



**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: Monday, February 14, 2005

Time: Called to Order at 1:10 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
Ernie White, Tehama County RCD

B. Other Guests

Jim Fletcher, California State University, Chico
Adam Morgan, California State University, Chico
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 October 6, 2005 EC Committee Meeting Minutes

Yalow moved to approve the minutes as presented. White seconded. Approved unanimously.

IV. Payment of Invoices/Financial Update

Yalow said there were no outstanding invoices, except FACTS.

Manhart noted that the Council's Norton Antivirus needs to be updated. It will cost \$29.99 plus tax. Yalow also noted that an invoice will be coming from the Council's accountant, Kelly Dobbins, C.P.A. He suggested that it could be up to \$500. The Council will approve the invoices at the next meeting.

Manhart mentioned that Colusa County paid their 2005 dues (\$300). There was question about Tehama County's payment. **Freeman suggested the Council send a letter to the Chairman with a bill attached.**

Yalow explained that the budget must be re-looked at in April, since the Council is incurring different costs than in the past (i.e. accountant). The Council agreed.

V. Grant Participation Opportunity

➤ *Integrated Waste Management Board*

Fletcher and Morgan presented a PowerPoint presentation in regards to a Draft Proposal for the Agriculture Unused Oil/Oil Filter Collection Grant. They would like the CSV RC&D to act as the non-profit partner in the project. The two agreed that the RC&D would be a great source, since the project may develop throughout all California RC&Ds. Scofield shared her concern that a similar project is being conducted through a Regional Councils of Rural Counties (RCRC) grant, Environment Services Joint Power Agreement (ESJPA). The Council believed that it is a great proposal, but Fletcher and Morgan are recommended to research what other organizations are doing on the topic. **They will research more and be in touch with Akin.**

VI. IRS Filing

Yalow noted that the Council has to file a 199 and 990 form, and they are delinquent for the 2003 year. The Council may be fined for the delinquency. He also noted that the Council is considered being temporarily incorporated; however, the accountant is filing for full incorporation and all tax forms. An extension was filed for this years tax form. Akin confirmed that every RC&D uses an accountant for their filing and recommends the Council allocate funds in the budget.

VII. CARC&DC & CARCD RFP Response

Akin noted that the CARC&DC RFP responses will be scored February 24, 2005 in Davis, California by the CARC&DC Executive Committee. Notifications to recipients will follow.

Akin also noted that the agInnovators response to CARCD will be submitted late due to the Glenn County RCD meeting being held after the deadline. He is not sure if it will be accepted or not.

VIII. DRAFT By-laws

Yalow discussed areas in which he thought needed changing. He said a Dues Schedule is needed and recommended dues be due October 1 of each year. **Freeman suggested that letters and bills should be sent out in the next month for FY 2006**, since budgets are being discussed now. Amounts are: County - \$300 and Cities - \$200. Akin noted that he is keeping close contact with Butte County.

Yalow also suggested that the officers should only be allowed two, two year terms. A re-election will occur next Full Council meeting. And, voting for officers may be by secret ballot.

Yalow mentioned that having an audit performed every five years would be beneficial to Council.

Yalow and Manhart will make discussed changes and bring another DRAFT copy to the next Council meeting.

IX. DRAFT Policy and Procedures

Discussion occurred on the DRAFT Policies and Procedures. Concerns were made of the document so Yalow and Manhart will re-look at it and bring another DRAFT copy to the next Council meeting.

X. Employee Participation in the GVC Conference May 11 & 12, 2005

Manhart asked about her participation in the conference. Yalow noted that she will be presenting for the agInnovators. Freeman asked if the agInnovators had to pay for registration. **Manhart will find out;** however, Yalow noted that if it isn't agInnovators can pay for it.

XI. Employee Training: Community Systems, Grant Management Course, July 11-14, 2005 in Hood River, OR (Wy'east RC&D sponsoring)

Manhart presented the course and asked if the Council would be interested in sending her to the training. Akin noted that there is management software and that he will be attending. Scofield added that Akin can not take care of the finances, the Executive Assistant does. Yalow noted that the Great Valley Center puts on a training course also. Freeman noted that Community Systems is the best around. **This item will be discussed at the March meeting with financial obligations.**

XII. Miscellaneous

Akin noted that his name should not be on the insurance documents. **He will make a phone call to change it.**

Freeman discussed a letter he received from NARC&DC concerning the RC&D budget reduction.

Akin noted that he received a quote from Creative Composition to add Butte County to the brochures. The amount was \$122.50 per 1000 flat brochures.

XIII. Adjourned

Meeting adjourned by President Freeman at 3:21 p.m.

Respectively submitted,

Kandi Manhart, Executive Assistant