



**EAST MERCED
RESOURCE
CONSERVATION DISTRICT**

East Merced Resource Conservation District (RCD)

REGULAR MEETING MINUTES

Wednesday, October 19, 2022

In-person, Call in, and Zoom meeting

East Merced RCD - admin@eastmercedrzd.org

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

In Person: Ursula Stock, Jean Okuye, Jacob Wright

Zoom Attendees: Bob Bliss through 4 pm, Reyn Akiona, Shirish Shah, Trina Walley, Catie Mong, Ladi Asgill

Absent: Lynn Sullivan, Emma Adest, Trevor Hutton, John Vollmar, Cindy Lashbrook

Oral communications:

Public Comments: Open to address items on agenda

Ladi introduced the work of Phyto, a company growing a food source for dairy cattle that grown in digester effluent ponds installed in fields up to 18 inches deep. The high protein seeds are fed to cows and the system is touted to reduce groundwater contamination. One facility is in Petaluma, and one is to be built next year in Merced County. Testing is being done to determine if food source is basic in the bovine digestive tract, reducing opportunity for Ecoli growth.

Oral communications: 6 min

Testimony Corrections and/or additions to the Agenda: (ACTION)

1. 4.c.ii Policy manual update
2. 4. b. iv.6. DM's workload
3. 6. a. iii. Jean on communication
4. 3.a.vii. Milage refund, Trevor paid for by WETA and RCPP grants

MSC Motion to approve additions to the Agenda, Minutes, and Treasurer's Report MSC: (Jean/Reyn) Passes Unanimously

1. Consent Agenda (ACTION) 5 min

Stock

- a. September 21, 2022 minutes approval and signature
 - i. Correction; Vollmar WCB invoice is for \$5520 not \$6520
- b. Treasury Report for September 2022
 - i. Balance as of October 1st, \$5676.61.
 - ii. Paid out \$14,999.31 for Water Trailor, reimbursement by grantor DWR expected in December.
- c. CARCD Loan Status
 - i. Update. None.

MSC Motion to approve corrections to the Minutes, and the Treasurer's Report MSC: (Bob/Shirish) Passes Unanimously

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

a. Natural Resources Conservation Service (NRCS) Representative

Wright

- i. Good news, Pa Yang, the new Merced office DC will begin work here in about 4 weeks. She currently works as district conservationist in Yuba City.

ii. Jacob reviewed aspects of new fiscal year for NRCS

b. Sustainable Groundwater Agencies (SGA) Representative

Okuye

i. Jean gave a report on the meetings she attended.

c. East Stanislaus Resource Conservation District (ESRCD)

Walley

i. Application for daughter trials in the ON Farm Conservation and Innovation Grant will be on the East Stan website and EMRCD folks can apply starting in November

ii. WETA invoice needs one last lookover by U and Train to send in. Not as big as forecasted, as each RCD hired staff than planned for this season.

d. John Vollmar - Vernal Pool Project update

Vollmar

i. NA

e. Manager's Report

Stock

i. Invoicing of grants for end of 3rd quarter, have RCPP turned in, working on WETA and SWEEP

ii. Meet with Trevor weekly, moving from WETA to RCPP, RCPP accepted his rates.

f. Trevor Hutton, Irrigation Specialist

Hutton

i. NA

3. Financial and Project Review

a. Transactions and Invoices for approval of payment (**ACTION**)

Stock

i. \$67.47 Wells Fargo: WETA receipts, GoDaddy, late fee and finance fees due to missing receipts.

ii. \$556.76: Refund Jean for 1st payment of CalChoice insurance

iii. \$5.00 Refund Jean for county fee for copy of check

iv. \$438.75 August mileage reimbursement for Trevor - WETA and RCPP

v. \$75.00: Cell stipend for Trevor comes out of fringe

vi. \$100.00: Cell stipend for Ursula, quarterly

vii. \$438.75 milage for Trevor, reimbursed by RCPP and WETA

MSC Motion to approve cell stipend for Trevor @25 per month per policy manual MSC: (Reyn/Shirish), Passes Unanimously

MSC Motion to approve paying invoices MSC: (Reyn/Shirish), Passes Unanimously

b. EPA Invoice for submission for payment (**ACTION**)

Stock

i. Invoice EPA for \$11,030.00, with wire transfer (Vollmar needs this invoiced by the end of the year).

ii. Pay Vollmar invoice 2022 09- \$10,030.00

c. WCB Invoice for submission for payment (**ACTION**)

Stock

i. Invoice from WCB for last month was delayed \$5,868.00, distribution 11 is being processed now,

ii. Invoice 307-4B-2022-08 from Vollmar to EMRCD for \$5,520.00, correction from \$6,520.00

iii. No new invoice this month

MSC Motion to approve EPA and WCB invoices and payment MSC: (Bob/Reyn), Passes Unanimously

d. CDFA SWEEP grant - update

Stock

i. Deposited \$10,735.22 SWEEP #2

ii. Awaiting \$4,948.80 SWEEP #3

- e. USDA - NRCS RCPP grant Stock
 - i. Deposited \$4,344.88 AFT - RCPP #1
 - ii. Deposited \$8,282.62 AFT - RCPP#2
- f. WETA (Mobile irrigation lab begun in July 2022) Walley
 - i. First invoice will go in after end of quarter - 09/31/22
 - ii. Did not get Grizzly Corps fellow, or fill all positions, so our bill is less
 - iii. However, this invoice will contribute to paying back CARCD loan- figures next month
- g. MID Water Trailer
 - Okuye
 - i. Paid Garton Tractor for water trailer \$19,999.31
 - ii. Awaiting reimbursement of MID grant for \$10,500. Invoice submitted in October, then they have a month to bill DWR and DWR has a month to process, with reimbursement in December
- h. Bookkeeping and Audit Updates **(ACTION)**
 - Walley/Stock
 - i. QuickBooks review of fy 21-22 with accruals
 - Jean would like a copy. Reyn requests to circulate the updated documents to the whole board (by next board meeting).
 - ii. Intro to Grant Tracking spreadsheet - circulate the updated documents to the whole board
 - 1. Shirish would like one liner description of amounts
 - iii. Status of '20-21 Audit - not underway yet.

