

**MODOC RESOURCE CONSERVATION DISTRICT
BOARD MEETING
USDA Conference Room
Alturas, CA 96101**

Minutes

Feb 20, 2024

Directors Present: Erika Forest, Stacey Hafen, Pearce Flournoy, Jess Dancer

Directors Absent: Chico Pedotti (Associate) Jason Diven, Shaelene Tims, Richard Mackey

Staff Present: Lani Estill, Elyse Blaker

Guests Present: Bryon Hadwick, Representing NRCS, Laurie Wayne, UCCE, Simarjeet Singh, UCCE

Erika Forest, President called the meeting to order at 6:32 pm. A quorum was met.

Public Comment: None

Minutes: The January 16, 2024 minutes were accepted as presented. Moved by Stacey Hafen, seconded by Pearce Flournoy and the motion carried.

Treasurer's Report: Feb 20, 2024, Treasurer's Report was presented by Lani Cockrell. Jess Dancer moved to accept the Financial Report as presented for audit, Pearce Flournoy seconded, and motion carried.

Audit Report: Review Audit Findings. Cash Disbursements Finding corrected by Internal Accounting Control Policy. Lani will present the new Policy to the Auditor and see if they give us any feedback. Board would like to have annual compiled financial statements to compliment the 5 year audit cycle. Staff will find a CPA willing to do the work for a reasonable price.

Correspondence: None

Old Business:

- Employee Handbook was reviewed during work session on November 28, 2023. Changes were made. The final draft was submitted by staff. The Board discussed sick leave, paid leave, and paid holidays. Stacey Hafen moved to approve the Employee Handbook with all the changes discussed. Leave policy will be retroactive to January 1st for accrual of leave. Jess Dancer seconded, and Motion carried.
- Office Space: County may have space next to the Modoc Fire Safe Council in the Water Master Building. \$350 rent, \$100 Utilities.
- Employee Travel Policy – approved in January – final draft reviewed by the Board.
- Fee for Service Policy – Presented to the Board – Moved to approve with indirect cost added. by Stacey Hafen, motion was seconded by Jess Dancer. Motion carries

New Business:

- Laurie Wayne from UCCE reported on her position with the County Agricultural Office. She is focused on Food Resources, by helping support producers and the community in general. She is restarting the High Tunnel Greenhouse users' group and welcomes our participation. She is creating a resource base for information sharing.
- Simarjeet Singh from UCCE is the new irrigation advisor for Modoc County Farm office. Working on a survey to assess needs in the area. Getting to know producers. He will be focusing on irrigation efficiency, agronomy, and soil health.

- Internal Accounting Control Policy – Stacey moved to accept the internal accounting control policy as edited. Jess Dancer seconded, and the motion passed.

Director’s Hours:

Jess Dancer	4	Lorissa Soriano (Assoc.)	0
Pearce Flournoy	4	Chico Pedotti (Assoc)	0
Erika Forrest	5	Richard Mackey	0
Stacey Hafen	4	Jason Diven	0
Shaelene Tims	0		

Reports:

Staff Report – Elyse reported on Grants and where we are in the process. See attached sheet.

NRCS: Bryon Hadwick reported. First application cut off passed for EQUIP. Two more batches will be flown for this year.

Coordinator Reports: Handout passed out for review. Juniper acres is almost finished and the WIP 942 grant is complete. No applicants for the advertised positions.

Items for next meeting - Grants & Budget review.

Closed Session – None

Adjournment: The meeting adjourned at 8:45 pm

Respectfully submitted,

Lani Estill, Business Manager

Jason Diven, Secretary