issue, which is that the report that we submitted was missing some forms.
- g. Executive Director and Project Coordinator job announcement- Michele Rocha gave an update and presented the draft job announcements. We will commence immediately with the Environmental Education Coordinator hiring. Several posting places were suggested. Post on Orion, colleges, environmental Ed departments, CARCD, our website, local papers. The board asked that we wait to post the ED announcement until Bob as the personnel committee returns and has an opportunity to look at the job description.

VI. Action Items

- a. Approval of Minutes of August 18, 2011. Motion to approve as written.

- 1st Joe Dutton/2nd Richard Hughes. Motion carried.
- b. Approval of Minutes of August 23, 2011. Motion to approve as written.
1st Joe Dutton/2nd Richard Hughes. Motion carried.
- c. Approval of NRCS Report. Brooke Cole reported that they are compiling list of potential EQUIP sign-ups, close to 100 people already want to be involved. NRCS funding is being allocated differently, and their cluster will get all of the dairy money. They anticipate another year of grape vine moth; they are seeking applicants. They're getting another year of AWEF money, to include rainwater catchment projects. Tractor replacement program is a part of EQUIP signup; they'll take old tractors and diesel pumps. Western United Dairymen CNMP program: announcement by 10/1 or 11/1. She will email us the flyers for the different programs. Motion to approve.
1st Joe Dutton/2nd Richard Hughes. Motion carried.
- d. Approval of Bookkeepers Report. Motion to approve with corrections.
1st Joe Dutton/ 2nd Richard Hughes. Motion carried.
- e. Approval of Warrant Requests. Motion to approve.
1st Joe Dutton/2nd Richard Hughes. Motion carried.
- f. Grant Status Update/Staff Report. Motion to approve.
1st Joe Dutton/2nd Richard Hughes. Motion carried.
- g. Approval of Final FY11/12 budget. Motion to approve.
1st Joe Dutton/2nd Richard Hughes. Motion carried.
- h. Approval of completed strategic plan (budget and appendixes). Motion to approve.
1st Joe Dutton/ 2nd Richard Hughes. Motion carried.
- i. Agenda items for October, 2011 Meeting.

VII. Closed Session: CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9: 1 case

- No action was taken.

VIII. Adjournment (8:20 PM)