



East Merced Resource Conservation District (RCD)
REGULAR MEETING MINUTES

Wednesday, April 20, 2022

In person, Call in and Zoom meeting.

East Merced RCD – admin@eastmercedrccd.org

REGULAR RCD Board Meeting (3:00 P.M.) - Called to Order at 3:05 p.m.

In Person: Shirish Shah, Jean Okuye, Matt Bahm, Ursula Stock

Zoom Attendees: Bob Bliss, Lynn Sullivan, Reyn Akiona, Trina Walley, Raini Patteson

Absent: none

Oral communications: None presented

1. Consent Agenda (**ACTION**)

- a. March 2022, minutes approval Shah
- b. Treasury Report for April 2022 Stock
 - i. Balance as of April 1st is \$8,222.43
 - ii. Amount borrowed from Line of Credit is \$0

MSC Motion to approve Minutes and Treasurers report MSC: Motion (Bob/Shirish), Passes unanimously

2. Written and Oral Updates from Partners and Projects

- i. Natural Resources Conservation Service (NRCS) Bahm
 - 1. Funding deadline on 27th. Raini is working on RCPP.
- ii. Groundwater Sustainable Agencies (GSA) Okuye
 - 1. No new updates.
- a. East Stanislaus Resource Conservation District (ESRCD) Walley
 - i. Working on reports/invoice tasks, a quarterly job.
 - ii. Soils Center in motion, by end of May/beginning of June.
 - iii. Starting irrigation evaluations soon.
 - iv. CDFA WETA (Water Conservation/Tech assistance) funding granted.
- b. Grizzly Core Projects Updates: Patteson
 - i. Completed Carbon Farm plan, for review by Jeff Borum.
 - ii. Using GC hours for SWEEP, RCPP grants in future.
 - iii. Directory work continues.
 - iv. Website update, would like Bio and photo of new board members, Lynn and Reyn
- c. Manager Report Stock
 - i. CARCD loan app. meeting on Friday. Asked for \$20,000/offering \$40,000 - interest-free loan due in 2024.
 - ii. Raini is looking for a SWEEP farm demonstration location.
 - iii. SWEEP invoice #21-0519-000-SG-1S for \$11,836.98 has been approved for payment. Processed as of April 18. Payment within 45 to 90 days.
 - iv. Weekly meeting with Raini, progress, assignments, road blocks.
 - v. Weekly meetings, with President, including grants, education, partners.
 - vi. Monthly meetings, RCPP, NRCS.
 - vii. Set up kayak class on March 30, May 1st, all spots are filled.
 - viii. Policy manual on hold.

- ix. Worked on FEMA and CARCD grant as collaborative applications (Reyn, Trina, Amy), submitted

3. Financial and Project Review

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

Stock

- i. \$18.00 WF Elite Card, \$18 Google Suite.
- ii. \$50.00 reimburse Jean for county recording fee for inv-weed removal.
- iii. \$4,317.50 East Stan past invoice. Pay now, to be recorded this fiscal year.
- iv. \$100 Cell phone stipend to Ursula for Jan-Apr @\$25/month.
- v. \$2,155.5 half of 2019-20 audit fee.

2022 Sequa exemption
NOE CA F+W requirement
MID for Water trailer

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

Stock

- i. Pays \$9,160, will end up with \$500 extra.
- ii. Billed for two months in one month's time, should only pay \$8,160 to Vollmar

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

- i. Retention fund, WCB paid \$2,223, EMRCD owe Vollmar \$2,220
- ii. Retention withheld to date is \$8660.00
- iii. Remaining balance is \$53,400.

\$0 in line of credit

MSC to approve all transactions and invoices for payment, MSC Jean/Sharish, passes unanimously.

d. Bookkeeping and Audit Updates

- i. Ursula discovered error in county finance figures and needs to make correction with county, will take a visit or two
- ii. Ursula working to complete QuickBooks entries for 2021-22, so she can use it to produce monthly reports and have a clear picture of the RCD's finances. Audit interfered.
- iii. Letter from Auditor in Board packet

Audit for 19-20 FY determination: options to resolve \$12,906 retention receivable on books for three years: 2017, 18, 19.

1. Accept "qualified" opinion from auditor (unmodified is best = clear opinion,) except the retention funds
2. Do more homework- check with past auditors' daughter for his notes
3. Do more homework- sign letter to MID to get numbers, but we are unsure if they are involved.

