

SPECIAL BOARD MEETING MINUTES

Committee//Group: EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT
Date: October 22, 2008
Chairman Present: Jim Berlier
Members Present /Titles Ryan Schwebach – Vice-Chair, Belinda Garland – Secretary / Treasurer, Arthur Swenka – member, Fronia Jaramillo – member, Wayne Metzger– member Others & Guests: Cheri Lujan – District Manger, Brad Podoll – NRCS
Absent: Michael Stogner – Member

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 3:00 P.M	Jim Berlier	Standing Agenda Item
Approval of Agenda	It was moved by Ryan Schwebach to accept the agenda as presented. Motion seconded by Arthur Swenka. Motion carried unanimously.	Jim Berlier	Standing Agenda Item Action taken
New Business	Update Employee’s Job Performance Plan / Job Description Copies of job description and job performance plans were given out for review and discussion on updating and making some changes. E-mail points were reviewed submitted by Brad Podoll to Belinda Garland on a few items that he felt the District may want to consider. After review and discussion Belinda Garland will make some changes on the forms and re- submit to the board for review before final approval and discussion. Cheri Lujan will update District clerk forms and submit for final approval and discussion.		No Action taken
Next Board Meeting/ Adjournment	The next regular meeting will be held after the annual meeting on <u>Wednesday, November 5, 2008.</u> With no further business to discuss it was moved by Fronia Jaramillo and seconded by Wayne Metzger to adjourn the meeting at 4:52 PM.	Jim Berlier	

Respectfully submitted,
 Cheri Lujan, District Manager

Reviewed and approved by: _____