



**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, July 12, 2004

Time: Called to Order at 8:23 a.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
Ernie White, Tehama County RCD

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 June 14, 2004 EC Committee Meeting Minutes

Turner moved to approve the minutes with any noted corrections. It was noted that a public comment section should be after the approval of meeting minutes. White seconded. Approved unanimously.

IV. Payment of Invoices

Scofield moved to approve up to \$100 for lunch on July 12, 2004. Turner seconded. Approved unanimously.

V. Employee Policy Handbook and Employee Agreement

Yalow discussed the concerns noted from the last meeting in Section VII. Voluntary Benefits of the handbook. The result was that annual accrual sick leave will be prorated accordingly, with 12 days (96 hours) per year. Accrued annual sick leave will be carried forward to the next year but not more than 36 days of sick leave. Also, if the employee is absent more than 3 days at a time a medical note is needed. The Council agreed that there

will be no buy out if the employee resigns. Turner moved to approve the Employee Policy Handbook with noted amendments. Yalow seconded. Passed unanimously.

Scofield volunteered to work with Manhart in completing the Employee Agreement.
They will present a draft copy at the next Executive Committee meeting.

VI. Committee Structure and Meetings

Akin noted the importance of committee's and their meetings. He proceeded to encourage the Council to become more active in their designated committee. Yalow stated he would like to resign from the Membership Committee; however, would like to see another committee be created for the AgInnovator/grant procurement process. Akin confirmed that a Grant Procurement Committee would be advantageous and should be a standing committee. He also noted that the Council will also need to look at revising the Area and Annual Plan in order to include Butte County. Yalow believes a Technology Committee would also be helpful in accomplishing goals. This item will be discussed in further detail at the Full Council meeting.

Discussion occurred about the October meeting schedule. It was decided to have a preliminary budget, subject for review, presented at the September 13th meeting and then meet (tentatively) on October 18th. **President Freeman suggested the Budget Committee meet soon.**

VII. Accomplishment Reporting

President Freeman noted the importance of keeping volunteer time hours.

VIII. Miscellaneous

Yalow discussed the progress with the AgInnovator project. He introduced Krepelka to talk more about the website service.

Krepelka introduced himself as the owner of *Innovative Business Technologies Group* and gave a brief history of his experience. He discussed the unfeasibility of purchasing a server and suggested the Council host the website with an outside company, such as RAC in Texas. He went into further detail about the creation of the website and stressed the importance of administration support to keep the website current. He strongly believes that a website should be eye appealing with information that is updated on a regular basis. Krepelka went on to say that the website design being considered for the AgInnovator project could cost anywhere from \$5,000 to \$20,000, depending on the fanciness of the website.

IX. Adjourn

Meeting adjourned by President Freeman at 9:00 a.m.

Respectively submitted,

Kandi Manhart, Executive Assistant