

# MINUTES

## REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE YUBA COUNTY RESOURCE CONSERVATION DISTRICT

Held at the Yuba County Agricultural Commission Office

915 8<sup>th</sup> Street, Suite 127, Marysville

**Thursday, June 13, 2018**

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Prior to the call to order, Tim McCoy, Director of Yuba County Administrative Services, handed out YCRCD office keys to the Directors, who signed for them. The key is for an outside door. There is no access to the interior of the building however except for our office. No restroom access is available outside regular business hours. He also stated that our contact address is currently his address (915 8th Street, Suite 119, Marysville, CA 95901). He took a picture of the Board to show that we were off and running. The contact for our webpage updates is Paul Levalle, in the Yuba County Information Technology Office.

### **A. ROLL CALL**

Director Alyssa Lindman called the meeting to order at 1:06 PM at the Yuba County Agricultural Commission Office in Marysville, CA. Roll Call:

	<b>Present</b>	<b>Absent</b>	
<b>Directors</b>	Director Alyssa Lindman		
	Director Gary Fildes		
	Director Doug Neilson		

**Others present:** Tim McCoy (Director, Yuba County Administrative Services), Charles Sharp (foothills resident)

### **B. PUBLIC INPUT:**

Charles Sharp stated that he is here to observe and see how things are going. He interested in any kind of effort to help move the County forward.

## ACTION ITEMS

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### **C. SELECTION OF OFFICERS**

Director Lindman opened the floor to nominations. Director Neilson made a motion, seconded by Director Fildes, to appoint Director Lindman as Board President. Director Fildes made a motion, seconded by President Lindman, to appoint Director Neilson as Board Secretary. Director Neilson made a motion, seconded by President Lindman, to appoint Director Fildes as the YCRCD Financial Officer. All motions passed by unanimous consent.

Board Officers are as follows:

Alyssa Lindman	President
Doug Neilson	Secretary
Gary Fildes	Financial Officer

### **D. CONSENT ITEMS:**

#### **1. Approval of Minutes for Regular Board Meeting of May 9, 2019**

Director Neilson made a motion to approve the minutes with minor editorial changes. These changes were limited to a few misspellings. Director Fildes seconded the amended motion. The motion passed with a unanimous vote.

### **E. FINANCIAL REPORT:**

#### **1. Review of Cash on Hand for the period ending May 31, 2019**

Secretary Neilson presented the end-of-month cash on hand report from the Yuba County Assessor's Office. There was no activity in the last month on our fund (#780) which has a current balance of \$1120.94. Next month and onward, this report will be delivered by our financial officer, Director Fildes. Director Neilson made a motion to accept the financial report as given. Director Fildes seconded the motion. The motion passed with a unanimous vote.

### **F. RESOLUTION #19-1 SPECIFYING BOARD MEMBER(S) AUTHORIZED TO CONDUCT FINANCIAL TRANSACTIONS WITH YC ASSESSOR'S OFFICE AND YC TREASURER'S OFFICE ON BEHALF OF THE YCRCD.**

President Lindman's and Director Fildes' names, with contact information, were added to the resolution. Currently, they are the only Directors allowed to interface with the YC Assessor's and YC Treasurer's Offices. Director Neilson made a motion to accept Resolution #19-1 with added names of Board Member's authorized to conduct financial transactions. President Lindman seconded the motion. The motion passed with a unanimous vote.

**G. SIGNATURES: YC Assessor needs signatures from all Board members for Yuba County Treasury Funds access.**

All Directors filled out the signature card provided by the Yuba County Assessor's Office. The card will be turned in to the Assessor's Office after the meeting.

**H. REVIEW/STATUS OF TIER 1 SPECIAL DISTRICT REQUIREMENTS**

Director Neilson went over a listing of all Tier 1 requirements showing what we have satisfied and what is still outstanding.

We currently have no budget set up. Generally, we need to have a new budget approved by the end of the fiscal year (June 30<sup>th</sup>) for the following fiscal year. However, we can also let the previous budget apply. **Director Neilson will find out if there is a letter that can be written to satisfy this requirement.** The letter will state that our financials are not setup and we have no current income/expenses and cannot currently predict what those might be. We would like to track our income/expenses for the next year and use that as the basis for the following year's budget (i.e., use actuals).

