



**SUTTER COUNTY RESOURCE CONSERVATION
DISTRICT BOARD MEETING MINUTES
August 16, 2023**



CALL TO ORDER

Jennifer Sanders called the meeting to order at 12:04 p.m.

ROLL CALL

DIRECTORS PRESENT: Jennifer Sanders, Kelli Evans, Mike Johnston

DIRECTORS ABSENT: Jasdeep Bains

DIRECTORS TARDY:

ASSOCIATE DIRECTORS PRESENT: Donna Johnston

ASSOCIATE DIRECTORS ABSENT:

STAFF PRESENT: Nicole Johnson - Administrative Assistant, Karandave Kang - Project Manager, Rajvir Sahota, Project Specialist

STAFF ABSENT: N/A

ADDITIONS/CHANGES to the Agenda:

- Request to move New Business to item VIII to be addressed before the Closed Session.
- Add the Speak Off and Fall Meeting to Item B under New Business.
- Item VI - Sub Item C - Board Resolutions will be changed to Policy Issues, will be discussed but are not ready for vote.
- Add to New Business - A discussion about Organizational Structure

A motion was made by K. Evans, and seconded by M. Johnston to approve the additions and changes to the August 16, 2023 Agenda. Motion was carried by unanimous voice vote.

PUBLIC PARTICIPATION:

DJ Baker - Yuba County Resource Conservation District

D.J. Baker reported he has been working on Tier 1 Compliance and seeking out grants, especially Forest Management grants. He is also looking into the Almond Growers Grant. He has also been working with a consultant Amy Stork to grow their RCD through a capacity grant. He also discussed the Cal-Recycle project and the new round. There is a large dump site of tires he inspected where the levy district may need to be involved.

CONSENT CALENDAR AND MONTHLY BILLS

Approval of Minutes

The Minutes from July 6, 2023 were reviewed. **A motion was made by K. Evans, and seconded by M. Johnston, to approve the July 6, 2023 Minutes. Motion was carried by unanimous voice vote.**

Monthly bills

Outstanding invoicing of **\$17,619.29**
Budget

There was a discussion about whether checks would need to be reviewed by all board members prior to signature or if it would remain the same policy with two signatures. No change was enacted at this time.

There was a discussion about obtaining an audit quote. There is no auditor working at Sutter County at this time so outside quotes will be obtained. DJ Baker from Yuba County will provide the contact information of the company who did the audit for their RCD so Sutter RCD can obtain a quote for services.

There was a discussion about contracting out for a Bookkeeping service to review the books and provide financial consulting. It was decided that two quotes would be provided at the next Board Meeting, either by a firm in town, or a virtual firm who has experience with Special Districts from a referral from Listserv.

The monthly bills and financial report for the month of July were reviewed. **A motion was made by K. Evans, and seconded by M. Johnston, to approve the July, 2023 financial report. Motion was carried by unanimous voice vote.**

DISCUSSIONS & ACTION ITEMS

There was a discussion about the new Project Assistant position. Interviews were held by Karandave Kang, Kelli Evans and Nicole Johnson. It was decided to offer the position to Estefany Sanchez upon Board approval. **A motion was made by K. Evans, and seconded by M. Johnston, to approve hiring Estefany Sanchez for the Project Assistant Position. Motion was carried by unanimous voice vote.**

There was a discussion about organizing an Ad-Hoc committee to review the by-laws, contracts and policies; and draft an update of the management, organizational, by-laws and policy manuals for review at a Special Meeting. Members assigned to the Organizational Structure Committee were: Donna Johnston, Jennifer Sanders and Nicole Johnson.

There was a discussion about ratifying all active contracts and reviewing the signatory authority and District Policy. Because Sutter County RCD does not have a District Manager/Executive Director at this moment, the authority currently resides with the Board President. The following current active contracts were reviewed. **A motion made by K. Evans and seconded by M. Johnston to ratify and approve all active contracts. Motion passed by unanimous voice vote.**

There was a discussion about The Feather River Grant contract and the consulting contract with Thomas Gast & Consultants for grant writing which was signed by Mike Johnston in Jennifer Sander's absence as SCRCD does not have an executive director at this time. It was decided that all future contracts will be signed in accordance with district policy by the President, or Executive Director if in place, and that all correspondence and invoices with Sutter County and Thomas Gast & Associates regarding the Feather River Project will be CC'd to the Administrative Assistant so SCRCD can stay compliant for record keeping and audit purposes. A Zoom presentation with Thomas Gast and Associates will be scheduled for the next board meeting or on another convenient date prior to the meeting to go over the project specifics.

