



Regular MEETING Minutes

Wednesday, Sept 20, 2023. 3pm-5pm

Held IN-PERSON for board members and guests at

2926 G Street, Board Room, 2nd floor, Merced CA 95340,

REGULAR RCD Board Meeting 3:00 PM - Called to order at 3:05 PM

In Person: Reyn Akiona, Jean Okuye, Shirish Shah, Lynn Sullivan, Ursula Stock, Trevor Hutton, Trina Walley, Chanin Eredia, Curt from NRCS

Zoom Attendees: Emma Adest

Welcome and Introductions:

Public's right to speak: Public may address any item on Agenda before & during consideration of it. Limited to 6 min/ person

Oral Communications:

Public may address any item not on the Agenda. Please state your name & address for the record. Limited to 6 min/ person.

Testimony Corrections and/or additions to the Agenda:

The EMRCD board may take action on items of business not appearing on posted Agenda under any of the following:

1. Upon determination by a majority vote that an emergency situation exists
2. The item was posted for a prior meeting of the EMRCD board occurring not more than 5 days prior to the date action is taken on the item and at the prior meeting the item was continued to the meeting at which action is being taken.
3. Upon determination by a unanimous vote that the need to take action arose subsequent to the Agenda being posted.

To receive documents provided to those in attendance at the board meeting for review, please email manager@eastmercedrccd.org with your request no later than 24amhours prior to the meeting. Items provided to directors prior to the meeting will be emailed with the agenda to all recipients requested to be on the distribution list.

In attendance: Reyn Akiona, Jean Okuye, Shirish Shah, Lynn Sullivan, Ursula Stock, Trevor Hutton, Trina Walley, Chanin ?, on line, Emma Adest, Sarah Bell.

REGULAR RCD Board Meeting 3:00 PM

1. Consent Agenda (ACTION) 5 min

- A. Minutes approval and signature: Aug 30, 2023 and Sept 13, 2023 Stock
- B. Treasury Report for August 2023 Stock
 - i. Update given on income statement, balance sheet, cash reserve.

Motion to approve the Consent Agenda, including minutes MSC: Jean, Reyn, Passes Unanimously

2. Written and Oral Updates from Partners and Projects- 3 minute each, except guest speaker

- A. Natural Resources Conservation Service (NRCS) presentation (15 minutes) Kurt
 - i. Funding report given by Kurt; NRCS staff sitting in on behalf of Pa Yang.
- B. Sustainable Groundwater Agencies (SGA) Okuye
 - i. Jean reports out: In October, there will be a meeting of the coordination committee. There's talk about moving water throughout the subbasin to help address subsidence areas. Water trading becoming an increasing issue
- C. East Stanislaus Resource Conservation District (ESRCD) Walley
 - i. Projects
 - a. Trina Reports: Grizzly Corps fellowship started last week. Joanna, GC fellow, is getting oriented on SGMA. The program is to help build services for landowners dealing with SGMA impacts. It would cost \$5k from EMRCD to fund Grizzly Corps employee; It could be WETA funds. IRWMP, or MLRP Funding. This was discussed in July meeting.

- b. New Lendustry grant to ESRCD (\$90 million through state Drought and Flood Relief) grant from a private organization. Tech assistance in allocating funding (Farm under 150k income, less than 100 employees, funding based on % of farm loss using 2019 vs 2022 taxes). Chanin will be hosting webinars every Friday. If you're not a producer, but still doing something to utilize the land, you can still qualify. Essar city is not opposed to being the access point for other county applicants.

- D. John Vollmar, Vernal Pools project Vollmar
 - i. No report given; Ursula notes that this is the last month for the EPA grant
- E. Manager's Report Stock
 - i. Ursula reports: Ursula has spent significant time working on building financial documents. Ursula working on updated documents for the board. New reports will include indirect estimate for EMRCD that can be used for next year.
 - ii. Ursula recommends CARCD conference for new GM hire; conference will be held this December.
- F. Irrigation Specialist's Report
 - i. Trevor: Little update from last meeting, but some evaluations are set up for the coming weeks.
 - ii. For SWEEP, we're doing a case study for a SWEEP awardee, performed in collaboration with Paul Lum with the American Farmland Trust. This will compare a prior irrigation eval with a current eval. This will include a field day, requiring at least 60 – 80 hours of staff time.

