



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, June 14, 2023

Time: 5:05 pm

Location: (Hybrid): Yolo County RCD Office, 221 Court Street, Suite 1, Woodland CA

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

Directors Absent: Jake Campos (Associate Director), Miranda Driver

Others Present: Heather Nichols, Lani Fulcher, Mark Bell

1. Call Meeting to Order and Introductions – Mark Cady, President:

2. Approve Agenda and Business Meeting Minutes: (Gov. Code 54954.2(B))

ACTION: Approve the June agenda and the minutes of the May meeting as presented. MOTION: Ms. Perron-Burdick; SECOND: Mr. Turkovich; AYES: Unanimous (Cady, Turkovich, Willson, Perron-Burdick).

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)). Mr. Bell reported on his work regarding local collaboration among conservation entities. The goal was to create a training strategy for interested organizations to build relationships and trust. While there is much collaboration already happening across the State, the great variety of partnerships does not allow for one exclusive training strategy. The plan is to build a list of strategies from which parties can choose and find inspiration.

4. Ratify/Approve Expenditures (List of Checks) and Wire Transfer of Funds: Mr. Turkovich reviewed expenditures. ACTION: Ratify/approve expenditures as presented; MOTION: Mr. Turkovich; SECOND: Mr. Willson; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Willson).

5. Regular Reports:

- a. NRCS District Conservationist's Report: Ms. Murphy was unable to attend to provide a report.
- b. RCD Executive Director's Report: Ms. Nichols summarized the current operations activity. Staff is working on finalizing workloads and the annual budget for next year. Job announcements, applicant review, and interview are in progress for three positions: part-time Field Technician, full-time Project Assistant, and Controller. The financial position will be a year-long transition partly in order to initiate the first Federally Negotiated Indirect Cost Rate. Ms. Nichols has completed employee performance reviews for staff and noted the strength of the team. She is requesting a base rate increase for the Project Manager position. Currently entry-level pay for similar positions is higher than RCD current base pay. This cost is already calculated into the proposed budget for 2023-2024. The proposed budget also includes new billable rates and a new financial position. With 30 projects and the most staff ever, the operation expenses alone are about \$233,000. The operation expenses in the budget also include discretionary funds for



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an office remodel and a consultant for the Federally Negotiated Indirect Cost Rate process. Future financial planning will include an analysis of net income needs.

- i. Financial Report: Ms. Nichols explained the quarter three Profit & Loss statement which includes the higher cost for the COLA wage increase, reparations for the fire, and the cost to resolve legal issues relating to the retirement plan. Next year there will be a mid-year assessment of the workload; this will allow for a timely adjustment of staffing.
- c. Board member reports and comments: There were no Board reports or comments.

6. New Business:

- a. ** ACTION: Approve \$4,629,715 Annual Budget and Billable Rates for Fiscal Year 2023-2024: MOTION: Mr. Turkovich; SECOND: Ms. Perron-Burdick; AYES: Unanimous (Cady, Perron-Burdick, Turkovich, Willson).

- b. **ACTION: Approve Compensation Policy for Fiscal Year 2023-2024: MOTION: Ms. Perron-Burdick; SECOND: Mr. Willson; AYES: Unanimous (Cady, Perron-Burdick, Turkovich, Willson).

7. **Convene to Closed Session:** Executive Director Annual Performance Evaluation convened at 6:22 pm and concluded at 7:20 pm.

8. **Confirm Next Meeting Date and Location:** Wednesday, July 19, 2023 at 5:05pm.

Minutes Respectfully Submitted by: Anya Perron-Burdick, Board Secretary, and Heather Nichols, Executive Director. Approved on July 19, 2023 by the Yolo County Resource Conservation District Board.

By:

Secretary, Anya Perron-Burdick