



Yolo County Resource Conservation District

221 West Court Street, Suite 1
Woodland, CA 95695

phone: (530) 661-1688
www.yolorcd.org

BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

Date: Wednesday, April 15, 2020

Time: 5:05 pm – 7:03 pm

Location: All-remote meeting, to comply with COVID-19 requirements.

Directors Present: Mark Cady (President), Mike Leacox (Vice President), Mike Turkovich (Secretary), Anya Perron-Burdick, Miranda Driver.

Directors Absent: None

Others Present: Eric Willson, Heather Nichols (Executive Director), Jeanette Wrynski, Susan McCloud, Elias Zinkl, Phil Hogan (NRCS), Andrea Drew (Drew Consulting).

1. **Call Meeting to Order and Introductions:** The meeting was called to order at 5:05 pm by President Cady.
2. **Approval of Agenda and Minutes:** ACTION: Approve the agenda as presented; MOTION: Leacox; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver). Approve the minutes of the March 18 meeting as presented; MOTION: Perron-Burdick, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver).
3. **Public Comment:** There were no comments from the public
4. **Approval and Payment of Claims:** Mr. Turkovich reviewed the claims prior to the meeting. ACTION: Approve the claims for March/April. MOTION: Leacox, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver).
5. **Special Report – Draft RCD Chart of Accounts:** Ms. Andrea Drew shared the following documents on the screen and explained them: Chart of Accounts, Balance Sheets, Profit and Loss Statements and the various tabs for each. There was brief Board discussion and questions. At the next meeting the Board will vote on the final chart of accounts and review the draft monthly financial statements, dashboard and annual budget. The final versions will be presented for a vote at the June meeting.
6. **Regular Reports:**
 - a. **NRCS District Conservationist's Report:** Mr. Hogan reported that he and Nick have been switching of teleworking and working in the office. They have been ranking EQIP applications with their new systems and software. There have been 10 applications for the vacant Soil Conservationist vacated by Fanny. He will interview them in the next week or two. Nick is working on a WRP easement in the Yolo Bypass south of Davis.
 - b. **Executive Director's Report:** Ms. Nichols commented that this has been the hardest month of her professional career. This is uncharted territory even for other seasoned RCD District Managers. Currently all staff are working. She has developed staff protocols and guidance, working with Best, Best and Krieger, and purchased personal protective equipment and supplies. For all staff, work is slower and less efficient but we are moving forward. During the first week of the Shelter-in-Place Order the RCD provided emergency sick leave. Weekly staff meetings via Zoom have been held. We are legally obligated to provide Emergency Sick Leave under the Emergency Family Medical Leave Extension Act (EFMLEA). Staff with desk work are teleworking. She is working with a group of RCDs to seek Federal support to cover the costs. We have applied for the EDD Workshare program as a backup. If the RCD ends up paying out all potential emergency benefits it will total about \$46,000 in unbudgeted obligations. She and staff are starting to request advances on new grants, are looking at billing monthly on larger projects to help with cash flow, and are conserving

on general expenses. She has delayed the start date of the new Project Manager until May 4 and has delayed the hiring of one new student intern. We are currently understaffed; all staff are working extremely hard! We have been awarded the \$2.2M Wildlife Conservation Board grant for Phase 1 of arundo control that we applied for. It is due to start July 1 but we will see how the coronavirus situation progresses. We have seen good support for this project; the work is needed. The Sac Valley Area meeting will be "virtual" on April 28 from 8:30 – 12:30. After discussion, the Board would like to hold a special meeting on April 29 at 5:30 PM to officially adopt/endorse the emergency procedures and additional home-office stipend developed in response to COVID-19.

- i. Financial Report (Nichols): Please see the information in the meeting packet. New financial information has been slow in coming. Third quarter invoicing is in-progress. Regarding the Dashboard, she is in the process of developing the budget so the financials will be more interesting next month. We received substantial additional funds from the Delta Conservancy for a late-season grass seeding and irrigation in the Bypass. Note that the new arundo project has about \$200K in personnel but lots is unknown about how COVID-19 will affect how this rolls out. We are only putting forward one Healthy Soils Program proposal instead of two.
 - j. Accounting Transition Report: This has already been covered. Her goal is to provide an Executive Summary for financials as part of each Board Packet.
 - c. Director Recruitment: Eric Willson is present and intends to submit his application for Associate Director. There are no other current candidates.
 - d. Board Member Reports and Comments: Ms. Driver reported that, sadly, 4-H Spring Show for Yolo County has been cancelled. There will be a virtual show April 25th, including steers, hogs, lambs and meat goats.
- 7. New Business:**
- a. Approve release of \$3,000 from the Restricted Cash – Capital Asset Replacement Account for purchase of Toyota Tundra. This is required as a Board Action in the minutes by the County. ACTION: Approve the release of \$3,000 from the Restricted Cash – Capital Asset Replacement Account for purchase of Toyota Tundra; MOTION: Leacox; SECOND: Driver; Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver).
- 8. Confirm Next Meeting Date and Location:** Single-Agenda-Item Special meeting April 29, 5:30 PM all-remote; Next Regular meeting May 20 all-remote. The meeting was adjourned at 7:03 PM by President Cady.

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