



**Lake County Resource Conservation District**  
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**Harry Lyons,**  
President

SPECIAL MEETING MINUTES  
10AM April 19 2022  
by videoconference

CALL MEETING TO ORDER: President Harry Lyons called the meeting to order at 10:02AM.

Directors present: Victoria Brandon, Jim Bridges, Randy Krag, William Lincoln, Harry Lyons, Merry Jo Velasquez

Directors absent: Shula Shoup

Others present: none

1. INTRODUCTIONS: none needed

2. PUBLIC INPUT: none

3. NEW BUSINESS:

- a. MOTION: Lincoln moved and Velasquez seconded to rescind the 1/11/22 decision to purchase a laptop computer for the use of the Administrative Assistant and to **authorize the purchase of a desktop computer and printer/scanner** combination with a subscription to Microsoft Office suite at a cost not to exceed \$2000

Ayes: Brandon, Bridges, Krag, Lincoln, Lyons, Velasquez

Noes: none

Absent: Shoup

Abstained: none

- b. Purchase of insurance to protect Directors and Officers from personal liability in the case of litigation. Lyons is investigating: we do not currently have this coverage through Lincoln-Leavitt but might have it through CSDA.

- c. MOTION: Brandon moved and Velasquez seconded to **shift the start time for Board meetings to 9AM**

Ayes: Brandon, Bridges, Krag, Lincoln, Lyons, Velasquez

Noes: none

Absent: Shoup

Abstained: none

- d. MOTION: Brandon moved and Velasquez seconded to **send a letter to the BOS in support of Merry Jo Velasquez's application** for the vacancy on the county Middle Creek Committee and authorize the President to sign

Ayes: Brandon, Bridges, Krag, Lincoln, Lyons

Noes: none

Absent: Shoup

Abstained: Velasquez

#### 4. GENERAL DISCUSSION

- Consensus that it would save time to use a Consent Agenda for routine items of business such as approving minutes, and would also be helpful to attach written reports to the minutes as an addendum rather than summarizing them in the body of the minutes.
- So far we have been unsuccessful in hiring a Project Manager, and a District Manager (with greater administrative and fiscal responsibilities) is the kind of staff support that we really need anyway. Lyons will approach Napa and Mendocino RCDs to see if they could provide these services on a contractual basis, and also reach out to CARCD to see if a capacity grant is possible.
- Everyone is encouraged to reach out individually to try to recruit applicants for the Administrative Assistant position. Lyons will also post the job description to the CARCD job website.

#### 5. ADJOURN

MOTION: Velasquez moved and Krag seconded to **adjourn the meeting** at 10:54AM

Ayes: Brandon, Bridges, Krag, Lincoln, Lyons, Velasquez

Noes: none

Absent: Shoup

Abstained: none