BOARD OF DIRECTORS - REGULAR BUSINESS
MEETING MINUTES

Date: Wednesday, June 17, 2020  Time: 5:05 pm – 8:13 pm
Location: All-remote meeting, to comply with COVID-19 requirements.
Directors Present: Mark Cady (President), Mike Leacoix (Vice President), Mike Turkovich (Secretary), Anya Perron-Burdick, Miranda Driver, Eric Willson (Associate Director).
Directors Absent: None
Others Present: Heather Nichols (Executive Director), Phil Hogan (NRCS), Jeanette Wrysinski, Susan McCloud.

1. Call Meeting to Order and Introductions: The meeting was called to order at 5:06 pm by President Cady.

2. Approval of Agenda and Minutes: ACTION: Approve the agenda as presented; MOTION: Leacoix; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Leacoix, Perron-Burdick, Driver). Approve the May 20, 2020 meeting minutes as presented; MOTION: Leacoix, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Leacoix, Perron-Burdick, Driver).

3. Public Comment: There were no comments from the public.

4. Approval and Payment of Claims: ACTION: Approve the claims for April/May. MOTION: Leacoix, SECOND: Driver. AYES: Unanimous (Cady, Turkovich, Leacoix, Perron-Burdick, Driver). Nichols will bring the claims to President Cady for signatures. Turkovich reviewed the claims prior to the meeting and said they looked OK. There were a couple of large bills, but they were appropriate. Also, the liability and workers comp insurance went up approximately 39%, as it has for many other organizations. Leacoix asked if the RCD goes out to bid for its insurance. The RCD gets this insurance through SDRMA (Special District Risk Management Authority), as do a number of other Special Districts. Leacoix wants to be sure that the coverage and costs are in the best interest of the RCD. Nichols said she would look into this further.

5. Regular Reports:
   a. NRCS District Conservationist's Report: Hogan reported that the Point Blue contract for Partner Biologist, Corey Shake, has been renewed so he is back in the office. A new Soil Conservationist, Rexie Harrist, has been hired and she will start July 6th. There have been lots of water conservation and wildlife applications. Hogan is in the office on Tuesdays and Thursdays, and Nick Gallagher is in on Mondays, Wednesdays and Fridays, they are otherwise telecommuting. They are preparing to open up the office more but there is not a specific date.
   b. RCD Executive Director's Report: Nichols reported that the summer grassland seeding on the Yolo Bypass Wildlife Area has presented a number of challenges, and that our new Project Manager, Bethany Drahota, is very capable and handling the complex project. Everyone on the RCD staff is working very hard. We are working under our adaptation of "Phase 2 Re-opening." There is a more revised vehicle use protocol for some sharing of vehicles. Working in the office is now available to all staff, but working from home remains an option. The telework stipend ends this week. The work situation is different for everyone and at the most recent staff meeting there was discussion about how to stay cohesive as a team in these circumstances. This Thursday evening staff will meet at City Park to say farewell to Michael. The advertisement for his position is closed. The shed and work-yard re-vamp is in-progress and we have a new agreement with Yolo County Flood Control and Water Conservation District for the enlarged space. New fencing will go up on the 30th.

   f. Accounting Transition Update: Nichols reported that Andrea Drew will be back in August to present the first set of monthly financials using the new system. The annual budget development process
was much easier this time under the new system. Sue and everyone worked well as a team.
TSheets time-tracker use starts this coming Monday. RCD purchased high security checks with dual
signature.

II. Monthly Financial Report: The May statement from the County came this morning. The County still
doesn’t show the RCD’s new truck as an asset. We are 85% through the budget. The new financial
system will be a true accrual system.

