



## MINUTES

### CACASA BOARD OF DIRECTORS

Friday, May 20, 2016  
8:00 a.m. – 12:00 p.m.  
The Village Lodge Mammoth  
Mammoth Lake, California

#### Board Members

##### **Officers:**

Jim Allan, President  
Cathy Fisher, President-Elect  
Marty Settevendemie, V-P Ag  
John Young, V-P W&M  
Tim Niswander, Executive Secretary  
Kurt Floren, Past President

##### **Directors:**

|                     |                 |
|---------------------|-----------------|
| Fred Crowder        | Tony Linegar    |
| Jeff Dolf           | Steve Hajik     |
| Juli Jensen         | Josh Huntsinger |
| Ruben Arroyo        | Stevie McNeill  |
| Marty Settevendemie | Ha Dang         |

- I. Call to Order at 8:01 a.m. by President Jim Allan
- II. Approval of Minutes no Minutes were presented for approval.
- III. President's Report – Jim Allan

Jim acknowledged the successful search and eventual hiring of our new Executive Director, Sandy Elles, was a true "team effort," due to the many members who played a role to reach our final outcome.

Acquiring the 10007 Farm Bill funding for the Khapra Beetle trapping project was a successful effort in which Beth Stone Smith, USDA, was very helpful with the result. It is important that CACASA consider its relationship with CDFA for future project requests or considerations.

Jim gave Emu eggs to the following in recognition of their contributions during his term as President:

- Marty Settevendemie for his efforts with acquiring the 10007 funding for Khapra Beetle trapping;
- Juli Jensen for her leadership, as chair of the CalPEATS Steering Committee;
- Eric Lauritzen and Tim Cansler for arrangements they made regarding the Washington D.C. trip in March;
- Chuck Morse for his efforts with USDA Wildlife Services matters;

- Ruth Jensen for arrangements and negotiations performed to achieve a successful 2016 Spring Conference;
- Nate Reade and Tim Niswander for their coordinated efforts in managing the 2016 Spring Conference.

IV. Unfinished Business – no unfinished business came before the Board of Directors.

V. New Business

A. CACASA ANSI Rep (*information only*) – Jim Allan

The American National Standards Institute (ANSI) is a non-profit organization that seeks to establish standards of quality and safety with manufactured products. Retire Commissioner-Sealer, Kathleen Thuner has been serving on the committee and is looking to step down in two years. She is hopeful that an Active Member of CACASA will consider being appointed to take her place. There is a \$300 annual membership cost. Kathleen plans to attend our Winter Meeting to provide more in depth information regarding participation as a member of ANSI.

B. Consent Action Items(*all of the following items were approved*):

1. Finance Committee recommends:

- a. The Board of Directors hire Maze and Associates to conduct a “Yellowbook” audit of CACASA finances following the close of fiscal year 2015-16, as soon as all accounts have been reconciled with June 2016 bank statements.
- b. The Board of Directors approve the annual expenditure of \$150 for a second account with Morgan Stanley for the purpose of establishing a more definitive separation between CACASA’s own general funds and those received from court settlements regarding QC violations.

2. Personnel Standards recommends

- a. The Board of Directors authorize CACASA’s President to submit a letter to CDFA expressing the importance of placing a high priority on the development and implementation of online County licensing exams for the following reasons:
  - i. Provide instant exam results;
  - ii. More frequent opportunity to take exams;
  - iii. Reduce CDFA labor costs .

3. Information Management Committee recommends:

- a. The Board of Directors adopt the following proposed procedures for approving custom data requests involving the CalAgPermits System:
  - i. All such requests are forwarded to the CACASA Executive Director (ED);
  - ii. The ED will review and forward to the Information Management Committee (IMC) chair;
  - iii. The IMC chair will review and approve or deny; if approved will forward to Project Manager for completion of request and to CACASA Treasurer for invoicing, and if denied will return to ED with reason for denial;
  - iv. An overhead fee of 40% will be added to the charge assessed, as follows:
    1. 25% for ED cost
    2. 15% for Project Manager cost
  - v. Minimum charge of \$125 per hour; quarterly unlimited access to custom reports is \$6,000.
- b. The Board of Directors approve the issuance of a Purchase Order in the amount of \$150,000 to enhance the GIS capabilities of CalAgPermits to incorporate schools and licensed daycare information.
- c. The Board of Directors approve a maintenance and support contract with CaliCo Solutions for the CalAgPermits program in the amount of \$186,000 covering the time period beginning July 1, 2016 and ending December 31, 2017.

C. 2016-17 Proposed Budget – Tim Niswander

The 2016-17 CACASA Budget was Moved, Seconded, and Passed as proposed.

D. The following Officers were elected for 2016-17

- |                                 |                     |
|---------------------------------|---------------------|
| 1. President                    | Cathy Fisher        |
| 2. President-Elect              | Marty Settevendenie |
| 3. Vice-President (Agriculture) | Josh Huntsinger     |
| 4. Vice-President (W&M)         | Chris Flores        |
| 5. Executive Secretary          | Tim Niswander       |
| 6. Secretary-elect              | Tim Pelican         |
| 7. Treasurer-elect              | Stevie McNeill      |

VI. Additional Items

A. 2017 Spring Conference location – Josh Huntsinger

Josh reported on the various venues available and their relative costs. It was MSP to allow Josh to enter into a contract with the Granlibakken Tahoe as the facility host CACASA's 2017 Spring Conference.

VII. Reports

A. Golf – Dave “Duffer” Robinson reported that Stacy Carlsen had the low score.

B. Bocce Ball – Judge Huntsinger reported there were twenty teams of two and the team of Chuck Morse and Kevin Wright won the tournament.

C. Hospitality – Joe Moreo thanked those who contributed to the success of our hospitality resource.

D. 2016-17 President's Report – Cathy Fisher

Cathy presented Jim Allan with a plaque expressing CACASA's appreciation for his dedication and service as 2015-16 CACASA President.

A July Board of Directors retreat is being planned, details will be forthcoming. Cathy also plans for she and our new Executive Director, Sandy Elles, to attend at least one meeting of each area group during her term as President. She expressed the importance of moving forward with Personnel Standards committee in the pursuit of getting the license exams online. She expressed the need to foster better relations with CDFA.

She also reported the following committee chair changes:

- Legislative – Jim Allan (*after close of current legislative cycle in December*)
- Laws and Regulations – John Young
- Nursery, Seed, and Apiary – Ha Dang
- Pesticide Regulatory Affairs (PRAC) – Tony Linegar
- Specifications and Tolerances – Paul Kjos
- Weed and Vertebrate – Nate Reade

E. Incoming Executive Director's Report – Sandy Elles

Sandy thanked everyone for the opportunity to meet each County Ag Commissioner and she looks forward to working with us.

VIII. Adjourn General Session – 8:38 a.m.

*(Closed Meeting of the Board to immediately following General Session)*

**CLOSED MEETING AGENDA**

I. Call to order – 8:40 a.m. by Cathy Fisher

II. Items

A. Executive Director compensation package – Cathy Fisher

Cathy reported on the specific terms being finalized with CACASA's contract with Sandy Elles. Terms include an annual evaluation of Sandy's performance with a potential 3% raise for satisfactory or better performance. She is considered an at-will employee of CACASA and as such will become CACASA's first true employee subject to payroll taxes. Travel and other expense reimbursements are being worked out.

B.

III. Adjournment – 9:05 a.m.

Respectfully submitted,



Tim Niswander, CACASA Executive Secretary

*(Approved September 19, 2016)*