



East Merced Resource Conservation District (RCD)  
**REGULAR MEETING MINUTES**  
Wednesday, September 21, 2022  
In-person, Call in, and Zoom meeting  
East Merced RCD - admin@eastmercedrzd.org

**EAST MERCED  
RESOURCE  
CONSERVATION DISTRICT**

## **REGULAR RCD Board Meeting 3:00 PM - Called to order at 3:03 PM**

**In Person:** Ursula Stock, Jean Okuye, Jacob Wright

**Zoom Attendees:** Lynn Sullivan, Bob Bliss, Reyn Akiona, Shirish Shah, Trina Walley, Emma Adest, Trevor Hutton, John Vollmar, Cindy Lashbrook, Catie Mong

**Absent:** none

**Oral communications:**

Introduction of John Vollmar

**Public Comments: Open to address items on agenda**

**Oral communications: 6 min to address items off of agenda**

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

Invoice to be added 3.iii, 3f. i. CEQA

Added 3.3 and 3.4 mileage reimbursement for WETA grants, 3.f. CEQA addition.

### 1. Consent Agenda (ACTION) 5 min

a. August 17, 2022 minutes approval and signature

Stock

i. Correction; there is only one WETA mileage (3ii) invoice for a total of 436.14.

ii. Correction to July Minutes for WF invoice to 213.24, not 177.24 (missing 2x Google Suite charges).

b. Treasury Report for September 2022

i. Balance as of September 1<sup>st</sup>, \$11,475.83.

ii. August report of '22/'23 fiscal year report is behind because of June accruals from the last fiscal year.

iii. \$28,000 question showing up as in the negative from the County report in the line of credit. Check up on paying off the loan that includes interest. Trina reads this as having \$28,000.00 remaining in the interest-free loan as the entire \$40,000.00 was deposited, but needs confirmation. Ask the County for a balance sheet and cash flow reports.

c. CARCD Loan Status

i. No update.

**MSC Motion to approve additions to the Agenda, Minutes, and Treasurer's Report MSC: (Jean/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. Finished contracting for this fiscal year with 57 contracts, 5.4 million for '22, and returning to work on applications soon with remainder of '21 and some '22 contracts. The permanent DC position was filled with a forecasted December 19th arrival in the Merced office.

- b. Sustainable Groundwater Agencies (SGA) Representative Okuye
  - i. June 1st general plan, stakeholder's meeting. All voted to accept the 2015 threshold level, except Gallo.
  - ii. Madera and Delta-Mendota GSAs funding land repurposing with two options. Option 1: GSA fixes a bid for payments, Option 2: GSA solicits bids and the lowest price bids are accepted. Most Central Valley GSAs are doing a combination of both options.
  
- c. East Stanislaus Resource Conservation District (ESRCD) Walley
  - i. Preparing for Open House at SOILS Education Center at new RCD location in Ceres, happy to host meetings there. Met with Ursula twice reviewing QuickBooks, and waiting for accruals to finish the process, as well as reporting on the pending amount per grant.
  
- d. John Vollmar - Vernal Pool Project update Vollmar
  - i. Writing a book for 4 months, has a publisher's copy with him. Book will be a definitive guide about conservation of vernal pools in the Great Valley for next 20 years, and background information. Information is written but the rest of the chapters need to be formatted. The project is on track for the deadline of 12/31/22.
  
- e. Manager's Report Stock
  - i. Ursula is almost done catching up from time away.
  - ii. Thanks to everyone, including Trina, Jean, and Shirish, and to Trevor for a job well done so far.
  
- f. Trevor Hutton, Irrigation Specialist Hutton
  - i. Going strong with Irrigation Evaluations with 20 done in Stan/Merc./Mad. with the majority in Madera and 4 in Merced 3-4 in Stanislaus County. Shirish asked if there are plans to return to the site to follow up with changes? Rounds of follow-up in March/April with an offer of re-evaluation.

### 3. Financial and Project Review

- a. Transactions and Invoices for approval of payment **(ACTION)** Stock
  - i. \$231.91 Wells Fargo: WETA receipts, GoDaddy, late fee and finance fees due to missing receipts.
  - ii. \$4,070.11: Payment to AFT for subcontract with SWEEP contract, invoice #3.
  - iii. \$103.13: Mileage reimbursement for Ursula.
  - iv. August mileage reimbursement for Trevor - WETA grant, less than \$500.
  - v. Water Trailer invoice for ~\$15,000.

