

MINUTES
Meeting of the
GOLD RIDGE RESOURCE CONSERVATION DISTRICT
PHONE: 707.874-2907 FAX: 707.874-9607
Thursday, August 18, 2011

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

Time: 6:05-10:18 pm

II. Open Meeting (Introductions) the meeting was called to order at 6:05 pm.

III. Call to Order (Roll Call of Directors)

Directors Present: Don Petersen, Ann Cassidy, Bob Burke, Richard Hughes, Al Gerhardt, Joe Dutton (7 pm)

Directors Absent: None

Staff Present: John Green, Joe Pozzi, Sierra Cantor, Michele Rocha, Brittany Heck, Noelle Johnson (via phone)

Others: Brooke Cole from NRCS, Judy Osieki (contract bookkeeper)

IV. Public Comment. There was no public comment.

V. Informational Items

- a. Correspondence and Notices. Brittany went through the mail and newsletters that are addressed to or relevant to the Board. There was a request from Doug Gore to help pay for the expense of fixing a large woody debris (LWD) structure that has slipped in one of his projects, the board agreed that they would contribute \$350 to complete the repair of this project.
- b. Grant Status Update/Staff Report – The staff has revised the report to include both sets of information; Brittany reviewed the report.
- c. 2011 Audit preparation and contract-Brittany Heck presented the contract with Sue Goranson for the 2011 audit; the board approved going into contract with Sue.
- d. 2010 Audit management letter-Brittany Heck will write draft management letter and have Joe Dutton review it, to be ready for approval at the next board meeting.
- e. Creation of board treasurer position-Joe Dutton will be the Treasurer.
- f. Line of credit/2010-11 note update-Brittany Heck let the board know that the line of credit for \$750,000 will be approved on 8/23 at the Board of Supervisors meeting and the \$300,000 note will be paid out of the line of credit.

VI. Action Items

- a. Approval of Minutes of July 21, 2011.
1st Bob Burke/2nd Ann Cassidy. Motion carried.
- b. Approval of NRCS Report. Brooke Cole reported for NRCS. They're announcing EQIP program sign-ups and asking for potential participants. They've hired a Soil Con Tech starting 9/29. Will be filling a paid internship position, sharing with Marin RCD. Funding for next year is up in the air. Charlette Epifanio is out until 9/6.
1st Ann Cassidy/2nd Bob Burke. Motion carried.

- c. Approval of Bookkeepers Report. We can add, to the regular cash report, the QB report stating what state and federal payroll taxes are due and what we've paid. Brittany and Judy will be meeting with an accountant to review the 2011/12 budget before it needs to be submitted.
1st Joe Dutton/2nd Bob Burke. Motion carried.
- d. Approval of No-Till Drill rental agreement. We reviewed the draft agreement. Changes to be made: rate for rental is \$100/day. Modify security deposit to be security/cleaning deposit of \$500. \$200/day for delays in returning the equipment. Make sure that the operators are over 18 years old. For point #9, make sure that the vehicle towing the drill has the proper capacity to tow, at least a ¾ ton pickup truck. Brittany will run the updated draft by Bob. Joe Dutton volunteered to check out the machine and make any necessary repairs, billing GRRCD as needed.
1st Joe Dutton/2nd Ann Cassidy. Motion carried.
- e. Motion to approve \$350 to Doug Gore to fix slipped LWD structure.
1st Ann Cassidy/2nd Bob Burke. Motion carried.
- f. Approval of Warrant Requests. Motion to pay.
1st Joe Dutton/2nd Ann Cassidy. Motion carried.
- g. Personnel Items
 - a. Administrative Assistant: Title change and raise. *Motion: Michele's title change to Office Manager and raise were approved by the board retroactive to 7/1.*
1st Ann Cassidy/2nd Bob Burke. Motion carried.
 - b. Interim Executive Director: raise *Motion: Brittany's raise was approved retroactive to her first day as E.D., for as long as she is interim E.D.*
1st Ann Cassidy/2nd Bob Burke. Motion carried.
 - c. Staff resignation. Loren Hulette has submitted an email stating his resignation from GRRCD.
 - d. Personnel Policy committee creation in order to revise policy. We should get some professional help to update our policies. Bob Burke has agreed to be the Personnel board contact.
 - e. Recognition gift for past Executive Director. Tabled until next meeting.
- h. Agenda items for September 2011 meeting. Recognition gift. 2010 audit management letter.

VII. Closed Session: Personnel Government Code Section 54957

- a. Employee Evaluation (*By voice vote the Board tabled the closed session item to be re-agendized in the future.*)

VIII. Adjournment (10:18 pm)