



Resource Conservation District
Ventura County

MINUTES
Regular Meeting of the Board of Directors
Wednesday, June 15, 2011

CALL TO ORDER The June 15, 2011 Regular meeting of the Board of Directors of the Ventura County Resource Conservation District (RCD) was called to order by President Mike Mobley at 8:32 a.m., at the Ventura County Public Works Agency Watershed Protection District – Conference Room, 11251- B Riverbank Drive, Ventura, CA 93004, with a quorum of Directors present.

ROLL CALL & INTRODUCTIONS

DIVISION 1, (Ojai Division)

Victor Contreras, Secretary
Ron Asquith **Absent**
Bud Sloan

DIVISION 2, (Santa Clara Division)

Michael Mobley, President
Doug Nelson

DIVISION 3, (South Ventura County)

Chris DeVan **Absent**
Carol Kurtz
Alyse Lazar **was tardy she arrived at 8:46 a.m.**

STAFF PRESENT:

Martin Melvin, Executive Officer
Debra Gillis, Finance and Operations Director

Agenda: **On motion by** Director Contreras, **Seconded by** Sloan, the Board approved the **June 15, 2011** Agenda. Motion carried 5-0.

Minutes: **On motion by** Director Kurtz, **Seconded by** Nelson, the Board approved the Minutes of the **May 18, 2011** Regular meeting. Motion carried 5-0.

GENERAL ANNOUNCEMENTS-PUBLIC REVIEW-HEARINGS-REPORTS

REPORTS

Debra Gillis, Finance and Operations Director presented the financial reports for the period ended **May 31, 2011** for the Board to approve. Discussion on the financial reports included the Proposition 50 grant withholding, the education fund, and utility allocations for the education program and BMP program. Director Sloan asked for a transaction report to be included in the financial reports. **On motion by** Director Nelson, **Seconded by**

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Sloan, the Board approved the Financial Reports for the period ended **May 31, 2011**. Check listing, deposit detail, balance sheet, profit and loss, budget report, and grants and program recap. Motion carried 5-0. (Director Lazar was not present for the vote)

Marty Melvin, Executive Officer discussed with the Board the current projects and reports and provided an update on the recent changes in the Education program. Melvin also discussed the upcoming Prop 84 Mobile Irrigation Lab program and the status of the grant agreement. Melvin reported on the upcoming Farmer U program that will run for three weeks during the summer at Limoneira. He also reported that the long term strategic planning would begin in September 2011.

Marty Melvin, Executive Officer discussed with the Board the status of the current HECO projects and announced that Sonya Webb was working on a very limited part-time basis on the HECO projects.

Dawn Afman, NRCS District Conservationist reported on the AWEF funds of \$100,000, the Forest Fuels Reduction Improvement Projects and the need for applicants, recent staff changes at NRCS in Somis, and the reduction of the NRCS workforce by 15%.

Motions & Resolutions

- 6.1 A resolution approving the Lower Arundo Removal Project to be carried out by the Woods-Claeyssens Foundation and determining that the project is exempt from CEQA. (RES 669-11).

Anna Huber of RA Atmore & Sons, reported on this project. Located on the upper banks of the Ventura River on property owned by Wood-Claeyssens Foundation, the project will remove Arundo and eliminate unauthorized homeless camps. The removal will eliminate waste sources from the river bottom and will reduce flood and fire risk.

On motion by Director Contreras, Seconded by Sloan the Board approved the resolution approving the Lower Arundo Removal Project to be carried out by the Woods-Claeyssens Foundation and determining that the project is exempt from CEQA. Motion carried 6-0.

Ayes: **Mobley, Contreras, Kurtz, Lazar, Sloan, Nelson**

Noes: None

Absent: **Asquith, DeVan**

- 6.2 A motion to approve the 2011-2012 District Budget. Discussion included Director Lazar's concern about the budgeted salary amount, miscellaneous income, and professional consultants. On motion by Director Sloan, Seconded by Nelson the board approved the 2011-2012 District Budget. Motion carried 6-0.

- 6.3 A resolution to adopt a policy for the recording of the minutes of the Board Meetings of the Ventura County Resource Conservation District and to consider audio recordings of Board Meetings (RES 670-11)

Discussion included Director Kurtz's concern that the attempt at adding more information to the minutes had failed as well as Director Lazar's questions about recording hearings. Other items discussed were the length of the minutes, the methods of storage for audio recordings, and what level of detail would be provided in the minutes. Director Contreras provided history on the recording of the minutes and said that he felt the minutes presented were adequate. It was determined that Debra would make an

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additional attempt to provide more detail in the minutes and the board could discuss this at the next regular meeting.

On motion by Director Nelson, Seconded by Kurtz the Board voted to dismiss resolution (RES 670-11) adopting a policy for the recording of the minutes of the Board Meetings of the Ventura County Resource Conservation District and to consider audio recordings of the Board Meetings.

Motion to Dismiss Resolution 670-11:

Ayes: **Mobley, Contreras, Kurtz, Lazar, Sloan, Nelson**

Noes: None

Absent: **Asquith, DeVan**

- 6.4 A resolution implementing Governmental Accounting Standards Board ("GASB") Statement 54 requirements, and to apply such requirements to its financial policies and reporting (RES 671-11).

Discussion on this resolution included the types of funds and whether the funds should be designated as restricted versus unassigned. Director Contreras provided the board with a history on the building/reserve fund and the origin of those funds. It was decided that the funds would be considered an unassigned reserve fund balance and the amount of that unassigned reserve fund balance would be \$100,000.00.

On motion by Director Lazar, Seconded by Contreras the Board approved a resolution implementing Governmental Accounting Standards Board ("GASB") Statement 54 requirements, and to apply such requirements to its financial policies and reporting (RES 671-11). Motion carried 6-0

Ayes: **Mobley, Contreras, Kurtz, Lazar, Sloan, Nelson**

Noes: None

Absent: **Asquith, DeVan**

- 6.5 A motion to approve the Personnel Policies Manual. The personnel policies committee reported that it had its first meeting, and will be meeting again to continue work on this task. No action taken.

ADJOURNMENT: President **Mobley** adjourned the meeting at 11:17 a.m.

Respectfully submitted,
Martin Melvin, Clerk of the Board (DG)

MINUTES APPROVED: July 20, 2011

PRESIDENT:


MIKE MOBLEY

SECRETARY


VICTOR CONTRERAS