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Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, July 27, 2022, 8:59 a.m. to 10:23 a.m.

MEETING

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

Others Present: Robert Bailey (Guest), Cody McKinzie (Lepage Company), Joe Sweeney (Sweeney & Michel), Maureen Teubert, Sharon McBroome, Ross Perry, Kelli England (WSRCD Staff)

Dennis Heiman, President, called the meeting to order at 8:59 a.m.

Consent Agenda – The board reviewed the consent agenda

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

Additions/Changes to Agenda: None

Public Comment Period: Robert Bailey introduced himself.

Correspondence: None

NRCS Report: The board reviewed the report from Litza that was included in the report.

CARCD Update: Maureen updated the board on the CARCD Karen is stepping down as the executive director of CARCD.

Old Business:

7.1 Board Vacancy: Discussion was made on the board vacancy and the potential of Robert Bailey being interested. The board members and staff introduced themselves and their connection to conservation.

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

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

New Business

- **8.1 Investment Update and Retirement Plan Options** –



- Joe Sweeney with Sweeney & Michel presented his investment update that was included in the board packet. Joe Sweeney and Kelli reviewed the retirement plan options and the difference between the simple IRA and the 457 plan that was included in the board packet.

By motion made, seconded (Berry/Hill) and unanimously carried, the Board of Directors approved switching to the 457 plan.

- **8.2 CEQA Notice of Exemption for Lassen Fire Safe Council, Shingletown Project-**

- Ross reviewed the notice of exemption for the Lassen Fire Safe Council, Shingletown Project.

By motion made, seconded (Hill/Kaufman) and unanimously carried, the Board of Directors approved the CEQA Notice of Exemption for Lassen Fire Safe Coun

- **8.3 DM Annual Review**

- Kelli reviewed the upcoming review that is due for the District Manager. She informed the board that she will be sending out the review forms to staff and the board to fill out. The district managers review will be scheduled for the next board meeting.

- **8.4 Policy Committee Review Schedule**

- Maureen and Kelli remarked that the policy committee needs to meet before October to start the policy review and update process. Kelli stated that she will review and create a schedule to be presented to the board at the next meeting on priority policies that need to be reviewed. A potential date for the meeting would be the second week on September.

- **8.5 CFO Hiring Process Update**

- Maureen reviewed the CFO job position applicants and that the applications that have been received so far have been from out of town but are willing to relocate. The final date for submissions are August 8.

- **8.6 Audit Engagement Update**

- Maureen reviewed the audit engagement standing and that our new auditor has revised our engagement letter to include 2021-2023. Sharon remarked that the engagement letter just needs Dennis' signature.

- **8.7 DM Report**

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

Agenda Item(s) for Next Meeting: September 02, 2022 next Meeting @ 09:00 am.

Adjourn: By motion made, seconded (Berry/Markee) and unanimously carried, the regular meeting was adjourned at 10:23 a.m.