



# Yolo County Resource Conservation District

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## BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

**Date:** Wednesday, May 20, 2020

**Time:** 5:05 pm – 7:54 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 (candidate for Associate Director), Heather Nichols (Executive Director), Jeanette Wrynski, Susan McCloud, Phil Hogan (NRCS), Andrea Drew (Drew Consulting).

1. **Call Meeting to Order and Introductions:** The meeting was called to order at 5:09 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 April 15 meeting as presented; MOTION: Turkovich, SECOND: Perron-Burdick. AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver). ACTION: Approve the minutes of the April 29 Special Meeting as presented; MOTION: Driver, 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 and said they looked fine. ACTION: Approve the claims for April/May. MOTION: Turkovich, SECOND: Driver. AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver). Ms. Nichols will bring the claims to President Cady for signatures.
5. **Regular Reports:**
  - a. **NRCS District Conservationist's Report:** Mr. Hogan reported that he and Rangeland Management Specialist Nick Gallagher continue to rank applications. There are 4-5 for rangeland and 4 for irrigation applications. The next batching period is in-progress, with rankings due June 26<sup>th</sup>. The field office is still missing a Soil Conservationist. The State Office just delivered a new 5-year Strategic Plan. Phil helped with a Healthy Soils application, which was awarded. SWEEP grants will likely be impacted by the large State Budget deficit, so some of those applicants may come to NRCS for EQIP or CSP. USDA announced yesterday a program called "Coronavirus Food" – a \$16B assistance program. See FSA to apply.
  - b. **RCD Executive Director's Report:** Ms. Nichols highlighted items from the Board Report, including that the Capay Open Space Park restoration enhancement project has closed out. A virtual tour of the new interpretative signage and native plantings is on the Cache Creek Conservancy website. Nichols brought on a new project manager – Bethany Drahota – as of May 4<sup>th</sup> (delayed from April 6). She hit the ground running and is managing the corridors project in the Yolo Bypass Wildlife Area where the late grass seeding and irrigation is going on. Ms. Nichols has been working on documents for relaxing the COVID-19 protocols for both field and office work, which she wants to have in place for next week.
  - I. **Accounting Transition (Nichols):** She has changed the checking account at Yolo Federal Credit Union to a small business account and is ordering new checks. Her current check-signing limit is \$3,500, with the President and Vice President signing for larger amounts. In future she will present check report to the Board for approval and signature. They are working on the internal controls. The Board may want to consider increasing her limit to \$5,000. The RCD has purchased a monthly subscription to TSheets – our new online timesheet. She and Sue are 50% of the way through

budget development, including allocation of work hours. We will need to work on how to transfer operational funds to Yolo Federal from the County of Yolo fund pool.

- II. Monthly Financial Report: The Board sees the March and April Finals. She is still compiling the quarterly totals. It will be between \$450K and \$500K, with a \$143K receivable for COSP. The net cash balance is \$69,000 – the lowest in years – so we are chasing the receivables.
- III. Current fiscal health and preparing for uncertainty: Ms. Nichols screen-shared a written narrative discussing how the RCD will end the year and how that will set us up for next year. She reviewed definitions she is using for financial terms. She showed graphs of assets vs. liabilities, gross revenue vs. expenses (budgeted vs. actual); cash balance in treasury over time, actual cash, and receivables. There was lengthy discussion. Mr. Leacox commented that she had done a decent job on this.

6. **Special Report**: Draft financial package conceptualization, Drew Consulting Inc. Ms. Drew gave a big-picture view of what the financial transition will start looking like. She showed a new, graphic design for the Dashboard, which will have lots of display options. There was brief discussion about whether the RCD uses a “Cash” vs an “Accrual” system. On the surface it looks like a hybrid of both due to when expenses and payments are posted and the end-of-year reconciliation. She reviewed the profit and loss statement format, various report types, tracking, gross/net revenue, specific projects, payables vs receivables, profit and loss, budgeted vs actual for each class (project) and discussed exporting reports to Excel. She asked each Board member to think about and choose the top three visual reports they would like to see and provide that information. She discussed “canned” reports vs special, fee-based reports. She recommended starting with big-picture reports and to avoid getting bogged down in details. Mr. Leacox said his top three would be utilization, net revenue and the average number of days for outstanding receivables (DSO).

7. **New Business**:

- a. Approve Chart of Accounts for FY 2020-2021. Ms. Drew reviewed the Chart of Accounts, explaining that it has been cleaned up and is in final condition. She gave more details about the many placeholders, which may be useful in the future. Mr. Leacox thanked her for all of her work, including Ms. Nichols and Ms. McCloud. Ms. Drew thanked the Board in return. ACTION: Approve the final Chart of Accounts for FY 2020-2021. MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver).
- b. Approve Eric Willson to the Yolo County Resource Conservation District Board as an Associate Director. One Board member asked about the nexus between UC Davis and wildlife mentioned in his application, and what previous work he had done. There was brief discussion. ACTION: Approve Eric Willson to serve as an Associate Director; MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver).
- c. Review Draft Annual Budget for FY 2020-2021. Ms. Nichols explained that the Annual Budget is still under construction. She referred them to the Dashboard. Informal word from grantors says that all existing contracts are safe because the money has been allocated. There could be some uncertainty depending on funding source. CAL FIRE funding should be safe; wildfire is a priority topic in California. The arundo project will be starting soon; it should be safe. An AmeriCorps volunteer through the BearCorps program has been assigned to us for this fall. Interviews will be soon. We need to examine our capacity to take on new programs. Mr. Leacox stated that with the state deficit looming, we may see fiscal impacts half-way through next fiscal year. Ms. Perron-Burdick said that in 2009 she looked at all bond-connected projects to see about extending the contracts, to help keep people at least partially employed through an extended financial downturn. It would also be worth thinking about how the RCD could be a job source – through habitat restoration.

8. **Confirm Next Meeting Date and Location**: Mr. Cady confirmed that the next meeting will be held on Wednesday, June 17<sup>th</sup>, 2020 at 5:05 PM either at the Yolo County RCD Office or all-remote.

Minutes Respectfully Submitted by: Mike Turkovich, Board Secretary, and Heather Nichols, Executive Director. Approved on June 17, 2020 by the Yolo County Resource Conservation District Board.

By

  
Board Secretary, Mike Turkovich