

**Eastern RI Conservation District**  
**PO Box 158 – Tiverton, RI 02878 – (401)-816-5667**

**ERICD Board Meeting**  
**December 16, 2014 1:30 pm**  
**At Sandywoods, 73 Muse Way, Tiverton, RI**

**I. Call to Order, Introductions:** The meeting was called to order 1:42 pm.  
Present were: Directors: Ron Mucci, Suzanne Hourihan and Russ Smith; District Manager: Jessica Blackledge; NRCS: Melissa Hayden; RI SCC: Ramona LeBlanc.

**II. Changes/ Additions to Agenda:** No changes or additions to the agenda were made.

**III. Minutes from November 11, 2014 Meeting:** Motion was made by Suzanne to accept the minutes as presented. Motion was seconded by Russ and passed unanimously.

**IV. Reports:**

- **NRCS** – Melissa provided a written NRCS activity report and provided Board training and information on NRCS's Tree and Shrub Establishment practice.
- **Financials** – Ramona distributed financial reports to the Board. Suzanne made a motion that the Board is in receipt of the financial reports. Motion was seconded by Ron and passed unanimously.  
Ramona also reported that the RI Envirothon has requested a donation for the 2015 year. Suzanne made a motion to contribute \$50 to the RI Envirothon. Motion was seconded by Russ and passed unanimously.  
Ramona also reported that NACD Dues are currently due. Suzanne made a motion to send \$100 to the NACD as a partial payment on ERICD annual dues. The motion was seconded by Ron and passed unanimously.
- **RISCC** – No report
- **RIACD** – Ramona reported that Dick Went is running for the position of 2<sup>nd</sup> Vice President of the NACD
- **District Manager** – DM provided a written report and provided highlights to the board. Suzanne made a motion to replenish the Petty Cash Account to \$200.00. The motion was seconded by Ron and passed unanimously.

**V. Old Business**

- **Board Recruitment** – The Chair requests a written report from the SCC on Recruitment event attendance, outcomes and follow-up conducted. Ramona provided a verbal report and will provide the attendance list to Chair before next meeting. Maria will provide in person follow-up with attendees.  
Chair also requested the Board consider temporarily waiving Board Member Candidacy Requirements. Suzanne made a motion that the Board temporarily waive requirements for the two people currently considering Board Membership.

Russ seconded the motion, discussion was had and the motion passed unanimously.

- **Cooperative Project with Sandywoods Farm** – Standing agenda item. Nothing to report and no discussion/action was taken this month.
- **Proposed District Record Book** – Standing agenda item. Nothing to report and no discussion/action was taken this month.
- **Proposed Grant Committee** – Standing agenda item. Nothing to report and no discussion/action was taken this month.
- **District Manager Admin Tasks** – Tasks had been added by Chair to list of items DM is to complete under Admin Time after the last meeting (posting meeting minutes, agendas and meeting notices to the Open Meeting site). As such the Board is required to vote on the new tasks. Suzanne made a motion to add these items to the list of approved Admin tasks DM is to complete. The motion was seconded by Russ and passed unanimously.

## VI. New Business

- **Board Member Appointment: Russ Smith** – The RISCC accepted the Board's recommendation of Russ Smith for ERICD Board service and appointed him to the ERICD Board at their December 10<sup>th</sup> meeting. The ERICD welcomes Russ to the Board
- **District Manager Return to ERICD Payroll** – Ramona recommended moving DM back onto ERICD payroll. Details were discussed and Suzanne made a motion supporting returning the DM to ERICD payroll. The motion was seconded by Ron and passed unanimously.
- **Town Funding Requests** – DM has provided the Town of Tiverton with a request to release the town's 2014-2015 financial contribution to the District. The DM has also provided Tiverton with the District's 2015-2016 funding request. DM requested that the Board discuss who would be working on the 2015 Town Funding Requests and add this to the list of Admin Tasks the DM is to complete if that is the pleasure of the Board. Suzanne made a motion that submitting Town Funding Request letters be added to the list of DM Admin Tasks. The motion was seconded by Ron and passed unanimously.
- **CTA Agreement Match Needs** – Ideas are needed to secure appropriate match moneys for this agreement. Since FFOS planning is currently paused by the SCC, ERICD needs to find an alternate source of match. Ramona suggested contacting Newport Water.
- **Cooperative Projects with RWU** – Maria has directed the Districts to prepare presentations to Steve Essons Sustainability class on projects students may be able to work on with the District as part of a course requirement. DM reported that in order for ERICD to participate the Board would need to either add this to the DM's list of approved Admin Tasks or find another funding source. Suzanne made a motion to add preparing for and presenting to the RWU class to the list of DM Admin Tasks. The motion was seconded by Ron and passed unanimously.  
DM also reported on the limitations the District has at this time in relation to supervising a student/intern including lack of office space (DM cannot supervise

student in her home for personal and professional liability reasons) and a lack of Admin time to supervise said student. DM would also like assistance from Board in developing project ideas and resolving logistical obstacles.

- **January 2015 ERICD Meeting Date** – DM reported that she will not be available to attend a Board meeting on January 13, 2015. Russ made a motion to schedule the next ERICD Board meeting for January 20, 2015 at 7pm to ensure DM's attendance. The motion was seconded by Suzanne and passed unanimously.

**VIII. Adjourn** – Ron made a motion to adjourn the meeting. Motion was seconded by Suzanne and passed unanimously. Meeting was adjourned at 3:55 pm.

**Next Meeting: January 20, 2015 at 7PM at Sandywoods.**