



BOARD MINUTES

Nevada County Resource Conservation District
Board of Directors - Regular Meeting
113 Presley Way, Suite 1, Grass Valley, CA 95945
Tuesday August 23, 2022, at 1:-:00 am

1. **Call to order:** at 10:03 pm by Jim Drew. Directors present: Jim Drew, Linda Miller, Reed Hamilton; JoAnn Fites-Kaufman, Dave Barhydt – absent.
Staff present: Sandy Jacobson, Anne Solik
2. **Introductions:** Pamela Hertzler (NRCS), Calvin Nauer
3. **Approval of Agenda or Correction of Agenda:** *Hamilton moved to approve the Agenda. Second by Miller; Approved 4-0.*
4. **Approval of Consent Agenda:** *Miller moved to approve the Consent Agenda. Second by Hamilton; Approved 4-0.*
 - A. Minutes from the July 12, 2022 Regular Board meeting
 - B. Financial Statement for July 2022
 - C. Revised Financial Statement for June 2022
5. **Public Comment (Speakers are limited to 3 minutes):** Calvin Nauer introduced himself attending as interested public as well as interest in the open District Manager position. Fites Kaufmann talked about her progress in going through grants and talking to Maddison Easley about agriculture related grants. There are two coming up with CalFire; 1. Fire prevention 2. Infrastructure Bill Community Wildfire Protection Grant” – funding for Technical Advisors and noted that she had at least 30 interested landowners. She also talked about enjoying writing the article for Rancher Magazine about the history as well as the future of Prescribed Burning with the help of Maddison.
6. **Correspondence:** Articles included in the board package, as well as a letter about our compensation reports, this was addressed and reported. Jacobson informed the Board of a Public Records request from “Transparent California for a report on actual earnings for the past 3 years.
7. **NCRCD President’s Report:** President absent. Barhydt’s daughter reported that her father was back in the hospital. Drew also reported that the Sawmill purchased by the RCD was being delivered this week to the School Ranch.
8. **Education/Scholarship Committee:** Miller talked about contacting the High School to the new Scholarship Director, she said by next month we should have the finalized list of recipients. Linda also mentioned wanting to join the Farm Day meeting, at a rescheduled time.

9. **NCRCD Staff Report:** A written report was included in the board package. This month was all about the fair, Solik talked about 5 days of the fair. Solik mentioned the fair was great for outreach, but the setup and take down was rough and possibly RCD could hire someone to help in the future. Jacobson talked about a recent Sierra Harvest event she attended and an upcoming meeting with Molly Nakahara (SH) to discuss the possibility of collaborating with them on events, publications and grants. Jacobson also reported connecting with NID (Johansson) to talk about projects with fire prevention and water tanks as well as reforestation on the River Fire.
10. **NRCS Activity Report:** Pamela Hertzler, District Conservationist – reported on the current project obligations with NRCS as well as announcing the cutback of hours for the Point Blue partner to 18 hours a week and losing their current Farm Bill Assistant on November 1st. Hertzler also shared a map of the new NRCS area boundaries for the state of California. The NRCS team is also planning to help on Farm Day by hosting a soil tunnel, a monarch display as well as operating the NCRCD water table. There was a brief discussion about moving offices over to the new office area, discussion about connections to NRCS/RCD MOU and allotted space and financial arrangements. It was agreed to place this on the next agenda.
11. **Old Business:**
- A. Review and consider resolution 2022-03 adopting a Reserve Fund Policy. Jacobson presented a proposed fund balance policy and explained the difference between restricted, committed and assigned funds. It was noted that the policy on Equipment Replacement Reserve was 25% and not consistent with the amount of 50% shown on the fund balance worksheet. Jacobson also recommended paying off the CalPERS Unfunded Liability rather than maintain a reserve of \$31,118. ***Miller moved adopt Resolution 2022-03 Reserved Fund Policy as amended to reflect a 50% Equipment Reserve and \$0 in CalPERS UAL Reserve. Second by Hamilton; Approved 4-0***
 - B. Review and consider plans to relocate and checkout system for Min-Till-Drill. ***Hamilton agreed to review the current policies and recommend changes for the Board to consider at a later date.***
 - C. Recruitment Plan Update. Jacobson informed the Board that applications would close on August 25th. The Search Committee, consisting of Fites-Kaufman, Hamilton and Miller (alt) discussed their availability to participate in interviews and it was agreed to deviate from the original recruitment plan. ***It was agreed that the board would meet in September as regularly scheduled and if needed, a special meeting could be called in August to address recruitment issues.***
12. **New Business:**
- A. Biennial Conflict of Interest, Resolution 2022-02 adopting an amended conflict of interest code. Jacobson reported that a resolution was needed to update the District's Conflict of Interest Code. ***Linda moved adopt Resolution 2022-02, adopting the amended code. Second by Hamilton; Approved 4-0***
 - B. **Employee Benefits – Future Retirement & Health.** It was agreed to have the District Manager Search Committee assess the options and costs and report back to the Board.

C. Approve Resolution 2022-04 approving the District’s fiscal year 2022-23 Annual Operating Budget. Jacobson presented a final budget for FY 22-23 in the amount of \$314,440. The budget was different than the one presented in June in that the revenue was projected to be greater and that there was additional expenses anticipated for Employee recruitment, micro-grants and paying off the CalPERS UAL (\$31,118). ***Hamilton moved to approve Resolution 2022-04 approving the District’s fiscal year 2022-23 Annual Operating Budget; including the CalPERS UAL payment. Second by FitesKaufman; Approved 4-0***

D. Approve Document Retention Policy. Jacobson presented a new policy for the Board’s consideration. The policy would provide staff with direction on how to manage the Districts written and digital files. ***Drew moved adopt a Document Retention Policy. Second by Miller; Approved 4-0***

E. Approve amended meeting minutes from February 2022. An error in recording the minutes of the February 2022 was noted and an amended set of minutes present to the Board for approval. ***Drew moved amend the February 2022 minutes as presented. Second by Miller; Approved 4-0***

F. Approve District and Commission signature form. Staff presented a signature authorization form that indicated which Board members and staff are authorized to approve financial transactions with the County. ***Hamilton moved to accept the revised district and commission signature form. Second by Miller; Approved 4-0***

13. **Announcements:** Next board meeting – September 13, 2022, 4pm unless circumstances dictate otherwise.

Regular Board meeting adjourned at 12:28 pm.

Respectfully submitted by Anne Solik September 13, 2022.

Approved by Board of Directors on _____

Jim Drew, Vice-Chair