



East Merced Resource Conservation District (RCD)
REGULAR MEETING MINUTES
Wednesday, August 17, 2022
Zoom meeting ONLY
East Merced RCD - admin@eastmercedrzd.org

**EAST MERCED
RESOURCE
CONSERVATION DISTRICT**

REGULAR RCD Board Meeting 3:00 PM - Called to order at 3:19 PM

In Person: None

Zoom Attendees: Shirish Shah, Jean Okuye, Trina Walley, Lynn Sullivan, Reyn Akiona, Trevor Hutton, Alanna Burhans, Jacob Wright, Catie Mong, Emma Adest

Absent: Bob Bliss, Ursula Stock

Oral communications: None presented

Correction to the Agenda: None

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

- a. July 20, 2022 minutes approval and signature Walley
Correction to WF amount, \$213.24, not 177.24 as reported. 213.24 was paid.
- b. Treasury Report for July 2022 Walley
 - i. Balance of \$11,075.83 in account.
 - ii. Did receive cash of zero-interest loan, \$40,000 from CARCD
 - iii. Had borrowed \$7,000 at beginning of the month, advance of \$8,008.00 from line of credit. Paid off from CARCD money at the end of July, \$28,000 in County line of credit.

MSC Motion to approve July minutes and Treasurer's Report 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) Representative Wright
 - i. Working on finishing up contracting applications funded this year.
 - ii. Staffing: Alanna is leaving, last day is 09/02, Wright acting Dist. Conservationist in Merced until new staff comes in, new DC should start in Nov.
 - iii. NRCS focus from Inflation Reduction Act to spend on nutrient management, more allocation to RCPP, SJV RCPP meeting tomorrow (funding available coming fiscal year after October 2023).
 - b. Sustainable Groundwater Agencies (SGA) Okuye/Walley
 - i. Recommendations sent in from DWR for 2020 plan.
 - c. East Stanislaus Resource Conservation District (ESRCD) Walley
 - i. SOILS Education Center progress, 09/22 soft opening
 - ii. USDA Farm-to-School grant received, will continue Farm-to-School program and Junior

chef classes.

- iii. On-Farm Conservation grant, Oct/Nov in-field demonstration., spring workshop/field day sharing baseline + first year data from UC Merced.
- iv. Round 2 for daughter trials, more acreage available.
- v. Irrigation team is working within the CDFA WETA grant w/Madera, East Stanislaus and Merced Counties, There may be additional RCPP selections from this round.

d. Irrigation Special Report

Hutton

- i. Entirely in Merced and Madera Counties in almond and pistachio, going well with 2-3 evaluations every week, for this and next month.
- ii. Distant future - Ursula asked him to start looking at WETA, SWEEP, RCPP grant to manage and will do more office work when Irrigation Evaluations taper off. Average evaluation takes 7 hours with 2 people in the field, then reporting but times vary.
- iii. Updating reporting capabilities to include pistachios, maybe cherries in the future.

e. Manager's Report

Walley

- i. Trina setting up insurance for Trevor, writing up proposal for 60k, pulling agenda data together, doing QuickBooks work and submitting payroll reports to the county.

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

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

Walley

- i. WF Elite Card charge for \$531.58 total. Trina does not have receipts for Amazon orders.
- ii. WETA mileage accumulated by Trevor: charges will all be paid through WETA, represent mileage for evaluations. 1 payments of: \$436.14,
- iii. AFT payments approved, and EMRCD will be receiving them.

MSC Motion to make 3 payments for invoices and reimbursements, 1 of \$105.12 now, and 1 of \$426.46 after Ursula's return, and 1 payment of \$436.14, for WETA evaluation mileage reimbursement MSC (Reyn/Shirish), Passes Unanimously

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

Walley

- i. Jean received an invoice for EPA to pay EMRCD \$11,360.
- ii. Received invoice from Vollmar for \$10,360 which leaves EMRCD with \$1,000.
- iii. Vollmar will have a book completed for EPA and WCB, he has done 7 regions (8 total), with new habitat analysis after rain and online resources available, 2-3 chapters completed and notified publisher. Deadline of 12/31/22. Invite Vollmar to join the meeting and give an update at the next Board meeting.