There was a discussion about the purchase of a quad vehicle for use on evaluations for the MIL grant. **A motion was made by M. Johnston and seconded by K. Evans to approve the purchase of a Polaris Sportsman Quad for 4,500 as quoted to the Project Manager, Karandave Kang for use on evaluations. Motion was carried by unanimous voice vote.**

There was a discussion about the purchase of new office equipment including a computer, keyboard and computer monitor for the new Project Assistant. **A motion was made by K. Evans, and seconded by M. Johnston to approve the purchase of new office equipment to include a computer, keyboard and monitor. Motion was carried by unanimous voice vote.**

There was a discussion about who should have access to the Sutter County RCD office as there are only two keys and Sutter County has the master. It was decided the President and all of the staff (currently three staff, soon to be four and a District Manager when hired) should have access. Donna Johnston volunteered to speak with Sutter County about getting the required amount of keys for the office staff.

Mike Johnston left the meeting at 3:12 P.M and there was no longer a quorum.

There was a discussion about The Annual Plan. It will need to be addressed at the next Board Meeting.

There was a discussion about the Long Range Plan which is in place until 2026 which will be addressed at the next board meeting.

There was a discussion about getting any grants that require resolutions completed in enough time for Board review.

ONGOING DISTRICT BUSINESS

Project Manager Karandave Kang gave an update on Mobile Irrigation Lab. Project Manager Kang reports the MIL project has been very busy. They have done 50 evaluations this year and have met their requirements. He reports that each year, they have to meet 20 evals/reports per year apiece. He gave an update on the Planning Grant. He met with Heather and submitted a Farm Plan and is keeping a template of what a farm plan should look like. He will also perform some evaluations for some Hmong farmers and he has agreed to help out the week of the 22nd with some evaluations. He met with a farmer from the Sikh temple for the Equity grant.

Rajvir Sahota gave a report for WCB Monarch Habitat - she went on a tour of the site. As it is not shovel ready yet, another site may need to be selected. It was suggested that Project Specialist Rajvir should contact Nancy at CARCD to find out about selecting a new site and what that would entail.

Kelli Evans gave an update on the Cal-Recycle program. Kelli worked with Nicole and Rajvir on the administrative aspects of the grant and got it billed out. She is working with DJ Baker with Yuba County RCD and Project Specialist Rajvir on round two for Cal-Recycle should begin soon. There is a video on the project in production. Karandave submitted a Cal Recycle Mattress grant.

Kelli has requested that the Grant sheet is updated to show what grants are ending, pending and which ones are active.

It was decided to move the closed sessions for Karandave Kang's and Nicole Johnson's reviews to the September meeting.

There was a discussion about participating in Farm Day, 2023. The information was given to Yuba County RCD Executive Director DJ Baker to pass along to his board members.

There was a discussion about the Annual Speak-Off and the Fall Meeting. It was agreed that Project Specialist Rajvir would be placed in charge of setting up the Annual Speak-Off. The date for the Speak-Off was set for the next meeting on September 20th, 2023. Project Manager Karandave Kang volunteered to find a venue for the Fall Meeting. Kelli Evans volunteered to find a representative from the Punjabi community to speak at the event.

There was a discussion about creating a digital policy manual, a fiscal report, and reaching out to the Board of Supervisors; perhaps via the Listserv and asking for support.

CLOSING COMMENTS

N/A

ADJOURN

Meeting was adjourned at 3:58 p.m.

Next Meeting will be held on September 20, 2023 @ 2:00 p.m
Sutter County Resource Conservation District - Conference Room
144 Garden Hwy, Yuba City Ca, 9551