



Yolo County Resource Conservation District

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BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

Date: Wednesday, February 19, 2020

Time: 5:05 pm – 7:08 pm

Location: Yolo County RCD, 221 West Court St. Ste.1, Woodland, CA

Directors Present: Mark Cady (President), Mike Turkovich (Secretary), and Anya Perron-Burdick

Directors Absent: Michael Lecox (Vice President), Miranda Driver

Others Present: Heather Nichols, Tanya Meyer, and Sheila Pratt

1. **Call Meeting to Order and Introductions (Cady):** The meeting was called to order at 5:05 pm.
2. ****Approval of Agenda and Minutes:** ACTION: Approve the agenda as presented; MOTION: Turkovich, SECOND: Perron-Burdick. AYES: Unanimous (Cady, Turkovich, Perron-Burdick). Approve the minutes as presented; MOTION: Perron-Burdick, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Perron-Burdick).
3. ******Public Comment:** None
4. ****Approval and Payment of Claims:** ACTION: Approve the claims for January/February. MOTION: Perron-Burdick, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Perron-Burdick).
5. **Staff Report:** County Road 30 Project, Tanya Meyer. 2,500 pollinator plants were successfully planted to mitigate for some damage caused by road crews.
6. **Regular Reports:**
 - a. NRCS District Conservationist's Report (Hogan): Hogan was absent.
 - b. Executive Director's Report (Nichols): The 2020 field season has been extraordinarily busy. With one project manager position open, RCD staff have stepped up to keep timelines on track. Several staff have had their hours increased and Nichols instated a temporary overtime policy for some impacted employees. Three qualified candidates for the project manager position have been called back for a second round of interviews in the field. Nichols will present the RCD Annual Report for the 2018-2019 fiscal year to the County Board of Supervisors on February 25th. Our new website is scheduled to go live next month. There are a number of community planting days on several of our project sites. In order to be able to replace vehicles, we have started using Caltrans rental rates as projects allow.
 - i. Financial Report (Nichols): A proposal for a regional carbon farm hub was finalized this month. We should hear back soon about our CAL FIRE planning grant by the next meeting. RCD staff are attending a stakeholder meeting in Esparto to discuss prescribed burning in the County. Books are closed up to December 31, 2019 with \$394,272.43 in total cash accounts and \$196,097.66 in total accounts receivable. Nichols reviewed the net incomes from the last five audits and discussed reserve. Directors asked about the reserve vs. cash account and how much interest are we getting in the County's account. Nichols will look into it.
 - ii. Accounting Transition Report (Nichols): We met with two additional consultants this month for a total of five. Through those discussions we've decided to use QuickBooks with Intuit TSheets and to stay with the County's payroll contractor. Nichols presented San Mateo RCD's financials as an example of Paragon's work. Turkovich stated that Nichols should lead the selection of the consultant with input from the board. Nichols discussed the selection process and Cady described some adjustments and follow up needed including: ranking that was presented should be weighted, review ranking criteria that need follow up and organize a meeting with Paragon

that includes a board member. Nichols asked the board what they want the dashboard to show. Cady likes the current dashboard, but wants organizational health indicators to be added. Nichols will get examples from other districts and is going to a CSDA training in early March on the topic.

- c. Director Recruitment: We have a potential applicant for associate director position. Nichols will follow up with others.
- d. Board Member Reports and Comments: None.

7. New Business:

- a. Approve Memorandum of Agreement between the United States Department of Agriculture, Natural Resources Conservation Service and Yolo County Resource Conservation District, State of California and the California Association of Resource Conservation Districts: ACTION: Approve Memorandum of Agreement between the United States Department of Agriculture, Natural Resources Conservation Service and Yolo County Resource Conservation District, State of California and the California Association of Resource Conservation Districts. MOTION: Turkovich; SECOND: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick).
- b. Approve Certified Resolution and Incumbency Certificate to Finance loan for new work truck: ACTION: Approve Certified Resolution and Incumbency Certificate to Finance loan for new work truck. MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Perron-Burdick).
- c. Approve Paragon Accounting Bookkeeping Consultant Engagement Letter for \$8,000.00: Tabled for March meeting per discussion.

8. Confirm Next Meeting Date and Location: Wednesday, March 18, 2020 at the Yolo County RCD Office.

Minutes Respectfully Submitted by: Mike Turkovich, Board Secretary, and Heather Nichols, Executive Director. Approved on March 18, 2020 by the Yolo County Resource Conservation District Board.

By

Board Secretary, Mike Turkovich