MSC Motion to pay EPA invoice MSC (Shirish/Reyn), Passes Unanimously

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

Walley

- i. No transactions this month.

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

Walley

- i. No updates.

- ii. Who will do the bookkeeping in the future once Trina has handed the QuickBooks system over to Ursula? New QuickBooks will be set up to reflect the tracking method recommended by the auditor.

(No Action Needed)

e. Pending Grant Applications **(ACTION)**

Walley

- i. MID water trailer for habitat restoration \$15,500. Resolution in Board packet for water trailer - from Merced Irrigation Dist. grant. Jean has collected 3 bids for a water trailer from Garton Tractor in Merced (\$12, 869.17), Garton Tractor in Turlock (\$13,046) - both 1025 gal. tanks on double axle spring suspension, and Kellogg's Supply phone bid in Merced (\$12,699.99). Confirm purchase vs. administrative use of money. Could go up to \$15,000 to increase uses of the trailer, collect additional quotes to bring to the September meeting, goal is to purchase by the first quarter of September. Trevor requested to look over trailer options and parts and give opinion about utility. Jean to get a hard copy of Kellogg's bid.

MSC Motion to approve up to \$15,000 to purchase a water trailer from the cheapest vendor, or one that will offer other inducements (approve a 30 to 90 day credit application, offer a warranty package, or maintenance option) (Reyn/Shirish), Passes Unanimously

- ii. IRWMP outreach \$60,000
Round 2 grant - needs resolution from the Board - total \$60,058.55.
Letter of Support for Merced Irrigation District IRWM grant - EM Stewardship and Education Project, SGMA needs, pilot project in Merced County.
- iii. WCB/CARCD CFP & Habitat Implementation Proposal - Collaborative proposal - Point Blue, Great Valley Seed, Carbon Cycle Institute partners.
- iv. FEMA/CARCD capacity building grant SJV Hub- was declined in July, project not selected.
- v. SALC (Sustainable Agricultural Lands Conservation) grant
Application not ready to submit this year.

MSC Motion to adopt Resolution of the Board for the Round 2 IRWMP grant, and Letter of Support for the Merced Irrigation District IRWMP grant MSC (Shirish/Jean), Passes Unanimously

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

Walley

- i. NRCS request for CEQA assistance
Postponed to next meeting. May relate to grants released at the beginning of next calendar year. May also be CEQA lead for projects - ESRCD has experience in this role (should not be the RCD's only role in the project).
- ii. ESRCD and MCRCD WETA subcontract- already approved, signed for review
No comments.

(No Action Needed)

4. Requirements of the Board

Walley

- a. Adopt resolution AB361 to hold hybrid meeting in Sept. 2022

MSC Motion to Approve Resolution for Hybrid Meetings MSC (Jean/Shirish), Passes Unanimously

b. Tier One Requirements

i. Conflict of Interest and Ethics Training Requirements

May need to do it every two years. Ursula may have certificates saved.

c. Review and consideration of correspondence **(ACTION)**

Okuye

i. Merced County review of Conflict-of-Interest Code - due October.

5. Miscellaneous **(ACTION)**

a. Catie Mong is offering to fill a Board Member seat, but needs to check with Point Blue on potential conflict of interest.

MSC Motion to recommend Catie Mong's application for Board Membership MSC (Jean/Shirish), Passes Unanimously

b. Reyn would like to request the review project details from the Sandy Mush Water Company and Clayton Water District from the Letter of Support for Round 2 IRWMP.

c. Community Garden Update and other updates - water was supposed to be connected on the property but it has not happened yet. It may be waiting on the County MOU. Sweet Potato Festival September 22nd through October 2nd, they are looking for vendors.

d. Jean requests updates to Policy Manual. Trina asks 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 for the drafting and submittal of a letter to the County approving automatic withdrawal of up to \$578 for medical premiums, and paycheck withholding as applicable MSC (Reyn/Shirish), Passes Unanimously

Adjournment at 5:00 p.m.

NEXT MEETING: September 21, 2022 at 3:00pm (HYBRID)

Board Signature: Jean Okuye Date: 9/21/22

Name: Jean Okuye Title: Board Vice President

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Board Signature: _____ **Date:** _____

Name: _____ **Title:** _____