



Tehachapi Resource Conservation District

Conserving and Enhancing Our Natural Resources and Environment

(661) 825-5400

tehachapircd@gmail.com

MINUTES June 6. 2018

1. Start time ~6:30pm
2. Roll Call: Present: Julia Barraclough, Jeannine Giuffre , Ed Duggan , Phil Dixon -NRCS Absent: Cheryl Casdorff

Director Barraclough made motion to approve May 2 minutes, Director Duggan seconded All ayes.

3. Financial Report:

Plant sale had gross income of \$5775 and after all taxes and expenses we have a net income of \$2117.48

Director Barraclough has volunteered to assist Director Duggan in treasurer duties.

Director Duggan Opened second bank account with Paypal. He said we need to add Director Barraclough to signature card on both accounts. He made motion to add Director Barraclough to both accounts. Director Giuffre seconded. All ayes

The audit packet is complete for year ending June 30, 2017 and, the auditor, on our behalf, has submitted an annual report to the State controller's office for the same period.

Building has been paid for to the County of Kern .

Director Giuffre asked what we can do to make audit time easier on a weekly or monthly basis. Director Duggan would like to talk to Director Barraclough about this. Basically we need to have receipts for EVERYTHING. Ed sends all paperwork to auditor digitally so we don't need to have paper copies.

Director Duggan set up electronic access to bank account. We should have folder on computer for current fiscal year with bank statements, minutes and agendas with consistent file naming. Also bank statements should be emailed to Director Duggan and Balancing Act and paper copies filed if applicable – Director Barraclough agreed to do this. Balancing Act accesses the Kern Fund automatically.

We need to properly label checks and receipts to be accounted for properly by Balancing Act such as office supplies versus plant sale.

4. Public Comment. No public in attendance

5. NRCS report:



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NRCS has a paid summer intern through the Pathways program from Humboldt State University and another volunteer working 40 hours a week in Santa Clarita. They are available to help us if we need any assistance.

Discussed an Emergency Watershed Easement plan up in Kelso Creek which is in the Kern River Valley RCD. They need a whole subdivision, about 200 tracts, to agree to take payment for their properties. The whole project is worth about \$7.6 million. It is still waiting for approval; probably take 2 years to go through process. The management of this project could go through our RCD.

Mr. Dixon brought up talking to school district. Director Giuffre talked about approaching new superintendent Paul Kaminski about school district participating in NRCS programs like Poster Contest and Envirothon.

Mr. Dixon will write letter to Tehachapi Principals. He recommends recognizing teachers of the year and contest winners, etc. to reward them for their support.

Before RCD can grow anything we need to get a farm tract number from the county Farm Securities Agency office. Then we have to be growing crops. Jeannine has tree seedlings that were not claimed that can be potted. This will be our crop history for the EQUIP paperwork to get funding for a high tunnel.

6.Webmaster:

Chris not in attendance

7.Plant Sale Committee:

Did not meet. Will meet on June 13

8.Fire Safe Council:

Had a hazard reduction meeting with the Fire Department in Bear Valley. The next Fire Safe Council meeting will be on June 13.

9.County Building Purchase;

President Giuffre needs to sign Certificate of Acceptance. Director Duggan made motion for President to sign Certificate of Acceptance for quick claim deed for property located at 321 W C Street, Tehachapi CA 93561. Director Barraclough seconded. All ayes.

Priorities for building:

- 1) Address safety issues on back bays and with Mulberry tree:
Director Duggan recommended a Building committee
Director Barraclough made a motion to create a building committee of two: Directors Giuffre and Duggan . to address the safety issues of the building with a budget of up to \$4000. Director Giuffre made motion, Director Duggan Second. All Ayes. Motion approved.
- 2) Electrical issues: circuits turned off, lights not working, questionable wiring. Need to have electrician check and give recommendation.



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Furniture was moved around today to utilize additional meeting room and kitchen. Director Giuffre has refrigerator and stove to donate. Marilyn White from Golden Hills has propane barbeque to donate.

Five year/One year plans:

Director Barraclough expressed concern that the current plans seem to be rushed. She recommends us having a planning meeting to discuss what we really want to do and make goals accordingly.

Director Duggan made a motion that the President poll the board and NRCS about when we can meet for a special focused session on the one year and five year plans that takes into account our new circumstances of building ownership and other circumstance to amend the current plans. Director Barraclough seconded. All ayes

Tentatively holding planning meeting during regular August meeting on August 8.

Weed management meeting:

Did not meet

Star Thistle training:

Waiting on Glenn Harris

Trees for Tehachapi:

We have approval to use the name from Glenn Bowman who ran the same program in the past.

One Tree planted says they can help fund future trees.

Mr. Dixon said one of his clients in Walker Basin needs about 500 trees in November.

Financial Policy review:

Director Giuffre suggested need for us to increase amount that can be spent without board approval.

Director Duggan suggests if it is a non-budget item or variance from the budget that is over \$300 it needs board approval. He received copy to review and comment for next meeting.

Public Records Form:

Director Duggan made motion to accept with suggested additions. Director Barraclough seconded. All ayes

Discuss public policy at next meeting

Board Member comments:

Director Duggan will be in service for 20 years this December.

Director Duggan will be out at least for a month, need to reschedule next meeting.

Moved next meeting to Monday, July 9 due to 4th of July week

August meeting Wednesday, August 8 – urgent matters in beginning -planning meeting from 6:30 – 8pm

321 West C. Street, Tehachapi, CA 93561

Website: TehachapiRCD.org



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Director Barraclough handed out volunteer hours log form for board members to keep track of their in-kind service.

Adjourn: 9:30pm