



# Upper Salinas-Las Tablas Resource Conservation District

5905 Capistrano Ave, Suite F, Atascadero, CA 93422 | 805.460.7272 | www.us-ltrcd.org

## Board of Directors Meeting Minutes October 23, 2025

- I. Call to Order, 4:00pm by Amy Smart  
Attendance  
Board Directors: Tom Mora, President; Steve Carter, Treasurer; Mike Bonnheim; Chris Smith; Eric Michielssen  
Staff: Drew Loganbill, Executive Director; Amy Smart, Deputy Director/Board Secretary; Marina Washburn, Finance Officer (presenting remotely via teleconference)  
Associates: none  
Public: none
- II. Additions/Changes to the Agenda (Gov. Code § 54954.2(B)): Remove Treasurer's Report and NRCS Report.
- III. Public Comment: none
- IV. RCD Reports
  - a. Board Updates: EM attended RCD Regional Meeting today.
  - b. Executive Director introduction: DL introduction, background, experience. Provided brief planting project updates from staff/project managers.
  - c. Office sublease agreement update: DL updated Board on tenant secured for other half of office suite. Staff starting to move furniture, sell some items, and minor construction projects on track for sublease to begin on November 1.
- V. Consent Agenda
  - a. Approval of regular meeting minutes for September
    - i. SC motion to approve, TM second, all present approve.
- VI. Other Agency, Director, and Association Reports
  - a. WRAC: SC attended, summarized report on desalination plan presented at meeting.
  - b. ALAB: none
- VII. Board Discussion and/or Action Items
  - a. Oath of Office: EM read and signed Oath administered by AS. AS will send to County and make copy for EM to keep in board binder.
  - b. Board Member Roles and Responsibilities: DL presented handout for Board to return at next meeting. AS to provide copies once signed.
  - c. Board Secretary: AS outlined need for DL to be Secretary for Chase bank account, meeting agendas and meeting minutes moving forward. TM motion to appoint Drew Loganbill as Board Secretary, MB second, all present approve.
  - d. Resolution 2025-03 to accept funds for the Coastal Conservancy Prescribed Burn Association Grant: discussion on funding amounts requested, TM motion to approve, EM second, all present approve.
  - e. Finance Officer response to LAFCO memo [co-Presenter: Marina Washburn, Finance Officer (may present remotely via teleconference)]: MW presentation, discussion on outstanding audits, recommended actions, demonstrated need for Special Meeting next week to refine and approve. TM motion to schedule Special Meeting, MB second, all present approve. Special Meeting scheduled for next Thursday, October 30, 2025, at 4pm.
  - f. Budget: Calendar to fiscal year change, budgetary look back, approval of FY 25/26 budget [co-Presenter: Marina Washburn, Finance Officer (may present remotely via teleconference)]: Resolution to address at Special Meeting.



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- g. Capitalization Policy [co-Presenter: Marina Washburn, Finance Officer (may present remotely via teleconference)]: Establish and Special Meeting
- h. Personnel Policy revisions: AS reviewed Benefits section, specifically health benefits. Recommended reverting back to previous version from January 2024 and adding language to allow flexibility depending on available funding. Motion to revert to January 2024 for health stipend starting November 1 by EM, TM second, all present approve.
- i. Bizhaven, LLC Human Resources and Health and Safety Consulting Agreement: DL reviewed services provided by Bizhaven and alternatives through CARCD network as board's request. Recommends cancellation of agreement. CS motion, SC second, all present approve.
- j. Designate ALAB representative: EM offered to fill seat. SC nominates, CS second, all present approve.

### VIII. Agenda Setting

- a. Special Meeting 4pm October 30, 2025
- b. December 11, 2025, next regular meeting

### IX. Adjournment of meeting: 5:24pm.