



East Merced Resource Conservation District (RCD)  
**REGULAR MEETING MINUTES**  
 Wednesday, November 16, 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 3:07 PM**

**In Person:** None, as the building is being renovated.

**Zoom Attendees:** Ursula Stock, Lynn Sullivan, Reyn Akiona (left at 4:30) , Shirish Shah, Trina Walley, Emma Adest, Cindy Lashbrook, Dylan Wilder, Johnnie Siliznoff, Bob Bliss (late connection issues), Sean Murray, Catie Mong

**Absent:** Jean Okuye, Trevor Hutton, John Vollmar, Jacob Wright

**Oral communications:** Wild Farm Alliance Wed. 01/25/23 Field Day

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

**Oral communications: 6 min**

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

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

- a. October 19, 2022 minutes approval and signature. Stock
- b. October 31, 2022 special meeting minutes approval. Stock
- c. Treasury Report for October 2022 Stock
  - i. Balance as of October 31 is \$1,786.78.
- d. Governor’s Resolution AB 361, allowing for hybrid/virtual meeting. Stock
- e. Request to move December Board Meeting from 12/21/22 to 12/14/22. Stock

**MSC Motion to approve consent agenda including 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. Jacob absent because of NRCS building painting.
  - ii. Trevor absent, will be going on RCPP and SWEEP site visit next week.
  - iii. EQIP app. deadline of 12/09/22 this year - single application period so far.
- b. Sustainable Groundwater Agencies (SGA) Representative Okuye
  - i. Jean absent from board meeting, so no report.
- c. East Stanislaus Resource Conservation District (ESRCD) Walley
  - i. WETA grant - last couple of evaluations in Nov.
  - ii. RCPP - accepting applications alongside EQIP with same deadline, request to NRCS to bump RCPP deadline back a bit.
  - iii. Hosting a Farm-to-School social from 5-8 tomorrow at SOILS Education Center in Ceres.
  - iv. Applied to: CDFA Conservation Planning grant (flat fee per conservation plan, pollinator habitat practice area), CVPIA funds to improve fish habitat along SJ river corridor, CARCD proposal for implementation of Carbon Farm Plans to WCB delayed to Jan special meeting.

- d. John Vollmar - Vernal Pool Project update Vollmar
  - i. No report.
- e. Manager's Report Stock
  - i. Invoicing of grants for end of 3<sup>rd</sup> quarter, have RCPP turned in, working on WETA and SWEEP and created a spreadsheet for timekeeping for WETA, working with Trevor on grants.
- f. Trevor Hutton, Irrigation Specialist Hutton
  - i. Ursula's update: Trevor is pretty caught on Irrigation Evaluation reports, but will need a week or two at the end of season to finish up.

### 3. Financial and Project Review

- a. Transactions and Invoices for approval of payment **(ACTION)** Stock
  - i. \$250.92 Wells Fargo: AdobePro \$239.88 and Google \$43.46, late fee and finance charge, refund of late fee but not finance charge, new finance and late fee as paid bill in two parts. Ursula wants to change to a new credit card company. She will write a letter to the card company and have Jean sign it.
  - ii. \$721.29 reimbursement to Trevor, WETA receipts, milage and \$75 stipend approved last month but no tyet paid
  - iii. \$556.76: CalChoice insurance Dec.
  - iv. \$556.76: CalChoice insurance Jan.
  - v. \$556.70 Ursula would like permission to prepay insurance invoices as long as price holds
  - vii. \$320.00 for CARCD membership, equal to 20% of unrestricted funds
- b. \$ EPA Invoice for submission through wire transfer and payment
  - i. \$9,920 Invoice EPA
  - ii. \$8,920 Pay Vollmar invoice 2022 11
- c. \$ WCB Invoice for submission for payment **(ACTION)**
  - i. Retention is \$1,144.00 for a total grant amount to date of \$10.456.
  - ii. \$10,296.00 Invoice EPA
  - i. \$10,940 Pay Vollmar invoice 2022 09- \$

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

- d. CARCD Loan status:
  - i. If EMRCD hung up its hat on Oct 31, with all the bills paid and all the receivables collected, we'd have \$5000 in the bank. Loan is in use covering grant expenditures until invoices are paid
- e. CDFA SWEEP Grant - Update Stock
  - i. Deposited \$4,948.80 SWEEP #3
  - ii. Paid contractor AFT \$4070.11
  - ii. Invoice #4 is not ready yet, will be sent in this month
- f. USDA - NRCS RCPP grant Stock
  - i. \$1696.93 receivable now
- g. WETA (Mobile irrigation lab begun in July 2022) Walley
  - i. First invoice of \$60,871.33 will be sent in this month
  - ii. Owe Madera/Chowchilla RCD \$17,370.68.

