

MINUTES
Meeting of the
GOLD RIDGE RESOURCE CONSERVATION DISTRICT
PHONE: 707.823.5244 FAX: 707.823.5243
May 16, 2012

Location: Gold Ridge RCD Office
2776 Sullivan Rd
Sebastopol, CA 95472

Time: 5:10 – 6:40 pm

II. Open Meeting (Introductions) The meeting was called to order at 5:10.

III. Call to Order (Roll Call of Directors)

Directors present: Ann Cassidy, Joe Dutton, Richard Hughes

Associate Directors present: Bob Burke

Directors absent: Don Petersen

Associate Directors absent: Al Gerhardt

Staff present: Brittany Heck, Michele Rocha

Others: Brooke Cole, NRCS

IV. Public Comment –There was no public comment.

V. Informational Items

- a. Correspondence and Notices. We received the management letter from Sue Goranson about our 2010/11 audit.
- b. August Site Tour Update-Tabled until the next meeting.
- c. Employee handbook/new payroll schedule-Brittany Heck received the first draft of the handbook; we've made edits and resubmitted it to HR To Go. She gave them the confidentiality policy draft for their review and is working on the telecommuting policy.
- d. Construction calendar-Brittany Heck presented the construction calendar for the upcoming season.
- e. New board member search-Brittany Heck reported that we've contacted a possible board member; we'll follow up.

VI. Consent Calendar (April Minutes, Grant Status/Staff Report)

The board wants a printout of our district lines; there were questions of our borders.

Noelle will print out big maps for the board.

Motion to approve consent calendar.

1st Ann Cassidy/2nd Richard Hughes. Motion carried.

VII. Action Items

- a. Approval of Bookkeeper's Report/Warrant Requests. Motion to approve the bookkeeper's report and warrant requests.
1st Ann Cassidy/2nd Richard Hughes. Motion carried.
- b. Approval of the USDA's NRCS Report. Brooke Cole submitted a quarterly activity report. She gave out a "field office of the future" plan survey. Motion to approve NRCS report.
1st Ann Cassidy/2nd Richard Hughes. Motion carried.
- c. Agenda items for June 2012 Meeting. District maps, August tour, employee handbook, E.D. evaluation.

VIII. Closed Session. All closed sessions must be conducted pursuant to expressly authorized statutory exceptions. (§ 54962.) Personnel Exception- Accordingly, the Act provides for closed sessions regarding the appointment, employment, evaluation of performance, discipline or dismissal of a public employee. (§ 54957.)

- a. **Above item was postponed until the next regular board meeting.**

IX. Adjournment. 6:40.