Discussion.

Qualified Motion with conditional approval; Jean will follow up in next 2 weeks and if unsuccessful, accept qualified audit. (Reyn/Shirish), unanimous approval.

e. Pending Grant Applications:

- i. East Stan, East Merced and Madera have been awarded WETA grant for a mobile irrigation lab. No contract yet, but expect funding to begin July 1st, which is already Irrigation evaluation season. EMRCD will earn \$52,441 per year for three years for a total of \$157,323. The board needs to approve acceptance of grant once contract is in hand, and staffing needs to begin now to find a decent match to hit the ground running July 1st

1. Budget and Staffing Discussion.
2. Hire Raini for Aug and Sept to be irrigation specialist.

Motion to approve offering Raini a position as irrigation specialist in Aug/Sept: (Reyn/Bob), unanimous approval.

3. Approve spending \$250+50 to send her to Irrigation Training and research class.

Motion to pay for \$300 ITRC class: (Reyn/Bob), unanimous approval.

1. Approve expenditure to run a position opening for an intern and to begin the process of hiring for July 1.

Motion to initiate hiring process for summer intern for WETA grant with the possibility for permanent hire: (Shirish/Jean), unanimous approval.

- ii. CARCD monarch habitat grant, asking about \$338,000 for 4 EMRCD projects, submitted
- iii. FEMA, nature based planning grant - solely for planning, submitted

f. Pending contracts with partners **(ACTION)**

- iv. MID needs a "resolution" to continue with processing water trailer grant funding

Motion to accept Resolution of the Board 2022 04 #2: Conservation district's Board approved applying for, accepting, implementing grant to buy trailer for use at restoration sites: (Bob/Reyn) Passes unanimously.

- v. Renew contract through E Stan, billing through their payroll to enable her being a GrizzlyCorps member and employee of EMerced, and to continue after GC Fellowship for 2 months.

Motion to extend payroll contract with EStanislaus and add new one for tech assistance: (Sharish/Bob), unanimous approval

4. Requirements of the Board

Walley/Stock

- a. AB361, Resolution required to have hybrid meeting for both public, voting board members

MSC to approve hybrid May meeting. MSC (Shirish/Reyn) Passed by unanimous vote.

a. Tier One

- i. Ethics training completed by Shirish, Jean, Lynn, outstanding Bob.
- ii. The Board was notified about the annual requirement to fill out 700 forms, due March 1st. All have done this.
- iii. Board treasure resigned, Aaron. Would any of you care to be treasurer? No reply.
- iv. Board needs two new members, would prefer a person linked to the dairy industry and a business/ finance/accountant person.
- v. Annual work plan for review in prep of June acceptance will be sent out next month (Ursula, Raini, will also send out current 5-year plan)
 - i. Review and consideration of correspondence **(ACTION)**
 1. Alliant/golden state mail
 2. Domain Info vs GoDaddy
 - i. Domain info = \$281/yr (?), Ursula will contact GoDaddy to price reestablishing old website hosting
 - ii. Ursula doesn't have expertise to review with Alliant/GS mail – (review for bill) asked for Jean's assistance and Ursula will call Liz at GS.

MSC report only.

b. Review and consideration of projects **(ACTION)**

Walley/Stock

- i. California Special District Association CSDA, Jean connected with a person who offered a \$1 membership. Trina mentioned that the CSDA represents all SD, including parks, cemeteries, mosquito abatement, etc. Their information is less specific to RCDs, whereas CARCD is RCD specific and offers more value for her time.
- ii. Spoke with Mandy Parkes and she has another opinion: NACD at \$775/yr offers 2 EASY Technical Assistance grants and they pay the check out up front, we send in progress reports. The Urban as is one of the few changeable grants and involves a phone call to Ariel River.

- iii. Ask Jean for contact person to join NACD for \$1. Jean mentioned that the next Meeting in Chowchilla on June 2nd, might offer more info.
- iv. Jean is shring a booth at the County Fair representing EMRCD with Grasslands. Come visit, June 8-12.
- v. Region 9 (central SJV RCD's) will have a meeting on May 20 or June 3, and all board member are invited.

Discussion Only, no action needed

2. Adjournment at 4:45 pm

NEXT MEETING May18, 2022, 3:00 pm (Hybrid)

Minutes approved:

Board Signature: Shirish Shah Date: 5/18/22

Name: SHIRISH SHAH Title: PRESIDENT