3. Financial and Project Review **15 min**

- A. Transactions and Invoices for approval of payment (**ACTION**) Stock
 - i. Elite Card, prepaid per consent in Jan 2023, \$24.00
 - ii. Choice Administrators, health insurance for August, \$556.70
 - iii. Reimbursement: Trevor Hutton - grant expenditure, mileage, supplies
 - iv. ESRCD and MCRCD WETA subcontract payments
- B. Updated Budget Review for 23-24 with 22-23 indirect totals
 - i. Sean Murray presented to board. Presentation showed how spreadsheet and financials have been built. ~10 minute review of spreadsheet documents. Transactions from the county go into the spreadsheet, sort, and are verified. Shows YTD grant summary, retention, income, and expenses for each grant. The Pro Forma shows the monthly income and expense reports, and cashflow. 2nd page of the report shoes grant income and actual date of receipt, expenses and actual dates.
 - ii. Follow up commentary by Ursula
 - a. Last year there was a total of ~83,000 of income into the general fund, of which \$40,000 was the loan (net ~43k).
 - b. There are 3 ways that general funds can be generated (tax revenue, percentage of funding aka billing for indirect costs; unused fringe).
 - c. Last year, after starting with a negative net account balance, the District is sitting above ~+2k, reflecting a positive trajectory.
- C. 3% pay raise Trevor in spirit of retirement communication upon hire **Action**

Motion: Board to postpone evaluation of retirement plans until after FY 2024. MSC: Jean/ Reyn, Passes unanimously

Motion: 3% Raise to Trevor Hutton starting next pay period, MSC: (Reyn/Jean), Passes unanimously

- D. EPA Invoice for submission for payment (**ACTION**) Vollmar/Stock
 - i. No Action –
 - ii. Ursula to reach out EPA.
 - iii. Reyn/Lynn express concern about deliverables not being in place in time for EPA grant closeout.
 - iv. Jean reads email invoice from John Volmar.

- v. Action postponed until more information can be provided to the board.
 - E. WCB VP Invoice for submission for payment **(ACTION)** Vollmar/Stock
 - i. No action needed
 - F. CDFA Planning Grant, status and template update for Trevor start Walley
 - i. Update from Trina
 - a. Site visit questionnaire developed. Template Plan not developed; likely to be completed in October
 - b. Map in development
 - ii. On CDFA Grant, Trina provides the board recommendations for financial tracking of the CDFA Planning grant.
4. Bookkeeping and Audit Updates **(ACTION)** Stock
- A. Quick books update **(ACTION)** Walley/Stock
 - i. Chanin provided the report:
 - a. She is currently in process of comparing Merced County report to spreadsheets. Her current work focuses on classification by grant in Quickbooks. Reyn requests finalization of classification of finances by 1 week prior to next board meeting.
 - B. Transition cost estimate by Trina (after meeting clarified for addl cost) **(ACTION)** Walley
 - i. Transition cost estimate: Trina provides the board an update:
 - a. FY24 Hourly projections interpolated by Trina for the following based on Financials for:
 - American Farmland Trust
 - CDFA Pollinator
 - IRWMP
 - CARCD
 - iii. Findings: On-track for WETA, have not used all of intern hours. On SWEEP, there are a lot of hours left to use (595 hours remaining for irrigation specialist). There are specific hours left for field day and cost study. From this forecast, there is an employee breakdown (including pay rate and other factors). As of June 31st tracking of grant hours, WCB and IRWM are not fully utilized. New GM would have 1136 hours from grant and fringe hours, if Ursula continues to work 30 hours. 3 pending grants with no budget set yet.
 - C. Pending Contracts with Partners **(ACTION)** Stock
 - i. MLRP Grants with Merced Subbasin and East Turlock GSA's-
 - ii. NRCS coop agreement in progress

No action taken.
5. Requirements of the Board 10 min **(ACTION)** Stock
- A. Approve up to 30 hour work week for manager in October **(ACTION)**
Motion made to approve up to 30 hour work week for Ursula , MSC: Jean/Reyn, Unanimous approval
 - B. Review and consideration of correspondence
 - i. Vernetta Doty's offer for 150 volunteer hours for Diego
 - a. UC Merced has liability coverage, but requires coverage from the District
 - b. Earth Team NRCS volunteer program - could hold off on offer. Circulate this information to the board to find her another placement, or have her inventory educational materials.
 - c. In response to capacity concerns, Ursula to connect the UC and Vernetta to a board member who will run lead.
 - ii. County budget act: Ursula briefed the board on past Merced County Notice, suggesting the District

over the budgeted amounts. Ursula believes they will be.

C. Reschedule date of next meeting to October 25th

Stock

Motion made to accept revised meeting date of October 25th 2023 MSC: Reyn/ Shirish. Passes unanimously.

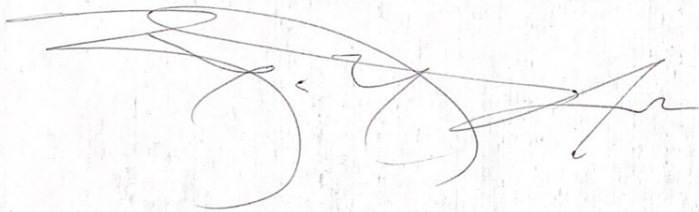
D. Jean left at 5pm

E. Report out by Reyn on hiring for the new DM. Interviews to begin this Friday.

6. Adjournment

Meeting adjourned by Reyn at 5:02

10/25/23



Reyn AXIONA
BOARD PRESIDENT

may be responsible for providing the County updated FY budgets for 2024 if our expenditures are over the budgeted amounts. Ursula believes they will be.

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