iii. Owe ESRCD \$17,637.07

iv. EMRCD's part is \$25,863.

h. MID Water Trailer

Okuye

i. Paid Garton Tractor for water trailer \$14,999.31

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.

i. Bookkeeping and Audit Updates **(ACTION)**

Walley/Stock

i. Ursula has financial reports and briefly presented them. In response of overhearing Jean, Trina and Ursula's struggles with financial reporting, Sean volunteered his time to prepare several years of Income statements and Balance sheets using County yearend reports. Brought in Sean to answer questions. Board members will look over documents for the next meeting.

ii. Intro to Grant Tracking spreadsheet.

iii. Status of '20-21 Audit - not underway yet.

**(No Action Needed)**

j. Pending Grant Applications

Walley/Stock

i. IRWMP outreach \$60,000.

ii. WCB/CARCD CFP & Habitat Implementation block grant

iii. SWEEP request to use funding for new cycle of application TA.

k. Pending Contracts with Partners **(ACTION)**

Stock

i. CARCD dues are due, 2% of unrestricted funds.

**(No Action Needed)**

4. Requirements of the Board 10 min

a. Review and consideration of projects, meetings and webinars **(ACTION)**

Stock

i. Trevor on QuickBooks training - postpone to let him discuss next month.

ii. Sierra Nevada conservancy/CARCD grant writing workshop, Jan. - free but will take about 22 hours of his time. Ursula will need to sign him up soon. Wages paid in Jan. Will put this question on the December agenda.

iii. Planning for Hire and Training of FT DM by July 2023 per 5 year plan

a. Job description review.

b. Hiring plan.

iv. CARCD conference email dated 8/10/2022 and 8/11, In person Nov 30<sup>th</sup>- Dec 2<sup>nd</sup>

a. All board members and staff are welcome to attend.

v. Policy Manual Update - small corrections. Need a motion to accept manual update, change ESRCD to EMRCD.

vi. Manager hours currently 20/week, proposal to work up to 30 hours per week as discussed last meeting, approved on a month to month basis as needed. Will be \$1440/month and 80% will be billable against grants.

vii. Proposal to hire a part-time accountant at 2 hrs/week.

Trina has an accountant candidate who could be shared between ESRCD and EMRCD but will not have more information until December.

**MSC Motion to increase Ursula's hours to up to 30 hours a week for the month of December and back pay for increase to 30 hours from November, and to accept policy manual update (Reyn/Shirish), Passes Unanimously**

- b. Review and consideration of correspondence **(ACTION)** Stock
  - i. Merced County Board has approved the EMRCD conflict of interest code.
  - ii. In person meeting requirement will resume in March 2023 per Governor
  - iv. Ursula wants to plan for hiring a new District Manager, as it will take a while. Please look over job description by Madera RCD. Resend description to Bob. Ursula will prepare a draft to let everybody take a look.
  - v. CARCD conference - hotel is booked and Trevor will not have a car. Working on options.

**(No Action Needed)**

5. Adjournment at 4:18 p.m.

**NEXT MEETING: December 14, 2022, 3:00pm-5:00pm**

**Board Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

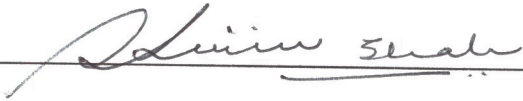
**MSC Motion to increase Ursula's hours to up to 30 hours a week for the month of December and back pay for increase to 30 hours from November, and to accept policy manual update (Reyn/Shirish), Passes Unanimously**

- b. Review and consideration of correspondence (**ACTION**) Stock
  - i. Merced County Board has approved the EMRCD conflict of interest code.
  - ii. In person meeting requirement will resume in March 2023 per Governor
  - iv. Ursula wants to plan for hiring a new District Manager, as it will take a while. Please look over job description by Madera RCD. Resend description to Bob. Ursula will prepare a draft to let everybody take a look.
  - v. CARCD conference - hotel is booked and Trevor will not have a car. Working on options.

**(No Action Needed)**

5. Adjournment at 4:18 p.m.

**NEXT MEETING: December 14, 2022, 3:00pm-5:00pm**

**Board Signature:**  **Date:** 12/16/2022

**Name:** SHIRISH SHAH **Title:** PRESIDENT