

Yuba County Resource Conservation District

Minutes for Regular Meeting held May 9, 2019

Yuba county Agricultural Commissioner's Office, Conference Room

915 8th Street, Suite 127

Marysville, CA 95901

The meeting was officially started, all members were present including guest, Mr. Steve Andrews, Director for the Yuba County Fire Safe Council.

Not on agenda:

NRCD folks were present to open the office that will get set to occupy. Upon walking to the office, we determined there was only outside ascenes with an ID key card. Upon entering the office, we met Timothy McCoy, Director and Purchasing Agent for Yuba County. Timothy stated he was the one we should work for ID cards (which we get at the personnel office there in the complex. Timothy stated he will provide up to four 4 drawer file cabinets and would look into getting telephone and computer communications set up for us. Timothy passed a sign in sheet around; the four Directors of the Yuba County Resource Conservation District (YCRCD) provided name and contact information. All agreed that the office would be great and all we would need was an address and Timothy would obtain that as well. We then returned to the Conference Room to commence the first meeting held under this new Board of Directors.

On Agenda:

Meeting commenced with a motion to amend the agenda to include discussing grant opportunities for about three hours. All were in favor however; Lisa would have to leave at 3:30 but would be back in about an hour. All were in favor.

No public participants or comments.

No prior minutes

No old business: this is the first meeting the YCRCD has had in many years.

New Business: all received the California resource Conservation District "Directors Handbook".

Tier I CARCD items were discussed, it was determined that Ethic's Training/Certification would be needed now and renewed every two years. Form 700 should be submitted right away if not already. Submit the form to Clerk of the Board. (COB) The form 700 would be submitted annually. All have completed the Oath of Office. Copies of certifications should be maintained in the file cabinet in the new office.

In regard to financial standing, it was verified the YCRCD had just over \$1,100.

We will request the annual financial report be waived this first year. A motion to vote was taken and seconded.

Regulations state the YCRCD would not need an independent audit if the financial balance was less the \$150,000; at this point a Financial Report would be required.

Moving through Tier I would require assistance from Yuba County Office of Personnel or the CNRCD website. Mr. Neilson will call LAFCO to determine what reports and additional information they need. It was also mentioned that the agenda should have "Consent Items" listed.

Mr. Nielson will look through Tier I requirements to prioritize which items to address. Tier II will begin once Tier I is accomplished.

The minutes once approved will be legal documents and a copy of the agenda and minutes must be maintained in the new office.

It was motioned that the agenda, minutes and all legal documents be of consistent font, that all could read as legal documents. Aerial was voted to be the font used.

It was identified that the YCRCD need a great deal of foundation work. Policies and Plans will need to be in place. It was discussed that policies will be needed for how we deal with, Personnel, Travel mileage reimbursements, Information requests. Policies will be developed moving forward.

Mission Statement: it was suggested that we find the past statement and go off of it. We did acknowledge changes would be needed.

It was reiterated that agendas be submitted to COB 72 hours before meeting date and if a "Special Meeting" becomes necessary a 24 hour notice to the COB will be needed. COB will always post our agenda inside and outside the YC Government Office.

It was confirmed with Ag. Assistant Commissioner, Todd Quist that Conference Room will be available each 2nd Thursday of the month at 1:00pm. Todd calendared these days for us. This room has state of the art communication media and easily seats 6 people. Todd and Timothy will be working on clearances so we can obtain our ID/Access cards.

Agricultural Commissioner, Stephen Scheer came into the conference room; Introductions were made. We asked if we could receive mail to the new office address. Steve explained there were mailboxes in the mail room and we could have one assigned to us. Only one key would be provided. It was suggested that it be maintained at the front counter of the Agricultural Commission offices. All were in favor.

Project and Grant discussion: The 2008 contract agreement # 08-0618, Hydrilla Extraction was discussed. It was identified on the agreement that there was a time limit : 1/1/2009 to 12/31/2009. Where was the project tracked, are there any reports on the work having been done, was the contract awarded? It has been suggested Sutter County RCD Staff, Stephany Ratner look into this project and report it standing. She would also assist in the management of the project as well. Sutter County will pay her hourly wage. A MOU will need to be established to move forward to have Stephanie work for YCRCD.

Guest, Steve Andrews stated that working with the Sierra Nevada Conservancy (SNC) and the Chi groups there was a \$400,000 grant in place for Fuel Reduction but the Yuba County Fire Safe Council (YCFSC) could not be the financial responsible but YCRCD could be. Another available grant source could be would be with the SNC, Alyssa Brown. She is working with YCFSC for the 2-year funding, but the grant is matching and can be like in kind.

Overall the group realized there are millions of dollars available for funding many different types of grants however the YCRCD will not be able to be involved until it's infrastructure/foundation has been formed and established. First topic will be to know how we would handle any monies. We will contact the Assessor, Richard Eberle to see how to get started.

The additional time was requested so the group could discuss feasible projects to have them in mind when Mrs. Lindman and Ms. Harlow would meet with Mr. Bob Kingman, long time Director of the SNC. Bob is retiring very soon and is eager to work with us and help in any way.

Mr. Neilson volunteered to do computer work such as data input to track details of projects. Project Progress Reports will be required for many if not all grant contracts. He also volunteered to take home and scan all of the documents (3 large boxes) the prior YCRCD's had accumulated. It was noted to be on the lookout for past by-laws, mission statements, and policies.

It was requested that the YCRCD BOD assign positions, position guidelines, duties and tasks as soon as possible. This will be done then By-Laws created and submitted to the YCCOB.

All agenda items were discussed and the meeting was then adjourned.