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Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, June 29, 2022, 9:02 a.m. to 10:41 p.m.

MEETING

Board Members Present: Dennis Heiman (President), Melissa Markee (Vice President), Alan Hill (Director), Lois Kaufman (Director), John Moore (Director), and Mike Berry (Director)

Others Present: Litza Lopez-Ramos (NRCS), Maureen Teubert, Sharon McBroome, Ross Perry, Kelli England (WSRCD Staff)

Dennis Heiman, President, called the meeting to order at 9:02 a.m.

Consent Agenda – Sharon remarked that on the May 18th meeting minutes needs to have the time corrected to reflect the correct times of opening and going into closed session. She also remarked on the overhead hours being reduced due to increased project work and additional staff hired to work on project. She reviewed the financial that were included in the board packet.

By motion made, seconded (Markee/Moore) and unanimously carried, the Board of Directors approved the financials of the consent agenda.

Additions/Changes to Agenda: Maureen asked to add a closed session to discuss termination of benefits for a past staff member.

Correspondence: Maureen remarked that the Shasta Regional Foundation updated their system to allow user logins to monitor funds held by them and to request funds.

NRCS Report: Litza reviewed her report on current funding applications and the potential to extend the current project that WSRCD has with NRCS.

CARCD Update: None

Old Business:

7.1 Board Vacancy: No new information.

7.2 Continuation of Hybrid Meetings – The board reviewed the current COVID-19 conditions.

By motion made, seconded (Markee/Kaufman) and unanimously carried, the Board of Directors approved continuing hybrid meetings.

New Business



- **8.1 WSRCD 2022-2023 Budget –**

- Maureen reviewed the budget and staff report that was included in the board packet. Alan remarked on some of the items discussed in the finance committee meeting regarding the past staff turnover as well as project management and oversight of project budgets. Maureen remarked on the net income line that shows a significant increase in compared to previous year's budgets. Discussion was made on the purchase of new vehicles. Kelli reviewed the costs and availability of vehicles that she had found and that the cost is not included in the budget because lack of availability. Mike discussed the small cost of continuing education that is included in the budget. Maureen discussed allocating set amounts of education funds for staff. Melissa asked about what the account code of "agricultural" is for. Sharon remarked that it is for items such as herbicide, plants, and some shop products. Maureen remarked that there are additional projects that will be added to the budget but until the signed contract are in hand they are left off.

By motion made, seconded (Hill/Kaufman) and unanimously carried, the Board of Directors approved the WSRCD 2022-2023 fiscal year budget.

- **8.2 SCF 2022-2023 Budget-**

- Maureen reviewed the budget and staff report that was included in the board packet.

- **8.3 CARCD Membership Dues Renewal**

- Maureen and Sharon reviewed the CARCD membership dues. Discussion was made on the approved budget and income and that paying full dues of \$5,000 would be acceptable.

By motion made, seconded (Berry/Markee) and unanimously carried, the board approved paying full dues to CARCD of \$5,000.

- **8.4 Streamline Website Management Subscription**

- Maureen reviewed the Streamline Website Management Subscription cost and attachment that was included in the board packet and discussed the benefits of having an outside firm manage the WSRCD website.

By motion made, seconded (Markee/Berry) and unanimously carried, the Board of Directors approved contracting with Streamline Website Management.

- **8.5 Resolution 22-04, Clear Creek ACID Siphon Project Acceptance**

- Ross reviewed Resolution 22-04, Clear Creek ACID Siphon Project and documents that were included in the board packet.

By motion made, seconded (Berry/Hill) and unanimously carried, the Board of Directors approved Resolution 22-04.

- **8.6 Conflict of Interest Code**



- Sharon reviewed the letter received by the county regarding the conflict of interest code needing to be reviewed and potentially revisions made. Discussion was made on adding it to the list of priority policies for the policy review committee to start on since it is due in October.
- **8.7 DM Report**
 - Maureen reviewed the DM report and finance committee meeting staff report that was included in the board packet. Discussion was made on setting a special board meeting to finalize the CFO job description and posting. Discussion was made on minimum qualifications that are currently listed on the job description. Maureen updated that board that the vacation accrual analysis has been done and staff who were owed vacation hours were taken care of and staff that owed hours back have created their repayment plans.

Closed Session:

- **Termination of Employee Benefits** – Board went into Closed Session at 10:37 am.

Open Session 10:40 a.m.

- The board agreed to terminate the benefits of a now terminated employee.

Agenda Item(s) for Next Meeting: July 15, 2022 next Meeting @ 09:00 am.

Adjourn: By motion made, seconded (Kaufman/Berry) and unanimously carried, the regular meeting was adjourned at 10:41 p.m.