### **MSC Motion to approve paying invoices MSC: (Bob/Shirish), Passes Unanimously**

- b. EPA Invoice for submission for payment **(ACTION)** Stock
  - i. Invoice EPA for \$15,620.00, with wire transfer (Vollmar needs to invoice by the end of the year).
  
- c. WCB Invoice for submission for payment **(ACTION)** Stock
  - i. Invoice from WCB for \$5,868.00
  - ii. Invoice from Vollmar to EMRCD for \$5,520.00
  - iii. Check to make sure there are no loose deliverables in the contract.

### **MSC Motion to approve EPA and WCB invoices and payment MSC: (Shirish/Jean), Passes Unanimously**

- d. CDFA SWEEP grant - update Stock
  - i. Deposited \$10,735.22 SWEEP #2
  - ii. SWEEP #3 is for \$4,000.00, and should arrive next week.
- 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) Stock
  - i. First invoice will go in after end of quarter - 09/31/22
- g. MID Water Trailer Okuye/Stock
- h. Get invoice in this quarter, then they have a month to bill DWR and DWR has a month to process, so reimbursement in December
- i. GrizzlyCorps Stock
  - i. No GrizzlyCorps fellow this year, but WETA grant does cover the price of an intern. Revisit next summer.
- j. Bookkeeping and Audit Updates **(ACTION)** Walley/Stock
  - i. QuickBooks review. Jean would like a copy. Reyn requests to circulate the updated documents to the whole board (by next board meeting).
  - ii. 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. NRCS request for CEQA assistance. Catie - Not NRCS item. Joint CARCD/Point Blue grant where Point Blue will help with funding, and RCDs will help with CEQA.

**(No Action Needed)**

- 4. Requirements of the Board 10 min
  - a. Review and consideration of projects, meetings and webinars **(ACTION)** Stock/Walley
    - i. Community Garden - no updates. Shah/ Okuye

**(No Action Needed)**

- b. Review and consideration of correspondence **(ACTION)** Okuye
  - i. Conflict-of-Interest Code - EMRCD policy due October- separate from 700 forms. Item was brought to the board's attention.
  - ii. Policy manual updates
    - 1. 2080.2 Quorum change from 3 to 4 as we are officially a 7 member board

2. 2080 2 1 7 directors
3. 2100.1.2. Tape recording Omit?2110.1.1.
4. Rosenberg's Rules of Order
5. 2170 3 omit "San Bernardino County Special District"
6. 3010 4.7 Part time and temporary employees not eligible for compensatory time?
7. 3260 4 Credit Cards: change to EMRCD (not ESRCD)
8. Definitions p. 70. District: EMRCD not ESRCD
9. 20.iii. Eliminate item for conflict reasons

iii. Any new correctional items found between today and the meeting. Added Item 9 to list with consensus.  
 Trina asked in last meeting about manual provision for RCD payment % for medical stipend in the policy manual (75% RCD medical premium, 25% employee premium). RCD Amount per month: \$397.32, recouped by billing fringe through grants, Employee amount: \$132.

**MSC Motion to Accept all Policy Manual Updates MSC: (Reyn/Bob), Passes Unanimously**

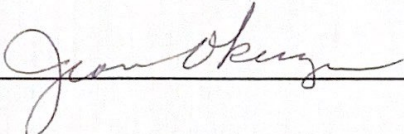
5. Miscellaneous

Stock

a. Ursula recommends hiring someone else, discussion next month, as the best expenditure of RCD funds. Looking for a full-time position, if affordable. Critical factors: admin. and computer skills, farming knowledge and local relationships, bilingual plus, conservation mindset, and entrepreneur mindset. Catie wrote a message saying that she knows of someone local who might be interested in doing the part to full-time transition.

6. Adjournment 4:42 p.m.

**NEXT MEETING: October 19, 2022 at 3:00pm (Hybrid)**

Board Signature:  Date: 10/19/22

Name: Jean Okuye Title: V-President

2. 2080.2.1 7 directors
3. 2100.1.2. Tape recording Omit?2110.1.1.
4. Rosenberg's Rules of Order
5. 2170.3 omit "San Bernardino County Special District"
6. 3010.4.7 Part time and temporary employees not eligible for compensatory time?
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**Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_