



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 21, 2021

Time: 5:07 PM- 7:23 PM

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

Directors Present: Mark Cady (President), Mike Turkovich (Vice-president), Anya Perron-Burdick, Miranda Driver, Eric Willson

Directors Absent: None

Others Present: Heather Nichols - ED, Phil Hogan - NRCS, Jeanette Wrynski - YCRCD, Kurt Johnson – Yolo County OES, Sue Westwood – Carbahal & Co. Accounting

1. **Call Meeting to Order and Introductions** – The meeting was called to order at 5:07pm by President Cady. Introductions were made.
2. **Approval of Agenda and Minutes:** ACTION: Approve the agenda as presented; MOTION: Driver; SECOND: Willson; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson). The order of the agenda will be adapted to accommodate the needs of guest attendees. ACTION: Approve the minutes of the March 17 meeting; MOTION: Willson, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
3. **Public Comment:** There were no comments from the public.
4. **Ratify/Approve Expenditures (List of Checks) and Wire Transfer of Funds.** Mr. Turkovich reviewed the expenditures prior to the meeting and has no questions or comments. ACTION: Ratify/approve expenditures as presented; MOTION: Mr. Turkovich; SECOND: Ms. Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
5. **Special Presentation:** Mr. Johnson, from Yolo County Office of Emergency Services (OES) was introduced and provided the Board with a description of his background and experience as a firefighter and with city and county government in southern California. This has allowed him to step in and take action rapidly here in Yolo County. One of his key goals is to promote the RCD in its role in fire management throughout the County and he and Ms. Nichols have been communicating very regularly during the development of fire-related programs.
6. **Regular Reports:**
 - a. NRCS District Conservationist's Report: Mr. Hogan has decided to abandon developing a written report due to the amount of staff time involved, so future reports will be oral unless the RCD Board prefers written. NRCS personnel changes in the Yolo Field Office include the addition of Brandy Murphy as a new Soil Conservationist (currently in Colusa County), Intern Sarah – a UCD Student will become a Soil Conservationist trainee after graduation; Intern Giselle – an archeologist out of the State Office, is being placed in Woodland but will be serving many field offices; and a new biologist will be arriving soon. He will not be replacing Point Blue Biologist Corey Shake, but will supplement his work. Soil Conservationist Remy Harrist took a job in Washington State. Mr. Hogan is working on a solar facility near Esparto, a 285-acre EQIP project east of Woodland near the Settling Basin and 3 CSP projects. Other staff are working on 4 additional EQIP projects and 2 range projects.
 - b. RCD Executive Director's Report: Ms. Nichols reported that it has been an unusual month. Sheila has accepted full-time work with the Cache Creek Conservancy, Sue is moving to Idaho and will be working remotely for us for a 6-month trial period and perhaps longer, Joanne has

taken a position with the State Mining and Geology Board and Field Technician, Greg, will be leaving at the end of May. Ms. Nichols is now advertising a re-described Office Manager position to assist Sue on-site and take on new duties. In the meantime, Ms. Nichols will be assisting with check-printing and other on-site administrative tasks related to Sue's remote work. The Field Tech. position will go out at the end of the week. Other positions will be advertised in sequence. Ms. Wrynski has agreed to come back to full-time work for several months to assist with the workload and transitions. The RCD Team has been great; there has been no slow-down in work, and everyone is stepping up to adjust to all of the change. Mr. Cady expressed appreciation to Ms. Wrynski. A large proposal with City of Woodland was submitted to the Wildlife Conservation Board (~\$969K) and the RCD is part of an Audubon California proposal to the same program; we are in the final stages of a new contract with Yolo Habitat Conservancy for biological monitoring; there has been political pressure to apply for more fire-related funding and as a result we are preparing another proposal to CAL FIRE to develop a Prescribed Burn Association (PBA) for Yolo County; through Dept. of Conservation we are participating in development of a Regional Forest and Fire Capacity (RFFC) program for the Sonoma-Lake-Napa (LNU) Region along with adjacent RCDs, which will dovetail with the PBA effort. Building fire skills will benefit our other conservation projects and efforts through the additional land management tool. The next Fire Safe Council meeting is 4/28. The RCD is getting a lot of local and regional recognition for this work.

