

Minutes
Meeting of the
GOLD RIDGE RESOURCE CONSERVATION DISTRICT
PHONE: 707.874-2907 FAX: 707.874-9607
Thursday, October 20, 2011

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

Time: 6:00

II. **Open Meeting (Introductions)** Meeting called to order 6:03pm

III. **Call to Order (Roll Call of Directors)**

Directors Present: Bob Burke, Richard Hughes, Ann Cassidy, Don Petersen (arrived at 7:42);

Assistant Director Present: Al Gerhardt

Directors Absent: Joe Dutton

Staff: Brittany Heck, Sierra Cantor, Noelle Johnson, John Green, Joe Pozzi

Other: Jennifer Walcer NRCS, Bruce McCann (arrived 7:33)

IV. **Public Comment** - None

V. **Informational Items**

a. Correspondence and Notices

- State of Agriculture Address, SCFB on November 1, 8:00 to noon will be attended by all three RCDs (poster presentation) will be tabling the event
- CARCD conference November 8-10, scholarships are still available to Board members if anyone is interested in attending
- Santa Rosa plain groundwater management planning group has contacted GRRCD to see if we are interested in participating on the voting panel, no Board members are interested in participating and do not recommend having staff fill this role

b. Update on employee handbook/maternity leave/newborn policy-*Brittany Heck*

- Employee handbook/maternity leave/newborn policy: under review by staff; newborn policy would be for the first six months and would be on a trial basis, reviewed monthly; review the "work from home" section of the draft employee handbook, JP noted that hours/deliverables/productivity need to be tracked closely when employees are working from home; look into liability insurance for having newborns/infants in the office space; policies are in place to ensure consistency in practices, but that Noelle's circumstances should be considered regardless of whether a newborn policy is in place, consider hiring Noelle as a consultant during the first six months, concerns about her medical insurance, etc.

c. Executive Director and Project Coordinator job announcements- *Brittany Heck*

- Educational coordinator position is still on schedule to be hired, we continue to receive applications and will interview and hire as planned. Staff should review the applicants and make recommendations of first cut and forward the top five on to the Board to review. Ann and Bob have agreed to be in the hiring committee, if any Board member that would like to be on the interview committee should let BH know.

d. Upcoming funding opportunities-*Brittany Heck*

- City of Santa Rosa has approached Sotoyome and GRRCDs to work with them to identify and implement projects to reduce nutrient/phosphorus loads into the Laguna de Santa Rosa watershed; Sotoyome and GRRCD put in a joint proposal to the CSR for projects ranging from nutrient management planning with dairies, dairy waste composting, sediment reduction projects; Doug Berretta expressed concerns that if a dairy implements a CSR funded project that the monitoring requirements would be stringent; suggestion to plant more legumes to biologically uptake phosphorus, GRRCD would be working with a pasture management specialist to do a comprehensive assessment of the projects/dairy operations; outreach to and assessment of small farms, horse facilities, etc.
 - e. Health insurance-*Brittany Heck*
 - GRRCD is looking at adding a health insurance option, not enough information yet, tabled until next month
 - f. Winter holiday office closure-*Brittany Heck*
 - The GRRCD office will be officially closed from December 24 through January 1st. Staff can take unpaid time off unless they want to work or use vacation time.
- VI. Consent Calendar (September minutes, grant status/staff report, NRCS report, warrant requests, Resolution # 2011-14 state Coastal Conservancy Green Valley grant)
- Motion approved except Resolution 2011-14 tabled until next meeting due to incomplete information. 1st Bob Burke, 2nd Richard Hughes, Motion Carried.
 - NRCS report: reviewed the activity report; in the middle of sign-ups for EQIP 2012, which close on 11/18 which includes the AWEPP program; passed out minutes from the local workgroup meeting that was held in August, priorities remained similar to last year, applicants with farm and/or nutrient management plans in place will be ranked higher in the evaluation process, the funding for forest lands was increased by 5% (moved from cropland) since more forestland owners are becoming more interested in NRCS programs and cropland is eligible for a wider array of funding programs
- VII. Action Items
- a. Approval of Bookkeepers Report
 - 1st Bob Burke, 2nd Richard Hughes. Motion to approve as written.
 - b. CalEMA Resolution #2011-15
 - 1st Bob Burke, 2nd Richard Hughes. Motion to approve as written.
 - c. Agenda items for November 2011 Meeting
 - Update on Maternity Leave
 - Action Item for Holiday Closure
 - Employee Health Insurance
 - Resolution 2011-14

Regular Session Adjourned 7:36

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

- **Case Discussed, No action was taken.**

IX. **Adjournment (9:45PM)**