**LBBVRCD Board Meeting Minutes**

Date: 3/19/25 Meeting Start Time: 10:30 am

*Attendees: Mike Byrne, Sid Stauton, Scott Seus, Allison West and Hanna Chittenden*

**Quick summary:**

The meeting addressed financial concerns and a motion was made granting the district manager electronic banking access while removing access for former manager Will Natividad and making all board members signatories on the account. Sid will work on negotiating a payment plan for the 2022-2023 property/liability insurance. Several grant applications were reviewed, including funding provided for wildfire prevention and forest management grant writing and planning. The Klamath SWCD Agreement will continue, with Hanna sending the invoice by 3/19/25. A job posting for a part-time employee was created and will be sent to the board members for review, offering flexible hours and a starting wage of $25/hour. The board agreed to review the by-law draft via email before the next meeting, scheduled for 4/23/25.

**Review Meeting Minutes:** Motion 1: to approve (Scott), Second (Mike), Third (Sid)

**Financials:**

* **Property/Liability Insurance-** 2022-2023 Invoice: Sid will contact the insurance provider to negotiate payment for potential payment plans and provide feedback to the board for next steps.
* **Banking Access to DM**
	+ Scott and Sid plan to bring the board meeting minutes to the bank to provide access 3/19/25
	+ **Motion 2:** To grant Hanna Chittenden (District Manager) electronic banking access to LBBVRCD's account and to remove Will Natividad's access. Additionally, all five board members shall be designated as signatories on the account. (Scott), Second (Mike), Third (Sid)
* **Payroll**
	+ Sid is working with the accountant to complete IRS Form 6588

**NRCS Update:**

* NRCS is moving forward with the Farm Bill program. There is no hiring.

**Reviewed Grants Applied For:**

* Rural Business Development Grant
	+ Funding Request: $97,096
* North Coast Resource Partnership Technical Assistance Grant
	+ Funding Request: $15,000
* Community Wildfire Defense Grant
	+ Funding Request: $235,037
* **North Coast Durible Collaborative**
	+ $20,000 towards grant writing and project planning for wildfire prevention and forest management
* Klamath SWCD Agreement
	+ Scott called Ken during the meeting to get an update on the invoice
	+ Ken stated that the KSWCD board voted to continue to work with the KCWMA and that the KSWCD Agreement will continue.
	+ Hanna will send the KSWCD the LBBVRCD work invoice 3/19/25
* **Job Posting**
	+ DM created a job posting for a part-time employee
	+ Decided on $25 hourly for the low end of wage (inexperienced)
	+ Decided on flexible hours to increase the candidate pool
* By-Law Review
	+ Decided to send the by-law draft via email for board members to review before next meeting

**Action Items:**

* **Motion 1:** to approve previous meeting minutes (Scott), Second (Mike), Third (Sid)
* **Motion 2:** To grant Hanna Chittenden (District Manager) electronic banking access to LBBVRCD's account and to remove Will Natividad's access. Additionally, all five board members shall be designated as signatories on the account. (Scott), Second (Mike), Third (Sid)

Next Meeting Date

* 4/23/25

End Meeting: 11:45 am