



# Eastern Kern County Resource Conservation District

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## **AGENDA** **MEETING of the ADMINISTRATION COMMITTEE of the** **EASTERN KERN CO. RESOURCE CONSERVATION DISTRICT**

**MEETING TIME:** Friday, June 30, 2017, 10:00 AM  
**LOCATION:** Small conference room, BLM  
300 S. Richmond Rd., Ridgecrest

All agenda item supporting documentation is available for public review in the office of the Administrative Assistant of the Board (address above) during her regular hours (Monday-Friday, 8 AM-noon except Federal holidays) following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location. It is recommended that you make an appointment to review the documentation.

**PUBLIC COMMENT:** This portion of the meeting is reserved for persons desiring to address the Board on any matter that is not on the agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information, or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. However, no action may be taken by the Board at this time. [Gov. code 54954.3 (a)]

### **ADDITIONS TO AGENDA:**

### **ACTION ITEMS:**

1. Recommend Drug-Free Workplace policy (or amendment to personnel policy) and awareness program (required for employees under state of CA requirements for grant).
2. Recommend amendment to Bidding policy concerning products with recycled content (required under state of CA requirements for grant).
3. Recommend procedure for adding things to agenda, format of agenda.
4. Recommend procedural changes concerning:
  - When emails should be forwarded to whole board rather than committees (or never)
  - Stationery with all Directors' names on it
  - Notification of meetings to all 3 local newspapers [currently they are all emailed an agenda at the same time as the Board]. [For the June, 2017, meeting, Nancy emailed a request to the papers to put a notice in their calendar sections for the week of June 5. *The News Review* did not do it; not sure about the other papers.] Should they be notified of committee meetings as well?

5. Recommend whether or not the EKCRCD join the California Special Districts Association for benefits like discounted Brown Act Trainings and one-hour “free” legal advice? An alternative would be to ask Jenny DiStefano to do a presentation on the Brown Act at the fall CARCD meeting, which will probably be in Bishop.
6. Recommend decisions that the Administrative Assistant can make on her own. [Currently she has discretion to purchase \$100 per month in office supplies.]
7. Per grant agreement, EKCRCD will hire a contractor at up to \$20/hr. to produce and submit documents to the CA Dept. of Fish & Wildlife Service in order to hold and manage mitigation and conservation-easement lands. The contract requires 3 competitive bids and the EKCRCD must take the lowest qualified bidder. (Nancy will make one bid as an independent contractor.) Revise and approve sample contract to go to the Board.
8. Recommend whether EKCRCD should request a proposal from Brown & Fedak, LLP, (certified public accountants). [Nancy spoke with Mr. Brown and he stated that he could not match Burkey Cox’s price. He recommended staying with Burkey-Cox if EKCRCD is happy with their services.]
9. Recommend whether or not EKCRCD should represent the disadvantaged community of Inyokern and /or the Inyokern Community Service District on the Indian Wells Valley Ground-Water Authority Policy Advisory Committee, or recommend another course of action with respect to disadvantaged communities.

## **ADJOURNMENT**

### **AMERICANS WITH DISABILITIES ACT (GOVERNMENT Code Section 54953.2).**

The Board of EKCRCD offices are accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board may request assistance from the Administrative Assistant, address above, or by calling (760) 384-5477. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats.

Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.