(No Action Needed)

- e. Pending Grant Applications Walley/Stock
 - i. IRWMP outreach \$60,000.
 - ii. WCB/CARCD CFP & Habitat Implementation block grant - should be on the WCB agenda in November.
- f. Pending Contracts with Partners **(ACTION)** Stock
 - i. none

(No Action Needed)

4. Requirements of the Board 10 min

- a. Review and vote on resolution to hold hybrid meeting in November

MSC Motion to approve hybrid format for Nov meeting: (Bob/Reyn), Passes Unanimously

(Bob left here- no longer a quorum)

- b. Review and consideration of projects, meetings and webinars **(ACTION)** Stock/Walley
 - i. Community Garden – Jean gave an update on current status
 - Shah/ Okuye
 - ii. Quick books training for Trevor
 - 1. Discussion held, Trevor will bring three proposals next month,
 - 2. Trina mentioned she is looking to hire PT bookkeeper, that we could share. Trina estimates EMRCD needs 2 hrs per week to keep QB up to date.
 - iii. WIFI access in NRCS office
 - 1. Option 1: NRCS supplied computers- LinkPass prereq. on secured network
 - a. Limits summer interns, and remote work
 - 2. Option 2:

- a. Accept terms of inhouse, but unaffiliated, GVH.
 - b. GVH tech dept gave us permission to use, per Loretta upstairs. No charge, but must agree to terms
 - c. Board chose this option, no motion required
 - 3. Option 3
 - a. Purchase subscription, phone required
- iv. Planning for Hire and Training of FT DM by July 2023 per 5 year plan, discussion held.
 - 1. Options; brainstorm
 - 2. Develop timeline
 - 3. Outline steps
 - 4. Assign work to ?
 - 5. Review of issues:

Shirish says we need financials first. Ok to let folks know we are looking

Ursula is concerned that planning/set up takes a long time and EMRCD needs to begin procedure now to make deadline. Will have to navigate financials as they are completed, as She does not have enough time to cover it all.

Catie's possible interested friend will hold off until job is posted.

U suggested an Information Interview, no commitment on either side-
- v. Ursula reviewed current workload coverage:
 - 1. 20 hrs does not do it. (U has a surplus of 200 hrs worked as of now)
 - 2. Work not getting done:
 - a. Qbooks. Completed to empower board decision
 - b. Trina is volunteering her time- not sustainable or timely
 - c. Reyn asked if there are gaps in grant hours we could use to cover immediate hire. U thinks not, but will be with IRWP grant- will not see funding till late summer at earliest- too late to meet current need.
 - 3. Five year plan IS for full time DM by July 23. Ursula says EMRCD will need this!
 - a. U wants 20 hr work week, Can replace U or could job share two PT staff.
 - b. EMRCD needs to work on hire plan *now* to person onboarded and get training underway to preserve knowledge before July
 - c. If funding, U can shift into better matched position.
 - 4. Options for coverage introduced, discussion held
 - a. U offered to work 30 hrs per week through Dec. only. She wants 20/week job.
 - b. Hire ASAP
 - c. Contract out work- ie QuickBooks
 - d. Other Options to achieve goal?
 - 5. Board proposed to increase Ursula's hours to up to 30/week- but no quorum to vote on this today. Ursula agreed to work up to 10 hrs per week on WETA (grant funded hours) in excess of her 20 hrs, knowing that the board will vote in November to pay for these hours worked between now the Oct and November meetings. This vote will be held monthly to allow for work completion. Action for next meeting to vote on October/Nov hours and for Dec hrs. Proposed the board buy one month at a time as needed.

vi. Request to move December board meeting from Dec 21 to Dec 14. **(ACTION)**

No Quorum, but everyone present agreed this will be good. Will vote in November.

- b. Review and consideration of correspondence **(ACTION)** Okuye
 - i. CARCD conference email dated 8/10/2022 and 8/11, In person Nov 30th-Dec 2,
 - 1. 2022 Lake Natime Inn, Folsom CA

2. Virtual component of Conference will be held in spring
 3. All board members and staff welcome to attend
 4. Fee to attend, \$375 full (in person and virtual) 2x \$95 for hotel.
 5. U proposes EMRCD send Trevor to full event. Jean, Reyn will attend.
- ii. Policy manual status update,
1. Revised by Emma
 2. Policy manual update approval :5030.1 ESRCD to EMRCD
 - a. ACTION postponed to next meeting due to lack of quorum
 3. Manual successfully sent into Thomas Ebersole, county council

MSC Motion to approve policy manual update and to send Trevor to conference: (), No vote today.

2. Adjournment

NEXT MEETING: November 16, 2022, 3:00pm-5:00pm

(No Action Needed)

Board Signature:  Date: 11/17/2022

Name: SHIRISH SHAH Title: PRESIDENT EMRCD