



Resource Conservation District
Ventura County

MINUTES
Regular Meeting of the Board of Directors
Wednesday, October 19, 2011

CALL TO ORDER The **October 19, 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 8:41 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
Bud Sloan

DIVISION 2, (Santa Clara Division)

Michael Mobley, President
Doug Nelson

DIVISION 3, (South Ventura County)

Chris DeVan
Carol Kurtz
Alyse Lazar

STAFF PRESENT:

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

Agenda: President Mobley presented the agenda for board approval. On motion by Director Sloan, Seconded by Nelson, the Board approved the **October 19, 2011** Agenda. Motion carried 7-0.

Closed Session:

Public employee performance evaluation of Ventura County Resource Conservation District's Executive Officer pursuant to Government Code Sections 54954.5 (e) and 54957.

Report on Action Taken in Closed Session:

None

Minutes: The minutes of the Regular Meeting of the July 20, 2011 Regular Meeting were presented for approval. On motion by Director **Contreras**, Seconded by **DeVan**, the board voted to approve the minutes of the July 20, 2011 regular meeting. Director **Lazar** abstained as she was not present at the July 20, 2011 meeting. Motion carried 6-0.

The minutes of the Regular Meeting of the September 21, 2011 meeting were presented for approval. Director **Kurtz** asked that the request for a closed session be added to the September 21, 2011 minutes. On motion by Director Kurtz, Seconded by **Contreras**, the board voted to approve the minutes of the September 21, 2011 meeting with corrections. Motion carried 7-0.

REPORTS

Debra Gillis, Finance and Operations Director presented the financial reports for the periods ended **July 31, 2011, August 31, 2011, and September 30, 2011** for the Board to approve. Discussion on the financial reports included a question from Director **Kurtz** on charges to the Special Project Expense account, which includes expenses related to the Coastal Cleanup Day Grant. Director **Lazar** asked about the remaining funds in the education program at the end of 2010/2011 and why they were not on the financial report. Debra Gillis explained that those funds were recognized as revenue in the 2010/2011 fiscal year and would not appear on the 2011/2012 financial statements. This item will be discussed further at the next regular board meeting. Director **Nelson** asked about the Mobile Lab program and our obligations for matching contributions. On motion by Director Nelson, Seconded by Director **Sloan**, the Board voted to approve the financial reports for the periods ended July 31, 2011, August 31, 2011, and September 30, 2011. Motion carried 7-0.

Marty Melvin, Executive Officer discussed with the Board the current projects and their status. The Mobile Lab program is moving forward and deliverables are being prepared and submitted. The BMP 319(h) grant is winding down and work will be completed in the first quarter of 2012. The Prop 50 CCARP program is continuing and the programmatic permits should be secured by the grant's end on December 31, 2011. He also reported on the first draft of the long range plan that has been sent to the board directors and the strategic planning process that will follow.

Marty Melvin, Executive Officer discussed with the Board the status of the current HECO projects and distributed a report with updated status. There was not a lot of activity on the HECO program recently as we attempt to close out the existing HECO's in anticipation of the new County grading ordinance.

Dawn Afman, NRCS District Conservationist introduced her new soil conservationist, Hani Nyugen. Hani comes to NRCS from the Blythe Field Office. She also reported on the area meeting in Palmdale and distributed information on the upcoming CARCD Annual Conference, which will be held in Stockton, CA this year. Dawn also reported on the status of the AWEF, EQIP, and WHIP programs. If anyone is interested in learning more about the programs or applying, please contact the Somis Field Office.

Motions & Resolutions

7.1 Discussion and possible action on filling the vacancies on the VCRC Board.

Discussion ensued about the two vacancies and the County Board of Supervisor's desire to fill those vacancies. As these terms expire in 2012, there was discussion on whether it would be better to wait until the terms expired and then have appointments for a new four-year term or to fill these vacancies now. Discussion also included the

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cost of the District having elections for vacancies versus continuing to have the County Board of Supervisors appoint. Marty Melvin explained the process and the committee that reviews applications and makes recommendations to the County Board of Supervisors. There was some concern that those recommendations were not considered in the last group of appointments. The board determined that it would be best to ask the County Board of Supervisors to appoint these two vacancies for terms ending in 2012.

7.2 Discussion and possible action on changing the day and time of the Regular Board Meeting.

No action taken.

7.3 Discussion and possible action on accepting the 2010/2011 Annual Auditor's Report.

Debra Gillis explained the audit process and reported that the auditors had found no negative findings. On motion by Contreras, Seconded by DeVan, the Board voted to approve the Annual Auditor's Report for 2010/2011. Motion carried 7-0.

President **Mobley** asked that a closed session be added to the agenda for the November 22, 2011 Regular Meeting to continue the Board's progress on the evaluation of the Executive Officer.

President **Mobley** also announced the resignation of Director **Asquith**. Director Asquith resigned due to conflicts with his business schedule.

Director **Kurtz** presented several ideas for board members to ponder for the upcoming strategic planning session scheduled for December 13, 2011.

ADJOURNMENT: President **Mobley** adjourned the meeting at 11:34 a.m.

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

MINUTES APPROVED: November 22, 2011

PRESIDENT:



MIKE MOBLEY

SECRETARY



VICTOR CONTRERAS