BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

Date: Wednesday July 15, 2020          Time: 5:05 pm- 7:30pm
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, Eric Willson (Associate Director).
Directors Absent: Miranda Driver
Others Present: Heather Nichols (Executive Director), Tanya Meyer, Phil Hogan (NRCS)

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: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick). Approve the minutes of the May 20 meeting as presented; MOTION: Leacox, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick).

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


5. Regular Reports:
   a. NRCS District Conservationist’s Report: Phil Hogan, NRCS District Conservationist. New NRCS Soil Conservationist Rexie Harrist started Monday, July 13. The Woodland Field Office is closed due to a COVID-19 related concern, and all staff are working remotely.
   b. RCD Executive Director’s Report: Heather Nichols, Executive Director (ED). The RCD hired two new field staff members: Kenya Oto, part-time on Yolo Bypass Wildlife Area corridors project and Amanda Alvarado, full-time on multiple projects. CAL FIRE is scheduled to go into contract in August.

   i. Accounting transition update: We are into new fiscal year, using T-Sheets now but it is missing a few features that we would like. Work in progress. More next month. See Andrea Drew again next month.

   ii. Monthly financial report: June financials are not yet available. We expect to have July financials in the new QuickBooks system at the August meeting. The Board discussed splitting out expenses which the ED is authorized to sign to be ratified and expenses that need Board authorization for approval. On the List of Checks, split these out. Outgoing wire request should equal the amount of expenditures. Nichols reviewed the dashboard and pointed out three new contracts and several funding opportunities being considered for development.

   iii. COVID-19 and preparing for uncertainty: All our current projects are contracted, however we expect new opportunities to decrease by the end of the year.

   c. Board member reports and comments: None.

6. New Business:

The Mission of the Yolo County Resource Conservation District is to Protect, Improve, and Sustain the Natural Resources of Yolo County.
a. **Approve RCD Financial Policy:** Tabled with amendments to address the following needs of our new accounting system: upon Board approval, the ED is authorized to wire transfer funds; Board will be ratifying expenses paid, and approving checks to pay invoices that are above the ED’s signature level; approve ED authorization to wire funds and write checks up to $5,000; signature authority need to be added for VP and Treasurer; make a list of claims approved at BOD to anticipate the payment of the employee health insurance premium. Different amount each month. Nichols will revise this language; approve wire transfer at this meeting in absence of the policy. ACTION: Approve the amount of wire transfer of the amount $63,101.80 from Yolo County cash and treasury account to Yolo Federal Credit Union Checking account. MOTION: Leacox; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick).

b. **Approve release of $70,614 General Reserve to Cash in Treasury account:** Board discussed need for additional cash flow for RCD business. ACTION: Approve release of reserve for RCD operations. MOTION: Turkovich; SECOND: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick).

c. **Approve authorization to request a 12-month loan from the County of Yolo for $200,000:** Board discussed and tabled with additional information needed.

d. **Approve 2020-2021 Annual Plan:** Tabled until August meeting.

7. **Old Business:**
   a. **Approve Billable Rate for FY 2020-2021:** MOTION: Leacox motions to approve the billable rate for 2020-2021; SECOND: Perron-Burdick; AYES: Unanimous (Cady, Turkovich, Leacox, Perron-Burdick).

8. **Confirm Next Meeting Date and Location:** Wednesday, August 19, 2020 at 5:05 pm at the Yolo County RCD Office or all-remote.

Minutes Respectfully Submitted by: Mike Turkovich, Board Secretary, and Heather Nichols, Executive Director. Approved on August, 19, 2020 by the Yolo County Resource Conservation District Board.

By: Board Secretary, Mike Turkovich