



CENTRAL SACRAMENTO VALLEY
RESOURCE CONSERVATION & DEVELOPMENT AREA COUNCIL
P.O. Box 606 • 327 Fourth Street, Orland, CA 95963

EXECUTIVE COMMITTEE MEETING MINUTES
(Items to be followed through with are in bold.)

Date: Wednesday, October 6, 2004

Time: Called to Order at 1:00 p.m. by Gary Freeman, President

Place: CSV RC&D Area Council Office

I. Roll Call

A. Council Members

Gary Freeman, President and Glenn County Supervisor
Christy Scofield, Vice President and Colusa County Supervisor
Mike Yalow, Secretary/Treasurer and Mayor of Orland
Ross Turner, Tehama County Board of Supervisors

B. Other Guests

Rick Krepelka, President/CEO, Innovative Business Technologies Group
Larry Akin, Program Coordinator, Central Sacramento Valley RC&D, NRCS
Kandi Manhart, Executive Assistant, Central Sacramento Valley RC&D

II. Posting of Meeting Agenda

Akin confirmed meeting notice was posted per Brown Act.

III. Approval of July 12, 2004 EC Committee Meeting Minutes

Turner moved to approve the minutes with any noted corrections. Yalow seconded.
Approved unanimously.

IV. Payment of Invoices

• Driver Alliant Insurance

Akin presented an invoice from Driver Alliant Insurance for \$1,133.29 (Eros & Omissions and Liability); however, was informed that the insurance could not be paid by NRCS funds. **Turner recommended Akin receive that information in writing to present to the Council.** Turner moved to approve the invoice to Driver Alliant Insurance for \$1,133.29. Yalow seconded. Approved unanimously.

• FACTS (Ag/Nature Tourism Grant, include update)

Akin presented an invoice from FACTS for \$13,000; however, expressed his concern on the situation. He recommended the Council only pay part of the invoice since all tasks are not complete. He suggested paying for 1/3, since only 1/3 of the tasks are complete. Turner moved to pay the invoice by tasks;

when completed tasks are considered complete then issue a check. Akin reaffirmed that the contract is not divided by task costs. Turner then suggested that there be no payment until document is approved by the Council. Yalow agreed and encouraged there to be no payment until work is complete and satisfactory is met by the Council. Akin noted that there could be an amendment to the original contract (see handout). Turner expressed his concern of legality issues of amendments and suggested a FACTS representative attend the next Council meeting. President Freeman noted that the grant has been extended for 60 days with the USFS in order to complete the deliverables and thought the Council's best interest would be to sign the amendment. Further discussion occurred about the project, the contract, and the amendment. Akin noted that the amendment would incorporate 1) no payment on unacceptable product and 2) the acceptable product will be considered final upon approval of the Council via a draft version. Akin believed the amendment changes are important factors to keep the quality level at the Council level. Turner moved to approve \$6,500 for FACTS invoice for completed tasks only and to sign the amendment; however, amendment must contain the additions: 1) no payment on unacceptable product and 2) the acceptable product will be considered final upon approval of the Council via a draft version. Yalow seconded. Approved unanimously.

Yalow noted situations like this one warrants a special meeting of the Council and requests the Council receive copies of any letters concerning matters like this one.

V. **Grant Updates**

Yalow noted that the AgInnovators met on Tuesday, September 29th, and had a successful meeting. The discussion concerned the next steps and budget of the AgInnovators. The NRCS agreement has been signed and the State Association is just waiting to receive the contract, before signing a contract with the Council. **Akin noted he will call Ray Miller to check on the NRCS agreement.** Krepelka noted that approximately 75% of the website is completed and testing of the site will start soon. Yalow also noted that he has been working with the Great Valley Center to change the grant deliverables. The grant will incorporate the AgInnovators project.

VI. **Fall Conference Participation**

President Freeman encouraged and asked if any of the Council members would be attending the CARC&DC Annual Fall Conference on October 27th, 28th, and 29th. Yalow noted he will attend the second day to present for the AgInnovators. Turner said he will try for the first day. Scofield noted that she had a prior engagement; however, she will try to change it. Akin also encourage the Council members to attend as it is in their area.

VII. **Miscellaneous**

Manhart presented an option to the Council. The option is Paychex recording the accumulated voluntary benefit days of the employees so there is no conflict of interest. The cost is \$10 per month. The Council disagreed and said that they will track the days. Manhart then asked if she could take vacation leave from November 15th-19th. The Council

agreed and said she has accumulated enough days since May 10, 2004 (start of employment through Paychex).

VIII. Adjourn

Meeting adjourned by President Freeman at 2:15 p.m.

Respectively submitted,

Kandi Manhart, Executive Assistant