



**Madera/Chowchilla  
Resource Conservation District  
Post Office Box 531  
Chowchilla, CA 93610**



**OFFICERS**

**Norman Kuhr, President**

**Matt Angell, Vice President**

**Erik Herman, Treasurer**

**Tim Coelho, Director**

**Jay Bellach, Director**

**Mike DeLaGuerra, Director**

**Tom Petrucci, Director**

**Laurel Angell, Manager**

**Special Board Meeting Minutes**

**Wednesday, December 9, 2020 – 12:00 to 1:30**

***Madera Pumps (limited capacity) AND via Zoom***

**Due to safety and health guidance for Covid 19, the Special Board Meeting in-person session was limited in participants and complied with local guidelines and protocols for social distancing and other protective measures.**

**RSVP was required for in-person to ensure compliance.**

**Board Members were able to choose attending virtually. A Zoom link was provided as an option for Board members and was sent to all participants the day before the meeting.**

**Anyone who wished to attend or made public comments was able to do so virtually by contacting Laurel Angell, Manager for access and link.**

**Meeting was contacted via online platform ZOOM.**

**Brown Act Compliance for Special Meeting** (link) [According to the Brown Act,](#)

“Special meetings are meetings called by the presiding officer or a majority of the legislative body and may be held at any time subject to a 24-hour notice requirement. Such written notice must be delivered to each member of the legislative body (unless waived in writing by that member) ...only the business set forth in the notice may be considered at the meeting.”

# Minutes

## I. Roll Call and Introductions

- Call to Order- Meeting was called to order at 12:00 PM by Norman Kuhr.
- Flag Salute
- Roll Call
  - Directors: Norman V. Kuhr, Mike DeLaGuerra, Matt Angell, Tim Coelho,
  - Tom Petrucci, Erik Herman
  - Associate Directors: Mark Hutson
  - Staff: Laurel Angell, Stefani Dias
  - Partners: Johnnie Siliznoff-NRCS, Christina Beckstead-Madera County Farm Bureau

## II. Review and Approval of Meeting Agenda

- Special Meeting December 9, 2020 Agenda
  - Additions
    - (Not sure a motion was made for approval of agenda)
- Handout for meeting is **Memo of December 1, 2020** titled: *“Recommendations to Establish and Institute Structure and Independent Operations for Madera/Chowchilla RCD – memo for Special Board meeting discussion on 12/9/20”*

## III. Discussion Topics and Action Items

*This special meeting was called to specifically focus on a discussion and action items for the RCD Board to determine how to best build the RCD to meet this new funding level, and work to institute a transparent and independent structure for RCD program and organization operations moving into 2021.*

**\*For discussion please Reference Memo of December 1, 2020** titled: *“Recommendations to Establish and Institute Structure and Independent Operations for Madera/Chowchilla RCD - Memo for Special Board Meeting discussion on 12/9/20”*

- **Structure and Personnel (setting things up): See page 3 to 6 in Memo**
  - **Recommendations for Structure/Discussion:**
    - **Model & Structure**
      - Keeping it small/contracts v employment (model of other RCDs) §
    - **Personnel**
      - Manager, Part Time (see contract discussion)
      - Accountant/Bookkeeper (professional bookkeeping/accounting experience)
      - Technical Provider
      - AmericaCorps Ag
      - Other potential contractors:
        - Website manager
        - Monthly Note-taker
      - Laurel: Next steps



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- Contract
  
- ***Motion was made by Tom P. to create a sub-committee that will be led by Erik H. and include Mike D., and Matt A. to review and create job descriptions, and solicit bids for positions outlined above, there was a second by Erik H., and the motion passed unanimously by all present board members.***
  
- **Budget and Accounting: (setting up accounting and budget) See memo pages 5 - 6**
  - Setting up and best practices
  - Audit/Accountability
  - Develop and Present Budget to next Board meeting:
    - Take current individual budgets and integrate for overall budget to be presented to Board in January.
  - Invoicing for first workshop
  
- **Fundraising and Sustainability: See memo pages 2 – 3, specifically recommendations section**
  
- **Compliance: See memo page 6**
  - All Board Members are currently up to date on their terms; most terms until 2022
  - All documents on the operation and business of the RCDs are being kept in binders that are located at the FSA office at 425 N. Gateway, Ste. K, Madera. This is working as a public place for these records. We will need to ensure that they have been kept up to date per Stefani Dias.
  - All monthly meeting agendas and minutes are posted on the website in accordance with the Brown Act and FSA office once open.
  - Training
    - All members except for Mike DeLaGuerra (who is current) will be signed up and need to do both Ethics and Harassment training in January, 2021.
    - Laurel will provide further information in January.

- Form 700 should all be done (only need to do the first page) and sent to Stefani for filing
- Laurel: Update general policies in January
- Laurel: Update annual/long term plan to present to Board in February
- Insurance renewed in October 2020 and good for new year
  - Laurel check in to confirm that our work we are starting is covered
- Legal description (something we might need to pay for at some point)

**IV. Plan to Report out to Regular Board meeting on Wednesday, December 9, 2020 at 5:00pm**

**V. Adjournment: Next Meeting: December 9, 2020; 5:00pm Farm Service Agency Office, 425 N. Gateway, Ste. K, Madera OR ZOOM**