



## **BOARD MINUTES**

Nevada County Resource Conservation District  
Board of Directors - Regular Meeting  
113 Presley Way, Suite 1, Grass Valley, CA 95945  
Tuesday October 11, 2022, at 4:00 pm

1. **Call to order:** at 4:01 pm by Jim Drew. Directors present: Jim Drew, Linda Miller, and by Zoom: Reed Hamilton, JoAnn Fites-Kaufman, Dave Barhydt. Associate present: Alana Fowler  
Staff present: Sandy Jacobson, Anne Solik
2. **Introductions:** Tony Romero, Agricultural Biologist, Nevada County Ag Commissioner's Office, Tom Hartnett, Grass Valley Resident
3. **Approval of Agenda or Correction of Agenda:** *Fites-Kaufman moved to approve the agenda. Second by Miller; Approved 5-0.*
4. **Approval of Amended Agenda:** *Hamilton moved to approve the amended minutes from September 11, 2022. Second by Miller; Approved 5-0.*
  - A. Minutes from the September 11, 2022 (Amended to reflect outcome of closed session), Regular Board meeting
  - B. Financial Statement for September 2022 (Action on this item was postponed until next meeting)
5. **Public Comment (Speakers are limited to 3 minutes):** Tom Hartnett, introduced himself stating that he is interested in becoming a board member, with a varied background experience as a RCD Board President, as well as water board and weed board manager experience. Tony Romero announced that the 2021 crop report is available.
6. **Correspondence:** Board packet included: public hearing notices and news articles on Caldor Fire and Drought. Correspondence presented at the meeting included: CARCD letter, a CARCD letter noting a 5K membership estimate, a letter from the Auditors noting the completion of the annual audit, a Range Camp participant thank you letter, a notice from the county announcing comments due for Broadband project, and a letter noting the expiration date for two board positions.
7. **NCRC President's Report:** No Report.
8. **Education/Scholarship Committee:** Solik mentioned she has only received one transcript and processing one scholarship and waiting for the school to send the rest of the eligible candidates' information. Also discussed was the matter of pursuing a revised pink slip for the sawmill for the NJUHSD. The change in paperwork has already been requested.
9. **Grant Report:** Fites-Kaufman reported she is working on a Community Wildfire Grant with Billie Spearing from Fire Safe Council

10. **NCRC Staff Report:** A written report was included in the board package. Staff discussed Farm Day activities and shared notes from children that participated. Jacobson talked about the Pasture Exchange and how Sierra Harvest wanted to join forces to also promote their own land exchange website. She also talked about the Min-Till Drill program starting back up. She also mentioned we paid off the unfunded liabilities costing us \$1,000 less than expected and that problem has been resolved. She is also working on the employee benefits with Lacey Elliott, our new Benefits person that took the business over from our previous benefits manager. The office is getting quotes for needed computers and connections for the annex, as well as interviewing for a new IT firm. Fish and Wildlife visited looking for meadow restoration project support, meetings still happening. Solik also mentioned about the recent Wildfire meetings and their possible benefits. Fites-Kaufman talked about wanting to negotiate with recent manager candidate for a better wage, but the payoffs should be worth what we would expect from that level of management. Negotiations are in progress. This will be further discussed in closed session.
11. **NRCS Activity Report:** No Report.
12. **Old Business:**
  - A. Approve a revised pay scale to reflect hourly wages and salaries in a product of 2080 and adjust the scale for Executive Assistant to meet the minimum wage requirements. Discussion about adjusting scale according to Bookkeepers method of calculating wages. ***Fites-Kaufman moved to revise the pay scale to reflect hourly wages and salaries and adjust the scale for Executive Assistant to meet the minimum wage requirements. Second by Hamilton. Approved 5-0***
  - B. Employee Handbook. Discussion about updates and modifications that need to be made to the Personnel Policies & Procedures Manual and a call out for a committee to review the new Employee Handbook. A sample table of contents was distributed. ***Fites-Kaufman and Drew volunteered to review.***
  - C. Approve an agreement with David Barhydt to operate as the Service Provider for the Min-Till Drill Program. The Board reviewed and discussed the terms of the previous agreements and the proposed changes to allow for an agent. ***Fites-Kaufman moved to approve the Min-Till Drill Agreement with David Barhydt and Reed Hamilton to operate as Service Provider. Miller second. Approved 4-0***
13. **New Business:**
  - A. Receive a Report on District administration and discuss goals and objectives for the Interim Executive Director. Jacobson gave a report on the legal requirements for RCDs using an outline developed by CARCD. Then she gave a report on progress noting milestones and asking for feedback on priorities. Her priority now is the Employee handbook. Miller interjected to be careful not to mirror other RCDs too closely. Jacobson asked if the board had any preference to what she should work on, and that she was working to make sure the district was compliant and eligible for future grants requirements. She will keep working on her checklist minus the strategic plan.
  - B. By-Laws -Discussion about the benefits of adopting by-laws and appoint a committee. Draft Bylaws will be distributed for review and discussion at next meeting.


- C. Revise Reserve Fund Policy and adopt new opening balances. **Hamilton moved to approve the revised Reserve Fund Policy and adopt new opening balances. Miller second. Approved 5-0**
  - D. Consider authorizing the use of Equipment Reserve Funds to purchase two new laptops, cost not to exceed \$5,000. Jacobson noted there is some funding in the current budget to purchase new computers and requested use of equipment reserve funds for any excess costs. **Fites-Kaufman moved to approve the use of the Equipment Reserve Funds to purchase two new laptops, cost not to exceed \$5,000. Hamilton second. Approved 5-0**
  - E. Approve terms of the draft sublease agreement with Farm Bureau and authorize the interim Executive Director to make minor changes and execute the agreement on behalf of the district. **Fites-Kaufman moved to approve sublease agreement with Farm Bureau and authorize the interim Executive Director to make minor changes and execute the agreement on behalf of the district. Miller second. Approved 5-0**
  - F. Approve Resolution 2022-05 adopting Conference Room Use Policies. **Fites-Kaufman moved to approve the 2022-25 resolution adopting Conference Room Use Policies. Miller second. Approved 5-0**
14. **Announcements:** Next board meeting – November 8, 2022, 4pm unless circumstances dictate otherwise.
12. **Closed Session Entered 5:39 pm.** Outcome: Discussion on negotiation of pay for District Manager position. Direction was provided to the Recruitment Committee. **End Closed Session 5:54 pm.**

Regular Board meeting adjourned at 5:54 pm.

Respectfully submitted by Anne Solik October 12, 2022.

  
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Approved by Board of Directors on 11-14-2022

  
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Jim Drew, Vice-Chair