**Director Neilson will investigate what is expected in the Annual Report to the SCO and the Government Compensation Report, also to the SCO.**

The independent audit is only required if the RCD expends more than \$750,000 in Federal Awards. Our RCD expends less but we still need to file a written statement of exemption with the State Controller's Office. We may also need a financial review in lieu of an audit. **Director Fildes will investigate the wording needed in our exemption statement to the SCO.**

**Director Neilson will obtain copies of policies we don't have from other RCDs (via the internet) and create draft policies for YCRCDCD.** These will be presented at next month's meeting for review and, possibly, adoption. The policies include the Reimbursement Policy which is required by the State to satisfy Tier 1 requirements. The other policies, not required by the State, are Associate Director Policy, Bidding Policy, Fee for Services Policy, Investment Policy – including a Reserve Policy, PRA Request Policy, and Volunteer Policy. **Each policy will be treated as a separate agenda item on next month's meeting agenda.**

**Director Neilson will contact LAFCO** to determine what reports and/or additional information they need from us, and the frequency for reporting. **He will also contact the State BOE** to determine what reports they will need from us.

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**DISCUSSION/REPORTS**

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**I. REVIEW OF MINUTES FROM MAY 13, 2019 SNC MEETING CONCERNING YCRCDCD**

President Lindman provided an overview of the meeting between SNC and YCRCDCD. She covered various examples of what kind of a first project we could pursue. There was an extended discussion about what the function of an RCD was and **President Lindman offered to provide copies of a circa 2006 Long-Range Plan describing what types of projects we can take on.** She will also contact Steve Andrew (YWPFC) and Chris Dallas (SNC) about potential project we can now take on.

## **J. DIRECTORS INPUT**

There was a general discussion of how to provide access to the minutes for the public. The minutes are posted at the Government Building in Marysville by the BOS Office. However, YCRCD is a County agency and we need to find ways to make the agenda available across the county. The Board packet is not currently being made available to the public and a solution for that will also be explored. **Director Neilson will check with the County IT Department about posting both the agenda and Board packet on the County maintained RCD webpage.**

There is a need to update our address will and agency that interacts with YCRCD. Currently, many of the notices and contacts that we are receiving are addressed to the Sutter County RCD office on Butte House Road, Yuba City, instead of the County Offices in Marysville. **Director Fildes will make sure the YC Assessor's and YC Treasurer's Offices have our new address.** Director Neilson asked that any notices delivered to Butte House Road be given to him at the monthly meetings and he will make sure they are scanned and added to the growing library of documents we have. **Director Neilson will attempt to notify all the agencies that we have correspondences from or dealings with of our new address.**

We have received a notice from EDD about a past due bill. This bill concerns unpaid State employment taxes associated with a company, Garner & Company, LLC, contracted by a previous Board. The State is now billing us for the \$362.64 due. **President Lindman will contact EDD concerning this bill.**

Several organizations are billing us for membership dues. Our understanding is that, as a newly reconstituted agency we didn't have to pay these immediately. In any case, we have no income now. For instance, CARCD dues totals about \$700 for the year, and the Sacramento Valley Region of RCDs is asking \$100. These memberships are not required for legal reasons, but membership keeps us in the loop for funding and partnership opportunities. We may need to put off memberships to some time in the (near) future when we can afford them. **President Lindman will reach out to the organizations to see what our options are.**

The RCD still needs a computer/laptop. SNC may be able to provide one but we are still checking on that. Also, The RCD still needs a file cabinet for the office. Until we acquire one, scanned and new documents will be stored in the file drawers of the two desks in the office.

**Director Neilson will create a letterhead for the District based on the letter head for other Districts.** This will be in Word format.

President Lindman provided Director Neilson with a collection of recent correspondences from several agencies, some of which require a response. **Director Neilson stated he will scan the correspondences into the computer and provide President Lindman with digital copies of what she gave him. She can then respond to the agencies, as necessary.**

1. Consideration of agenda items for the next meeting.

Director Fildes expressed concern that the existing Personnel Policy doesn't require employees arrested for a crime to notify us until and if they are convicted of the crime. He felt it would be more appropriate that they notify us about the arrest. Currently, the Policy would not specify any disciplinary action to be taken as a result of the notification. **A review of the existing**

**Personnel Policy will be placed on next month's agenda. Director Neilson will acquire an example of a Personnel Policy for comparison.**

**K. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:46 PM. The next meeting will be July 11, 2019 at 1 PM in the Yuba County Agricultural Commission Office.

Respectfully Submitted,

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Douglas J. Neilson, Director/Secretary