



# Yolo County Resource Conservation District

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## BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

**Date:** Wednesday July 21, 2021

**Time:** 5:05 pm- 7:03 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, Phil Hogan (NRCS), Maria Meza, Sue McCloud

1. **Call Meeting to Order and Introductions** – The meeting was called to order at 5:05pm by President Cady. Introductions were made.
2. **Approval of Agenda and Minutes:** (Gov. Code 54954.2(B))  
ACTION: Approve the agenda as presented; MOTION: Mr. Turkovich, SECOND: Ms. Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Willson, Driver, Wilson).  
ACTION: Approve the minutes of the June 16th meeting with the date amended; MOTION: Mr. Turkovich, SECOND: Ms. Perron-Burdick. AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
3. **Public Comment:** This is time reserved for the public to address the RCD Board on matters not on the agenda (Gov. Code 54954.3(a)). No public comment.
4. **Ratify/Approve Expenditures (List of Checks) and Wire Transfer of Funds.** Discussion of checks; ACTION: Ratify/provisionally approve expenditures pending review and verification of actual expenses by Mr. Cady; MOTION: Turkovich; SECOND Ms. Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
5. **Regular Reports:**
  - a. NRCS District Conservationist's Report: Mr. Hogan reported he attended the Yolo County Fire Safe Council meeting on 6/23 and a Regional Conservation Partnership Program meeting on 6/24; interviewed 6 candidates for a biologist position; received 4 CIC soil conservation applications. The RCD's Local Work Group meeting was a success. Mr. Hogan reported that he is putting together an office business plan with his supervisor.
  - b. RCD Executive Director's Report: Ms. Nichols reported that she has completed the salary implementation and compensation policies; hired two new staff members, Maria Meza Office Manager and Sammy Flohr, Field Technician. We started the recruitment for Program Manager, this individual will be working with both local grant applications and regional grants. Ms. Nichols also reported that she offered a position to a Project Assistant that will starting in the Fall.
  - i. Monthly financial report: Ms. Nichols reported that the dash board is looking ahead at the next two years; still waiting on Cal Fire grant, we will find out sometime in September; our project work load is laid out for the year, we have an amazing crew with lots to do and we are seeing some long-term projects. Ms. McCloud reported that 95-100% of the expenses for the year are accounted for and has 12 outstanding invoices. We are in a good position this year, it is our first year with QuickBooks, and sufficient cash flow.
  - c. Board member reports and comments: President Cady welcomed Mrs. Driver back after taking family leave.

**6. Closed Session:**

- a. \*\*Approve amendments to the Employee Handbook Section 3 Benefits and Leave Vacation and Sick policies: ACTION: Approve amendments to Employee Handbook Section 3 Benefits, Leave Vacation and Sick policies. MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
- b. \*\*Approve Amendments to Job Classification and Compensation Policies and Exhibit A: Salary Range and Schedule: ACTION: approve amendments to Job Classification and Compensation Policies and Exhibit A: Salary Range and Schedule. MOTION: Turkovich; SECOND: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
- c. \*\*Approve Implementation of Salary Range and Schedule: ACTION: Approve implementation of Salary Range and Schedule. MOTION: Driver; SECOND: Wilson; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).

**7. Report out from Closed Session:**


- a. Report outcomes of closed session action items: President Cady reported action item outcomes from closed session.

**8. New Business:**

- a. \*\*Approve Release of \$772 from Asset Replacement Account for Server Extended Warranty: ACTION: Approve release of \$772 from Asset Replacement Account for server extended warranty MOTION: Turkovich; SECOND: Driver; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
- b. \*\*Approve Billable Rate for Fiscal Year 2021-2022: ACTION: Approve Billable Rate for Fiscal Year 2021-2022: MOTION: Willson; SECOND: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson).
- c. \*\*Approve Annual Budget for Fiscal Year 2021-2022: ACTION: Approve Annual Budget for Fiscal Year 2021-2022: MOTION: Perron-Burdick; SECOND: Wilson; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver, Willson). Heather reported the budget includes all projects for the year, expenses and income. Total budget was approved for \$2,720,790.00.

**9. Confirm Next Meeting Date and Location:** Wednesday, August 18, 2021 at 5:05pm remote.

**Minutes Respectfully Submitted by:** Anya Perron-Burdick, Board Secretary, and Heather Nichols, Executive Director. Approved on August 18, 2021 by the Yolo County Resource Conservation District Board.

By:   
Anya Perron-Burdick (Sep 20, 2021 16:43 PDT)  
Board Secretary, Anya Perron-Burdick  
Sep 20, 2021






# 2.RCD\_Minutes\_2021\_0721

Final Audit Report

2021-09-20

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