



Resource Conservation District

MINUTES Regular Meeting of the Board of Directors Wednesday, January 20, 2016

1. **CALL TO ORDER** The **January 20, 2016 Regular** meeting of the Board of Directors of the Ventura County Resource Conservation District (RCD) was called to order by President Mark **Mooring** at 8:34 a.m., at the Ventura County Resource Conservation District Office, located at 3380 Somis Road, Somis, CA 93066, with a quorum of Directors present.

2. **ROLL CALL & INTRODUCTIONS**

Mark Mooring was present
Doug Nelson was absent
Kevin Cannon was present
Mike Richardson was absent
Bud Sloan was present
Peggy Ludington was present
Merrill Berge was present

STAFF PRESENT:

Marty Melvin, Executive Officer
Debra Gillis-Bradley, Director of Finance

3. **ADOPTION OF AGENDA** President Mooring presented the agenda for board approval. On motion by Director **Sloan**, Seconded by Director **Cannon**, the Board adopted the **January 20, 2016** Agenda. Motion carried 5-0.

4. **PUBLIC COMMENT** – None.

5. **CONSENT CALENDAR**

All items listed on the Consent Calendar are considered to be routine matters, status reports or documents covering previous District action.

5.1 The minutes of the December 16, 2015 Special Meeting were presented for approval.

Director **Ludington** wanted to add a comment she had made to the minutes. She also wanted clarification on a comment made by Director **Richardson**. As Director Richardson was absent, this item was tabled to the next regular meeting.

5.2 Financial Reports for October 2015

5.3 Financial Reports for November 2015.

5.4 Financial Reports for December 2015.

Debra presented the financial reports for October, November, and December 2015 for approval. Debra reminded the Board that it was time for Form 700 filings. Sometime in late January or early February the County of Ventura will be sending out an email asking designated filers to complete their Form 700 on line. Director **Ludington** asked about the credit card charges being higher than the previous month. Debra explained that the credit card was used to pay for the Ag Awards Luncheon and that is why the balance was higher. Director **Ludington** also asked if there was a tracking system for reminding board members of their required training. Debra said she would send out an email letting directors know which trainings they were due for. Director **Sloan** asked about the checks written to the Ventura County Star for the Coastal Cleanup Program. Debra explained those were the final payments on the 2015 Coastal Cleanup program and they were for the thank you ads.

On motion by Director **Cannon**, Seconded by **Sloan**, the Board voted to approve the October, November, and December 2015 financial statements. Motion carried 5-0.

6. **ACTION CALENDAR**

6.1 Discussion and possible action on reviewing and updating the Records and Retention and Destruction Policy.

The Board asked for clarification on the statement in the policy that reads: "all assessing records may upon authorization be destroyed after seven years retention from lien date". The remainder of the policy was reviewed and it was determined not to make any changes at this time.

On motion by Director **Sloan**, Seconded by **Berge**, the Board voted to keep the Records Retention and Destruction Policy as is with the review of the abovementioned statement. Motion carried 5-0.

6.2 Discussion and possible action on reviewing and revising the 2015-2016 Annual Operating Budget.

This item was tabled to the next Regular Board Meeting to allow Marty to gather additional information about upcoming financial scenarios.

On motion by Director **Sloan**, Seconded by **Ludington**, the Board voted table the review and revisions of the 2015-2016 Annual Operating Budget to the next Regular Meeting. Motion carried 5-0.

6.3 Discussion and possible action on creating an impound account for election purposes.

This item was tabled to the next Regular Board Meeting to allow Marty time to meet with the elections office and determine the timeline, procedures and costs for the election.

On motion by Director **Berge**, Seconded by **Cannon**, the Board voted to table the motion on creating an impound account for election purposes to the next Regular Board Meeting. Motion carried 5-0.

7. **REPORTS/PRESENTATIONS**

7.1 Report by Executive Officer. See hardcopy in file.

7.2 Reports by Directors – None

8. DISCUSSION CALENDAR

8.1 California Association of Resource Conservation Districts (CARCD) Vision and Standards. VCRCDD's status in Tiers I, II, and III.

No discussion took place.

9. REQUEST FOR FUTURE AGENDA ITEMS BY DIRECTORS

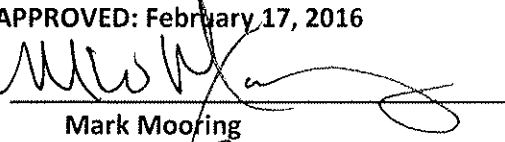
Director **Sloan** requested that we discuss the request from Natural Resources Conservation Service (NRCS) to provide information on equipment rental/lease costs to be applied to cost share programs provided by NRCS.

10. ADJOURNMENT: President **Mooring** adjourned the meeting at 10:07 a.m.

Respectfully submitted, Marty Melvin, Executive Officer

MINUTES APPROVED: February 17, 2016

President:



Mark Mooring

Attest:

Executive Officer:



Marty Melvin