

Coachella Valley Resource Conservation District

Minutes of Meeting

January 19, 2022

Meeting Location

City of Coachella Corporate Yard
53462 Enterprise Way
Coachella, CA 92236

1. **Call to Order, Determination of a Quorum Introductions**

Meeting was called to order at 8:16 a.m.

Directors Present: President Ruben Arias, Vice-President Blaine Carian, Directors Don Ackley, Celeste Alonzo. Absent: Director De Lara.

District Accountant Scott Nelsen was introduced to the Board. He called in to the meeting, was not physically present.

2. **Pledge of Allegiance:**

3. **Approval of Agenda:**

District Manager noted that the Minutes were not prepared on time.

President Arias recommended that the agenda items requiring input from the District Accountant Mr. Scott Nelsen, be heard first to not keep him waiting. Agency Item 8-2 Financial Policy Amendment and Agenda Item 9-1 were moved to take place after the agenda changes were approved.

Agenda Item 8-2:

Mr. Scott Nelsen recommended that the Board increase the Capital Reserve from \$60,000 to \$95,000. This amount reflects the 15% of the District's fixed assets.

Also discussed was the possibility of requesting another credit card for the Irrigation Specialist. The Board supported the request, however the Board asked for credit card billing information to be included with the agenda packet.

Agenda Item 9-1: Discussion of Mid-year Budget

The changes did not reduce or increase the Total Expenses or Net Income. Motion was made by Director Ackley to approve the Mid-year Budget changes. Motion was seconded by Director Alonzo; motion passed 4-0.

4. **Public Comment:** No Public Comment.
5. **Consent Calendar:**
 - 5-1: December Minutes not included.
 - 5-2: Financial Minutes approved.
6. **Correspondence:** There was no correspondence.
7. **Reports**
 - 7-1: **Staff Report**
 - (a) **Rental Property** – Nothing to report.
 - (b) **Office** – The District Manager reported that the office remains closed to the public and that there is a 25% capacity limit.
 - (c) **Staff update** – District Manager reported that Irrigation Specialist Carlos Velazquez completed 20222 Sexual Harassment Prevention Training. The District Manager completed a Records Management on-demand webinar and enrolled in other webinars offered through the CSDA website.
 - 7-2: **NRCS Report** – The District Manager noted that no one from the NRCS was present, however the USDA is holding interviews for the vacant District Conservationist position left open by the former District Conservationist Allen Curry.
8. **Discussion Items and Old Business**
 - 8-1: **White Paper Availability in the Coachella Valley**

Director Carian mentioned that the document has been circulated to some agencies in the Coachella Valley.
 - 8-2: ~~Financial Policy Amendment Covered earlier in the meeting.~~
 - 8-3: **Records Retention Schedule and Policy**

The District Manager brought up the need to amend the Records Retention Schedule and Policy, since it hasn't been updated since its adoption.
 - 8-4: **Recycling of Plastic Containers**

Directors Carian and De Lara spoke with the Ag Commissioner. The construction of for a structure would be difficult to carry-out since there would be a need for someone to monitor the site.
 - 8-5: **Tire Collection Event**

The District Manager mentioned that the Urban Conservation Corps is willing to work with the District to carry out the event. Anyone bringing tires to the collection event would be limited to nine tires per person. The event will hopefully be carried out in late March or April 2022.
9. **Board Action and Discussion Items:**
 - 9-1: ~~Discussion of Mid-year Budget~~ *Covered earlier in the meeting.*

9-2: Consideration to adopt Resolution 2022-01 of the Coachella Valley Resource Conservation District to grant District Director Juan De Lara to represent the District in the Salton Sea Management Program Long-Range Planning Committee

Motion was made by President Arias to approve Resolution No. 2022-01. Motion was seconded by Vice President Carian; seconded by Director Carian; motion passed 4-0.

9-3: Consideration to reimburse the District Manager for the down payment of \$100 for the District's stationery and business cards

Motion was made by Vice-President Carian to approve the reimbursement request; seconded by Director Alonzo. Motion passed 4-0.

10. Discussion for the Good of the District / Items for Future Board Consideration

Vice-President Carian asked about the status of the Desert Healthcare District Mobile Unit.

11. District General Counsel Report and Announcements: The District Manager announced that there was nothing to report from the Counsel's office.

12. Closed Session: No Closed Session items were part of the agenda.

13. Date and location of next District Regular Board Meeting

The next meeting will be held in the USDA Service Center if the office is open to the public. Otherwise, the meeting will be held at the Coachella Corporate Yard Conference Room on February 16, 2022

14. Adjournment

Meeting adjourned at 9:03 a.m.

Approved this 16th of February 2022



Yvonne Franco, District Manager/Secretary