

What: RC & D Board Meeting
 When: November 4, 2010, 10:00 a.m.
 Where: USDA Service Center Conference Room
 1606 Perry St., Yakima, WA. 98902
 For More Info, Call: (509) 454-5736, x104

Chair: Louis Musso, III
 Vice-Chair: VACANT
 Secretary/Treasurer: Mike Richardson
 Administrative Assistant: Holli Wellner



MINUTES – 11/04/10

Board Members/Alternates Present: Louis Musso, Mike Richardson, Chris Klebaum, Betsy Bloomfield (alternate), Rebecca Wassell (alternate-via GoToMeeting), Nicole Berg-Tobin, Don Gatchalian (alternate), Reese Lolley (via GoToMeeting), Ryan Anderson (alternate), Brandon Rogers (alternate), Frank Hendrix, Anna Lael (via GoToMeeting)

Staff Present: Holli Wellner, Heather Simmons-Rigdon, George Shelton

Board Members/Staff Absent: Dave Myra, L.J. DaCorsi, Carol Ready, Luz Bazan Gutierrez, Kevin Bouchey (alternate present), Fennelle Miller, Frank Sweet, David Gerth, Phil Rigdon, Tom Coleman, Julie Vavricka

Others Present: Abby Sanders (Peterson CPA's & Advisors), Justin Bader (North Yakima Conservation District)

Meeting called to order at: 10:00 a.m. by: Louis Musso

Item	Who	Info. Dist.	Outcome
1) Introductions	Louis Musso	N	See above.
2) Minutes	Mike Richardson	Y	Motion made by Frank Hendrix to approve the minutes, seconded by Chris Klebaum. Motion passed.
3) Budget Report	Holli Wellner	Y	Motion made by Frank Hendrix to approve the budget report, seconded by Chris Klebaum. Motion passed.
4) Vice-Chair Position	Louis Musso	N	Dick Story has resigned as the Vice-Chair and as a board member. There was a motion made by Don Gatchalian to leave the Vice-Chair position vacant until

			elections in January, seconded by Frank Hendrix. Motion passed. Motion made by Mike Richardson to send a thank you letter and plaque of appreciation and services to Dick Story not exceeding \$100 in cost, seconded by Don Gatchalian. Motion passed. Will be given to Dick at annual meeting.
5) Tapash Update	George Shelton	Y	George distributed updates and discussed the progress of current projects: The Central Washington Landscape Analysis(CWLA), Mid Naches Basin Conservation Action Plan(CAP), Tapash Collaborative Forest Landscape Restoration Program(CFLR), Bald Mounting Acquisition, Bald Mountain Tour and Outreach, & CWU Conversion from Natural Gas to Biomass. There was also a motion made by Mike Richardson to return the unused funds (minus the estimated remaining 2010 costs) in the amount of \$62,900 to the Yakima Valley Community Foundation, seconded by Frank Hendrix. Motion passed.
6) Audit Review 7) Non-profit financial issues	Abby Sanders	N	Abby Sanders from Peterson CPA's and Advisors, who conducted our audit this year, handed out very detailed booklet of the information and results from this year's audit which was on 2009. There was discussion about having a luncheon training with Abby for organizations on what causes audits, how they are handled, and what they represent. Abby also mentioned that she would be donating her time for this training so the only RC&D expense would be lunch and facility.
8a) New Sponsor	Heather Simmons-Rigdon	N	City of Yakima has submitted an application to be a sponsor for RC&D. Motion was made by Betsy Bloomfield to approve City of Yakima as a sponsor with Joan Davenport as the board member and Ryan Anderson as the alternate, seconded by Mike Richardson. Motion passed.
8b) Annual Plan Review	Heather Simmons-Rigdon	Y	Heather would like the Annual Plan to be discussed and reviewed for a few minutes at every meeting. She also gave an update on many projects and ideas she has for the upcoming months.
9) Policy Review	Heather Simmons-Rigdon	Y	There was a list of policies that are in effect, some approved, some approved but not signed, and some only in draft form. The different policies were reviewed and explained. Personnel Policy Manual was approved but never signed in 2009, the board agreed to have Louis sign it since it was previously approved. Heather was asked to email out the Member Handbook, Accounting Procedures Policy Manual, Project Proposal Application, Letter of

			Intent, and any additional policies for review so they could hopefully be adopted and signed at the annual meeting. There was discussion of needing to set up a schedule for annual reviews for staff, board members, coordinators, and contract laborers possibly in the beginning of the year conducted by a couple of people and then reported back to the board at March meetings.
10) YTAHP update	Justin Bader	N	Justin Bader from North Yakima Conservation District did a photo PowerPoint presentation on their YTAHP projects (beginning, during, & after). The two projects were on North Fork Ahtanum Creek and South Fork Cowlitz Creek. Both projects were completed this year done and completed under budget.
11) New Project	Louis Musso	Y	NW Seed is applying for funds that will assist with community solar development. There was an explanation of the project application. Louis mentioned adopting a policy allowing executive committee be able to approve projects that come along and need signed in between meetings. Tabled until annual meeting for motion.
12) Coordinator Update	Heather Simmons-Rigdon	N	Heather will continue this year assisting partners with their NRCS program applications. Heather is helping Underwood CD and Yakama Nation fill out AWEF applications. She passed out a schedule for possible 2011 RC&D meeting dates that she would like approved at the annual meeting that will be held at the Howard Johnson on January 6, 2011 from 10am-2pm. Last year's annual meeting cost \$467 (room was free with food service). The board asked Heather to send out a menu and cost before setting up the food for the meeting.
Other business/adjourn	Louis Musso	N	Nicole Berg-Tobin would like RC&D to be a sponsor for the WACD conference at Suncadia in early December. She discussed the options for sponsorship with the board. Executive board will approve the sponsorship and how much.

Items for next board meeting (items tabled, assignments given, commitments made): board/employee/coordinator reviews, policy for executive committee decision process.

Minutes approved by board on:

Attested by: _____ Title: _____ Date: _____