**LBBVRCD Board Meeting Minutes**

Date: 4/22/25 Meeting Start Time: 10:10 am

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

**Quick summary:**

Sid confirmed the insurance invoice total of $3,082.23 is accurate, and Hanna will contact the provider about a payment plan and possible relief. Scott and Sid will provide bank access to the District Manager, and Scott’s signature is still needed on the accountant's invoice. The board agreed to keep the checkbook at Capstone Accounting until staff is hired. NRCS is progressing with Farm Bill programs but delaying hiring until mid-July. The district was awarded $15,000 from the NCRP grant (via Shasta Valley RCD) for juniper management planning, and a $40,250 NACD grant agreement is pending until liability coverage is active. The board signed a resolution to join the North Coast Durable Collaborative. Regarding the KSWCD issue, Hanna will consult legal counsel, and letters have been prepared to notify relevant agencies of ethical concerns. The board passed motions to allow single-signature checks, switch to a five-year audit, and join the NCDC.

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

**Financials:**

* **Property/Liability Insurance-**
* Sid gave an update from his discussions with SDMR regarding the past insurance invoice total being $3,082.23. So our current invoice is accurate.
* Action Discussed for Hanna regarding the 2022-2023 Invoice: Hanna will contact the insurance provider to see if there is a payment plan option for our current liability and if any relief can be provided for past insurance.
* **Banking Access to DM**
  + Scott and Sid plan to bring the board meeting minutes to the bank to provide access
* Accountant Invoice- Needs Scott's signature, already has Sid's signature
* Discussed whether the board wants to get another checkbook. Agreed to keep it at Capstone accounting until LBBVRCD has an in-house employee to manage it.

**NRCS Update:**

* NRCS is moving forward with the Farm Bill program. Removing climate language. There is no hiring until mid-July.

**District Manager Update:**

* The North Coast Resource Partnership Technical Assistance Grant was awarded
  + Funding Awarded: $15,000
  + Goes directly to Shasta Valley RCD to provide LBBVRCD with grant writing and planning for juniper management
* The NACD awarded grant agreement has been sent for signature, but we are waiting for the liability to be current to sign.
  + Funds Awarded: $40,250
  + To provide technical assistance to NRCS with EQIP, COTA, and CS,P as well as general office assistance
* North Coast Durable Collaborative
  + Reviewed and signed the Resolution Letter to join the NCDC
* Klamath SWCD Agreement
  + Discussed Hanna reaching out to legal counsel to determine legal steps
  + Discussed multiple letters Hanna wrote for distribution to inform the affected parties of the KSWCD and LBBVRCD agreement issue and the misuse of funds/ ethical issue. Including the Oregon Watershed Enhancement Board, Klamath County Board of Commissioners, and the Oregon Government Ethics Committee.
  + The board decided to wait for legal counsel's advice and then set up a meeting with KSWCD to discuss next steps or the negotiation of the invoice.

**Action Items:**

* **Motion 1:** To move from dual signature on checks to single signature due to the distance of the office and the board’s availability decreasing due to the season. Motion (Scott), Second (Mike), Third (Sid and Steve)
* **Motion 2:**To request a change from an annual audit to a five-year audit due to the district's financial situation and size. Motion (Sid), Second (Mike), Third (Scott, Steve)
* **Motion 3:** To sign the NCDC Resolution Letter, to join the collaborative. Motion (Mike), Second (Sid), Third (Steve, Scott)

Next Meeting Date

* 5/13/25

End Meeting: 11:30 am