BOARD OF DIRECTORS - REGULAR BUSINESS MEETING MINUTES

Date: Wednesday, March 18, 2020
Time: 5:05 pm – 7:35 pm
Location: All-remote meeting, to comply with COVID-19 social distancing requirements, with Executive Director at anchor point at YCRCD Conference Room.

Directors Present: Mark Cady (President), Mike Turkovich (Secretary), Anya Perron-Burdick, Miranda Driver.
Directors Absent: Michael Leacox (Vice President)
Others Present: Heather Nichols (Executive Director), Jeanette Wrysinski, Joanne Heraty

1. Call Meeting to Order and Introductions (Cady): The meeting was called to order at 5:10 pm.

2. Approval of Agenda and Minutes:
   ACTION: Approve the agenda as presented; MOTION: Perron-Burdick, SECOND: Driver. AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver). Approve the minutes of the February 19 meeting as presented; MOTION: Perron-Burdick, SECOND: Turkovich. AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver).

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

4. Approval and Payment of Claims: Mr. Turkovich reviewed the claims prior to the meeting. ACTION: Approve the claims for February/March. MOTION: Turkovich, SECOND: Driver. AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver). Ms. Nichols will bring the claims to President Cady for signatures.

5. Staff Report: Wildlife Corridors on the Yolo Bypass Wildlife Area (YBWA). Joanne Heraty. Ms. Heraty gave a Power-Point presentation, via the Zoom meeting, in the ongoing project, explaining the Wildlife Area setting and management, agricultural leases, location of two wildlife cover corridors being developed, challenges of working in the Bypass related to flooding, project goals and output indicators. She then showed video and photos of each corridor and the demonstration area at the Wildlife Area entrance.

6. Regular Reports:
   a. NRCS District Conservationist’s Report: Mr. Hogan explained that during the February RCD Board meeting all state NRCS staff attended a required training in Sacramento. Corey Shake, Point Blue Partner Biologist, has not been in the office for several weeks because the agreement between NRCS and Point Blue expired and contract was delayed at the national level. Phil and Nick are handling the EQIP applications; there have also been some range and some wildlife applications. Phil has been teleworking for a few days; Nick has been in the office. Phil’s supervisor is working on guidance, given the Yolo County Order to Shelter-in-Place.
   b. Executive Director’s Report: Ms. Nichols reported that a lot has been going on this past month. Interviews for the new Project Manager to replace Alex were completed. An offer was made to the top candidate and was accepted. In the meantime, Ms. Heraty has taken on a number of Alex’s projects. Heather has been using various resources to work on coronavirus issues, particularly staff safety and maintaining projects. The RCD’s Delta Conservancy Grant Manager passed away suddenly and unexpectedly. The YBWA project was his favorite so his mother requested that donations be made to the RCD in support of that project. This accelerated the launch of the RCD’s new website so donations could be accepted. Donations are currently at $2,800. Heather attended the memorial service. Project Development: we were awarded the CAL FIRE grant we applied for through the County Office of Emergency Services (OES) to develop a Community Wildfire

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Protection Plan (CWPP). This, plus another small grant that OES has, will support a half-time position starting this fall. Other imminent projects include: A direct contract with CAL FIRE to assist them with CEQA for prescribed burns in western Yolo County; a possible NRCS Contribution Agreement; a block grant through the Carbon Cycle Institute; a Durable Collaboration effort for a mobile irrigation lab; a Healthy Soils Program project with Hedgerow Farms and the Elkhorn Ranch. Our Arundo control proposal to the Wildlife Conservation Board has been recommended for funding by their staff. All planting events and community activities have been suspended. The Weed Management Area meeting has been rescheduled for April 1st; many other meetings are being rescheduled as well. The Governor's Shelter-in-Place order was released today. Ms. Nichols and Ms. Wrysinski reviewed it in detail, talked with counsel at BB&K and County of Yolo and received assurance that continuing field work was allowable under the order. Lots of hard work has been put into complying with social distancing, sanitizing, preparing guidance for staff and getting them set up to work from home. Director Turkovich stated that this situation presents an appropriate use of the RCD’s reserve.

Financial Report (Nichols): The February books are not closed so there are no financials. RCD will start invoicing April 1. The cash balance is $331,788, and current receivables is $236,729 with a grantor retention total of $41,074 which should be received within a year. CSDA provided an excellent workshop on budgeting for special districts. Ms. Nichols is exploring the idea of an executive level financial summary. She reviewed the financial dashboard. Mr. Cady commented that with larger and larger receivables plus retention, consider monthly invoicing or requesting pre-payment.

Accounting Transition Report (Nichols): Ms. Nichols said that the consultant in Half-Moon Bay was concerned about the timeline. Perry, Bunch and Johnston are as well because of the tax season. Andrea Drew is willing to start as soon as we are ready. PB&J will provide review after tax season. At the April board meeting Ms. Nichols will provide a draft concept dashboard and budget, PB&J will review and it should be ready for approval by June.

d. Director Recruitment: Eric Wilson was invited. He expressed interest in applying as an Associate.

d. Board Member Reports and Comments: No reports or comments were provided.

New Business:

a. Approve Resolution 2020-01: A Resolution of the Board of Directors of Yolo County Resource Conservation District Approving the Application for Grant Funds from the Wildlife Conservation Board for the Putah-Cache Watershed Arundo Eradication Program, Phase 1 Implementation Project. ACTION: Approve the Resolution as presented; MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver). Ms. Nichols will bring the resolution to Mr. Cady for signature.

b. Approve scope of work and budget for consultants to assist the RCD in accounting transition. ACTION: Approve the two Scopes of Work with contracts not to exceed $15,000; MOTION: Perron-Burdick; SECOND: Turkovich; AYES: Unanimous (Cady, Turkovich, Perron-Burdick, Driver).

Discussion: Fundraising in our Community for RCD efforts. Ms. Nichols suggest Board members go to the RCD website, right side to see information there. CARCD is encouraging all RCDs to reach out to their communities. They have provided promotional information such as the monarch butterfly habitat project fundraiser. Ms. Perron-Burdick recommended setting up a structure with a plan, goals, and expectations. It is difficult to reach goals through individual donations. Mr. Cady suggested putting together a plan and then seeing if the RCD has the skills to implement it; it comes down to Board priorities, staff interest and capacity.

Confirm Next Meeting Date and Location: Wednesday, April 15, 2020, likely via Zoom video conference. There was brief discussion about moving the June meeting date to accommodate Ms. Nichols' vacation. The meeting was adjourned at 7:35 PM by President Cady.

Minutes Respectfully Submitted by: Mike Turkovich, Board Secretary, and Heather Nichols, Executive Director. Approved on March 18, 2020 by the Yolo County Resource Conservation District Board.

By Board Secretary, Mike Turkovich