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Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, May 18, 2022, 1:05 p.m. to 02:20 p.m.

MEETING

Board Members Present: Dennis Heiman (President), Melissa Markee (Vice President), Lois Kaufman (Director), John Moore (Director), and Mike Berry(Director)

Others Present: Camille Jacoby(NRCS), Maureen Teubert, Sharon McBroome, Kelli England (WSRCD Staff)

Dennis Heiman, President, called the meeting to order at 9:00 a.m.

Consent Agenda – Sharon remarked on short time frame between meetings and that all the April invoicing has not been finished. Also discussed received payments between the end of April and current date.

By motion made, seconded (Kaufman/Moore) and unanimously carried, the Board of Directors approved the financials of the consent agenda.

Additions/Changes to Agenda:

Correspondence:

NRCS Report: The board reviewed the summary sent by Litza and was included in the board packet.

CARCD Update: Maureen gave a brief update on the Division 9 update and process.

Old Business: None

7.1 Board Vacancy: No new information.

7.2 Continuation of Hybrid Meetings – The board reviewed the current COVID-19 conditions.

By motion made, seconded (Moore/Berry) and unanimously carried, the Board of Directors approved continuing hybrid meetings.

New Business

• **8.1 CFO Job description** –

- Maureen reviewed the CFO job descriptions that she included in the board packet as well as the current checklist that is used internally. Discussion was made on the finance committee taking on reviewing hiring an internal staff member or an accounting firm and reviewing the available options.



- **8.2 Policy Review Committee Meeting Schedule-**

- Maureen reviewed the need to set a schedule for policy review. It was agreed that they would start meeting in July after the 2022-2023 budget is reviewed and approved in June.

- **8.3 Property Liability Insurance Carrier Review**

- Kelli reviewed the SDRMA property liability insurance staff report that was included in the board packet.

By motion made, seconded (Markee/Berry) and unanimously carried, the board approved moving forward with SDRMA for Property Liability Insurance.

- **8.4 2022-2023 Budget**

- Maureen gave an update on the 2022-2023 fiscal year budget and it will be ready to review and approve by the June board meeting.

- **8.5 Audit Engagement**

- Maureen reviewed the audit engagement update. She stated she was going to reach out to the current contracted auditor for the 22-23 fiscal year to get an update on where they are and if they can complete the 21-22 audit.

- **8.6 DM Report**

- Maureen reviewed the DM report that was included in the board packet.

Closed Session:

- **Vacation Accrual Analysis** – Board went into Closed Session at 01:51 pm.

Open Session 02:15 p.m.

- The board decided that staff should be given their owed vacation, and staff that owe hours back create a written plan with the district manager to repay the amount owed within 2 years. And to include an agreement that if they leave before it is repaid they need to pay the remaining amount.

Agenda Item(s) for Next Meeting: June 29, 2022 next Meeting @ 09:00 am.

Adjourn: By motion made, seconded (Kaufman/Berry) and unanimously carried, the regular meeting was adjourned at 02:20 p.m.