

Minutes  
Meeting of the  
GOLD RIDGE RESOURCE CONSERVATION DISTRICT  
PHONE: 707.874-2907 FAX: 707.874-9607  
Thursday, July 21, 2011

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

**Time:** 6:05 -8:20 pm

**II. Open Meeting (Introductions).** Called to order at 6:05 pm.

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

**Directors present:** Richard Hughes, Ann Cassidy, Joe Dutton, Bob Burke, Don Petersen

**Associate Directors present:** Al Gerhardt

**Staff present:** Lisa Hulette, Brittany Heck, Michele Rocha, Noelle Johnson, John Green,  
Sierra Cantor

**Staff absent:** Joe Pozzi

**Others:** Brooke Cole from NRCS, Nick Canelis, Ryan Pearson

**IV. Public Comment**

**V. Informational Items**

- a. Correspondence and Notices
- b. Review and discuss options for interim Executive Director – *Lisa Hulette*. Lisa suggested the directors appoint Brittany Heck as interim Executive Director for three months and take our time to find the right person for the job. With Brittany taking on the E.D. duties, we may need some help with field work. Some of Britt's grant/program management duties have been passed on to Noelle Johnson.
- c. Review and discuss finance options for FY 11/12- *Lisa Hulette*. Lisa discussed the status of the \$300K note from the county, (essentially a bridge loan), which we don't have the money to pay off now. The county will pay off the note with our line of credit. Brittany will let the board know when the line of credit has been established, probably sometime in the next week.
- d. Review and discuss bids for the Salmon Creek Roads Implementation Project – *John Green*. Nine contractors attended the bid tour and seven submitted bids. The bids ranged from \$130K to \$217K. John reviewed the set of criteria he used to score the bids. Based on the scoring matrix, John recommends Pearson Exploration.
- e. Grant Status Update – Brittany Heck reviewed the report in conjunction with the staff report.

**VI. Action Items**

- a. Approval of Minutes of June 16, 2011.  
1<sup>st</sup> Joe Dutton/2<sup>nd</sup> Bob Burke. Motion carried. (Keep Claudia's recommendations from 6/16 for discussion at upcoming meetings.)

- b. Approval to appoint Brittany Heck as interim Executive Director until October 31.  
1<sup>st</sup> Joe Dutton/2<sup>nd</sup> Bob Burke. Motion carried.
- c. Approval of Resolution 2011-12 to authorize a Line of Credit with the County of Sonoma in the amount of \$750,000.00.  
1<sup>st</sup> Ann Cassidy/2<sup>nd</sup> Joe Dutton. Motion carried.
- d. Approval of Resolution 2011-13 to remove Lisa Hulette and add Brittany Heck as a signer on the Exchange Bank checking account .  
1<sup>st</sup> Joe Dutton/2<sup>nd</sup> Ann Cassidy. Motion carried.
- e. Approval to hire Pearson Construction as the contractor for the Salmon Creek Roads Implementation Project, pending John's reference checks of Pearson's.  
1<sup>st</sup> Bob Burke/2<sup>nd</sup> Ann Cassidy. Motion carried with Joe Dutton abstaining.
- f. Approval of NRCS Report. Brooke reported for NRCS: Local work group meeting is August 11, 1-4 pm. EQUIP sign up acceptances in late September/early Oct., including going organic, European grave vine moth. Have had some staff changes, they're hiring a soil conservation technician; developing a WWAE (work while actually employed) position.  
1<sup>st</sup> Joe Dutton/ 2<sup>nd</sup> Bob Burke. Motion carried.
- g. Approval of Staff Report.  
1<sup>st</sup> Joe Dutton/2<sup>nd</sup> Ann Cassidy. Motion carried.
- h. Approval of Bookkeepers Report.  
1<sup>st</sup> Ann Cassidy/2<sup>nd</sup> Joe Dutton. From now on, add a line item listing the line of credit to the bookkeeper's report. Motion carried.
- i. Approval of Warrant Requests.  
1<sup>st</sup> Joe Dutton/2<sup>nd</sup> Bob Burke. Motion carried.
- j. Agenda items for August, 2011 Meeting (Update on Valley Ford school house building, E.D. update, no-till drill agreement.)
- k. Personnel Items:
  - a. Change of title for Michele Rocha from Administrative Assistant to Office Manager
  - b. Acceptance of Executive Director resignation effective July 28, 2011

**VII. Closed Session.** No items for closed session.

**VIII. Adjournment (8:20 pm)**