- i. Accounting transition update: Ms. Nichols introduced Ms. Westwood who explained in detail various aspects of the Balance Sheet, Profit and Loss (Income/Expense) and other financial statements. There was discussion about cash flow, monthly reporting vs quarterly billing, and the meaning and utility of some of the bottom-line numbers for Board tracking. The Board agreed that quarterly (4 times/year) financial reports were acceptable as long as the Finance Committee (Turkovich and Driver) looks at income and expenses on a monthly basis and then gives a very brief report to the full Board. Ms. Perron-Burdick agreed to substitute for Ms. Driver for the next few months. Ms. Westwood departed the meeting at 6:13 PM.
 - ii. Monthly financial report: This was covered in the above report and discussion.
 - iii. COVID-19 and preparing for uncertainty: All staff are more than two weeks past their second vaccination. Masking protocols are still in place.
- c. Board member reports and comments: Mr. Cady reported that in his tracking of legislation he has noted that there is a lot of interest in fire, including bonds on fire safety, also on Healthy Soils and irrigation work. Ms. Nichols asked for input on having staff provide quarterly program/project reports in the Board Report as opposed to monthly to reduce staff desk time. The Board agreed that this was fine as long as she reported anything noteworthy to them monthly.

7. New Business:

- a. Approve amendment to the Cultural Resources section of the Putah-Cache Arundo Eradication Project Initial Study and Mitigated Negative Declaration: Ms. Nichols explained that this is related to the Initial Study for the CEQA Mitigated Negative Declaration (IS-MND) for the Arundo project. The Tribe requested adjustments so that their concerns would be addressed in both the Cultural Resources and Tribal Cultural Resources sections of the document. This amendment will not impact the functioning of the project. ACTION: Approve the amendment as presented; MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
- b. Approve RCD to coordinate the Yolo County Fire Safe Council as designated by the Yolo County Board of Supervisors. Ms. Nichols explained that the Board of Supervisors recognized the RCD as being the best existing entity to serve this role, but that this does not, however, lock the RCD into being the fiscal agent for all fire-related grants and/or contracts. ACTION: Approve the RCD



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as the coordinator of the Yolo County Fire Safe Council; MOTION: Perron-Burdick; SECOND: Willson; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).

- c. Approve release of \$603.72 from restricted account for server replacement to replace server battery. Per Ms. Nichols, this is the cost to replace the server backup battery, which broke during the recent power outage. ACTION: Approve the release of \$603.72 from the restricted account; MOTION: Perron-Burdick; SECOND: Driver; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).

8. Old Business:

- a. Salary Survey Progress Report: Ms. Nichols reported that the report has not yet been received. Four of the twelve organizations who agreed to provide information have not responded. After discussion, the Board advised her to call the Executive Director of Solano RCD to discuss satisfaction with the consultant and the timeline. She should ask for a report from the consultant on the level of effort that has already been put in to get responses from the non-responders. There should be a "Plan-B."

9. **Confirm Next Meeting Date and Location:** At the next meeting, Wednesday, May 19, 2021 at 5:05pm, the Board will discuss what "remote" means in the future, given the plan to open up the State by June 15. The meeting was adjourned at 7:23 PM.

Minutes Respectfully Submitted by: Anya Perron-Burdick, Board Secretary, and Heather Nichols, Executive Director. Approved on May19, 2021 by the Yolo County Resource Conservation District Board.

By: *Anya Perron-Burdick*
Anya Perron-Burdick (May 20, 2021 11:27 PDT)
Board Secretary, Anya Perron-Burdick

2.RCD_Minutes_2021_0421

Final Audit Report

2021-05-20

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