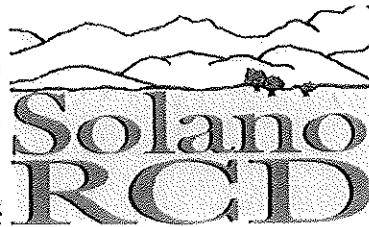


1170 N Lincoln, Suite 110
Dixon, CA 95620
707-678-1655 x 3
FAX 707-678-5001
www.solanorc.org



RECEIVED

APR 27 2012

COUNTY AUDITOR

April 24, 2012

Don Gall – Auditor
Solano County Auditor-Controller's Office
Internal Audit Services
675 Texas Street, Suite 2800
Fairfield, CA 94533-6338

RECEIVED

MAR 05 2013

SOLANO
COUNTY COUNSEL

RE: Biennial Audit Request

Dear Mr. Gall,

Enclosed are the minutes and agenda for the Solano Resource Conservation District's March 21, 2012 meeting. The Solano RCD's Board of Directors unanimously voted to continue with biennial (2-year) audits for the District. (Please see the last item in the minutes under "New Business" on page 5.) We respectfully request the approval of the Solano County Board of Supervisors to continue with our biennial audit schedule.

Sincerely,

Chris Rose, Executive Director
Solano Resource Conservation District
707.678.1655 Ext. 119

Enclosures



Solano Resource Conservation District

BOARD OF DIRECTORS MEETING

DATE: March 21, 2012

TIME: 6:00 p.m.

PLACE: **Conference Room**
(NW corner of building)
1170 N. Lincoln St.
Dixon CA 95620

State law, known as the "Brown Act", prohibits District action on any item that is not on the agenda. Non-agenda issues raised by members, the public, or the Board, may, at the discretion of the Board, be scheduled for consideration at a future meeting.

AGENDA

1. **CALL TO ORDER**
2. **ESTABLISH A QUORUM**
3. **INTRODUCTION OF GUEST(S)**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
Limited to 5 minutes for any one item not scheduled on the Agenda
6. **CONSENT ITEMS** *Director's Prep - 10 minutes*
The Board considers all Consent Calendar items to be routine and will adopt them as one motion. There will be no discussion on these items before the Board votes on the motion, unless Board members, staff or the public request specific items be discussed and/or removed from the Consent Calendar.
 - A) Minutes: Approval of the minutes of the Board meeting of February 15, 2012 and (*See attached*) *Action Item*
 - B) Financials: Review Financials and Budget to date (*To be distributed at meeting*) *Action Item*
 - C) Monthly Expenditures: Review and approve payment of monthly bills (*To be distributed at meeting*) *Action Item*

7. **REPORTS – 30 minutes**
 - A) President's Report
 - B) Committee Reports
 - 1) Flood Control Advisory Committee
 - C) Meeting Reports
 - D) NRCS Report
 - E) Executive Director's Report: *(Report included in mailed Board packet)*

8. **OLD BUSINESS – 30 minutes**
 - A) CalTrans Jameson Canyon project (riparian and erosion control portion) contract with Solano Land Trust and CalTrans *(Action item)*
 - B) Possible new hire to the SRC/D Project management staff *(Action item)*
 - C) Dixon Unified School District Proposed Sale of Surplus Property *(Action item)*
 - D) Discuss preparations for the 2012 Spring Plant Sale

9. **NEW BUSINESS-30 minutes**
 - A) CSDA Board Elections discussion *(Documents included in mailed Board packet)(Action item)*
 - B) Office transition and discussion regarding payment for previous tenant's security transfer costs *(Action item)*
 - C) Vacaville Detention basin restoration and conservation easement discussion *(Action item)*
 - D) Bay Delta Area RCD meeting in Napa
 - E) Form 700 discussion *(Documents will be supplied at the Board meeting)*
 - F) Annual/bi-annual audit letter to the Board of Supervisors discussion *(Action item)*

10. **ANNOUNCEMENTS**

11. **COMMUNICATIONS**

12. **COMMENTS FROM THE BOARD**

13. **TIME AND PLACE OF NEXT MEETINGS**
 - Solano County Wildlife Committee Meeting –TBA
 - Solano Resource Conservation District Board Meeting – April 18, 2012

14. **APPROVAL FOR ADJOURNMENT**

If you are unable to attend, please contact the SRC/D Office at (707) 678-1655, Ext. 101 or 119
To facilitate more efficient use of time at the Board Meetings, preparation information has been mailed to the Solano RCD Directors. This pre-information is marked as "Director's Prep" information. Directors please review and bring the materials to the meeting. The Solano Resource Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.)

Bay Delta Area RCD Meeting in Napa – Chris reminded the Board that the next meeting will be in Napa on April 26th and all Board members are invited to attend.

Form 700 – Statement of Economic Interests Due – Chris reminded the Board that Form 700 is due by April 2, 2012 for the 2011 calendar year and that a fine could be imposed for non-compliance.

Biennial Audit Request to the Solano County Board of Supervisors

Discussion - Chris reported that the District had received a letter from Solano County Auditor, Don Gall, notifying the Board that their office did “not currently have a County Board of Supervisors approved request for a multi-year audit” for the District. He noted that if the District wishes to continue with biennial audits, it must send a letter to the Solano County Auditor-Controller’s Office requesting biennial audits. They will review our request and then submit it to the Solano County Board of Supervisors for their approval. It was moved by Randi Thompson and seconded by John Knowles to prepare a letter to the County requesting to continue with the biennial audit schedule. **Motion carried. All ayes.** (Board members Joe Martinez, Randi Thompson, John Knowles, Paul Lum, and Kurt Balasek)

ANNOUNCEMENTS – Kurt thanked the Board again for submitting the letter of intent to the City of Winters to accept CalTrans pass through endowment funds for elderberry relocation.

COMMUNICATIONS – None.

COMMENTS FROM THE BOARD – All commented that it was a good meeting.

TIME AND PLACE FOR NEXT MEETING – SRCD Board Meeting – 6 pm, Wednesday, April 18, 2012. Meeting will be held in the conference room at the north end of the building at 1170 North Lincoln, Dixon, CA.

APPROVAL FOR ADJOURNMENT – It was moved by Kurt Balasek and seconded by John Knowles to adjourn the meeting at 8:55 p.m. Motion carried. Voice vote.

Respectfully submitted,



Judy K. Powell
SRCD Office Manager