III. COVID-19 and preparing for uncertainty: Nichols stated that the situation is a moving target. The
RCD community is well-connected and is tracking new situations. The general consensus is that
grant programs may dry up at the end of the calendar year. Forest health and fuels management will
still be funded because of fire concerns. The CDFA Healthy Soils Program will likely not be funded.
Several bond funds likely will slow and we should assume a general slow-down. Nichols reviewed
the Dashboard. The RCD will hire two Field Technicians as soon as possible. We were awarded an
Americorps volunteer who will begin this fall. There was discussion of possible contracts, projects
and proposals.

c. Board member reports and comments. Chair Cady said that he was the Chair of the Onboarding
Committee. He has the documents for onboarding. He needs to compile them and check with Nichols
that everything is current and valid. He will then provide them to Willson.

6. New Business:

a. Approve a starting balance of $150,000.00 in the RCD Yolo Federal Credit Union (YFCU) Checking
Account to be wire transferred from RCD County Treasury Account. ACTION: Approve a starting
balance of $150,000.00 in the RCD Yolo Federal Credit Union Checking Account to be wire transferred
from RCD County Treasury Account, upon completion of duly executed documents between the
Executive Director and the Board President. MOTION: Leacox; SECOND: Turkovich; AYES: Unanimous
(Cady, Turkovich, Leacox, Perron-Burdick, Driver). Nichols explained the process and reason for the
$150,000. She reviewed a sample check report. Next months check report needs to indicate which
bills/invoices have already been paid and which the Board needs to approve and sign. Nichols needs to
develop a policy or policies for the July meeting to reflect how things are to be done now, and for the
new things that are needed.

b. Approve authorization for Executive Director to wire transfer funds as needed for approved annual
budgeted expenses from RCD County Treasury Account to RCD Yolo Federal Credit Union Checking
Account. Continue this item to next month’s meeting with the written financial policy.

c. Approve Executive Director signature authority on RCD Yolo Federal Credit Union Checking Account for
all approved annual budgeted expenses up to $5,000.00 in value. Continue this item to next month’s
meeting with the written financial policy.

d. Approve Board President and Vice President signature authority on RCD Yolo Federal Credit Union
Checking Account for all approved annual budgeted expenses. ACTION: Approve Board President,
Vice-President and Treasurer signature authority on RCD Yolo Federal Credit Union Checking Account
for all approved annual budgeted expenses. MOTION: Perron-Burdick; SECOND: Driver; AYES:
Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver). Nichols, the Board President and Vice-
President — or perhaps Treasurer — need to go in-person to YFCU to sign the signature card. Leacox
suggested that perhaps he should do this since he will be departing the Board in a couple of months.

MOTION: Leacox; SECOND: Perron-Burdick; DISCUSSION: Budget total should be revised to
$2,673,552. REVISED ACTION: Approve Annual Budget for FY 2020-2021 for $2,673,552; AYES:
Unanimous (Cady, Turkovich, Leacox, Perron-Burdick, Driver). Nichols said she sent a revised version
of the Annual Budget out to the Board today. She reviewed it on-screen. Discussion ensued.

f. Approve Billable Rate for FY 2020-2021. Nichols provided a detailed explanation of the numbers going
into the recommended billable rates per employee, including changes from page 2 from what was provided
in the meeting packet. The RCD is doing approximately twice the work this Fiscal Year. After some
discussion on the billable rate, it will be deferred to the July meeting. Leacox, Turkovich and Nichols will
meet to discuss prior to the meeting.

7. Discussion – 2019-2020 Annual Plan Review. After brief discussion the Board directed Nichols to review
the plan and move forward with the 2020-2021 Annual Plan.

8. Confirm Next Meeting Date and Location: Cady confirmed that the next meeting will be held on
Wednesday, July 15th, 2020 at 5:05 PM either at the Yolo County RCD Office or remotely. He adjourned
the meeting at 8:13 PM.

Minutes Respectfully Submitted by: Mike Turkovich, Board Secretary, and Heather Nichols, Executive Director. Approved on July 15, 2020 by the
Yolo County Resource Conservation District Board.
The Mission of the Yolo County Resource Conservation District is to Protect, Improve, and Sustain the Natural Resources of Yolo County.