



**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**March 12, 2021**

A regular meeting of the Board of Directors of the Yuba County Resource Conservation District (YCRCD) was held on **March 12, 2021**, commencing at **9:32 A.M.** The meeting was conducted by Zoom Video Conference and Audio Teleconference.

The Yuba County Resource Conservation District supports the orders and directives from the California Department of Public Health and the California Governor’s Office in the effort to minimize the spread of the Coronavirus (COVID-19).

Governor’s Executive Order N-29-30 enables meetings of legislative bodies to be conducted by way of teleconference.

**ROLL CALL**

Directors	Present	Absent
Alyssa Lindman (President)	X	
Gary Fildes	X	
Deborah Aseltine Neilson	X	

**Others Present:**  
Pa Yang, NRCS

**PUBLIC COMMENT**

Pa Yang provided the Board members with an NRCS update regarding activities related to Yuba County. Pa Yang indicated that she would send a report to the YCRCD with details of these activities (see Attachment A). Director Lindman will discuss the potential for YCRCD-NRCS agreements with Pa Yang.

**CONSENT ITEMS**

1. Approval of the minutes of the February 12, 2021 Regular Meeting, as written.  
A motion was made and seconded to accept the February 12, 2021 Regular Meeting minutes as written. The motion passed with unanimous consent.

**DISCUSSION ITEMS**

2. Financial Report  
Director Fildes reviewed the March 8, 2021 YCRCD Statement of Activity Report and the March 8, 2021 YCRCD Statement of Financial Position Report with the other Board members. The YCRCD currently has a balance of \$14,519.26. Director Aseltine Neilson will

reach out to Dewaina Edens about the status of the task to incorporate YCRCD project budget activities into the YCRCD Quick Books accounting program.

3. Accept Resignation of Jeanene Upton

Director Lindman received a letter of resignation from Jeanene Upton. A motion was made and seconded to accept her resignation. The motion passed with unanimous consent.

4. Foothill Cleanup Program Discussion

Director Lindman indicated that she shared descriptions and photographs of the five properties selected for the pilot project of the Foothill Cleanup Program with a potential contractor. Director Lindman then shared the contractor's (M3 Applications, Inc.) quote for removing the identified non-woody debris from these five properties. The cost per property ranges from \$1800 to \$18,800. Director Lindman will put together a short-form document to submit to the Integrated Regional Water Management (IRWM) group that describes the program and pilot project. The IRWM group will provide feedback on the proposed project and will assist the YCRCD Board to develop the program and identify funding sources. The next opportunity to submit our project short-form is this coming fall, so there is time to develop this short-form document. Director Lindman also shared a draft proposal for the program administrative fee as well as the percent cost-share for the property owner; both are on a sliding scale that is based upon the net annual household income of the property owners. Board members discussed this draft fee and cost-share proposal, with Board members noting that the administrative fee may be too low particularly for the higher income property owners. Board members also noted that the property owners' cost-share should be paid up front, but that this may be difficult for lower-income property owners. Ideas proposed included doing some outreach to the community about cost-share percentages and looking into additional funding opportunities that could subsidize lower-income property owner costs. The IRWM group may have suggestions as well.

5. Consider adopting Resolution 21-3 Naming Authorized Contacts to Conduct Transactions with the Offices of the Yuba County Assessor and County Treasurer

Resolution is a revision of Resolution 21-1. There was no discussion as the revision was minor. Director Lindman made a motion to adopt the resolution. Director Fildes seconded the motion, and it passed with unanimous consent.

6. Consider adopting Resolution 21-4 Authorizing Banking Deposit and Services with Tri-Counties Bank and Designating Board Treasurer as the Signatory Party on the Account Application

Resolution is a revision of Resolution 21-2. A few small changes to the resolution as written were identified. Director Lindman made a motion to adopt the resolution, as corrected. Director Aseltine Neilson seconded the motion, and it passed with unanimous consent.

7. Insurance Update

Director Aseltine Neilson shared an insurance quote she received from Liz Smith at Golden State Risk Management Authority. The quote of \$1765 provides \$50 million comprehensive and liability coverage (with some exclusions) and an addition for cyber coverage. YCRCD would automatically become a member of the Golden State Risk Management Authority once the insurance policy goes into effect. There is a 3-year commitment. The application

requires including a no known loss letter. Director Aseltine Neilson will send the contact information to Director Lindman.

#### 8. Website Update

YCRCD received a grant from the CA Special Districts Association (CSDA) to cover production of a website and training of Board members/staff by Streamline. Director Lindman and Director Aseltine Neilson have communicated with Streamline staff, sharing some ideas on priority needs for the website. The next step is to complete some training sessions provided by Streamline.

#### 9. Board President's Report

Director Lindman indicated that the YCRCD's new laptop is available to Board members/staff in the YCRCD office. The Microsoft Office 2016 software that was purchased through the CA Association of Resource Conservation Districts (CARCD) will not work on this laptop (software is outdated). Once Board members have received the debit cards for the new bank account at Tri-County Bank, the Board can move forward with purchasing an online subscription for Microsoft Office 365. Director Lindman has not been able to contact County Administration staff regarding the type of WiFi available for use in the YCRCD office. WiFi is needed for both the computer and the printer. If it is a public WiFi, then the Board should consider purchasing VPN software if it did not come bundled with the laptop software. Director Aseltine Neilson indicated that she will contact the County Administration staff regarding the WiFi when she next visits the YCRCD office.

Since a copy of the YCRCD bylaws generated by the previous YCRCD Board has not yet been located, Director Lindman will reach out to Sutter RCD board members to get a copy of the Sutter RCD bylaws as this could potentially be used as a template. Meanwhile, Director Aseltine Neilson will look through the boxes of old YCRCD documents again in case copies of these bylaws are available, but just misfiled.

Director Lindman talked to the CA Department of Conservation (DOC) grant manager about YCRCD's grant from DOC. YCRCD cannot bill for administrative overhead until staff time begins to be billed. The YCRCD currently has no administrative staff, but this hopefully will be rectified by this fall if not sooner, and the DOC grant workplan can be revised and the funds reallocated to other tasks. The YCRCD has until October 2022 to spend the DOC grant monies.

#### 10. Director's Comments and Reports

Director Fildes indicated that we need to revise the YCRCD Banking Policy to reflect that the Board Treasurer with approval from the Board President can open a back account.

Director Lindman shared that information on whether or not a Grizzly Corps person will be provided to the Sutter County and Yuba County RCDs will not be known until June 2021.

Director Aseltine Neilson inquired whether the CALPERS Annual Information Report, Government Compensation Report for 2020, and the Statement of Facts to the Yuba County Clerk Recorder and the California Secretary of State had been completed by Jeanene Upton before she left. Director Lindman will check with Jeanene about these forms.

Director Aseltine Neilson shared information on an Assembly Bill that is currently being considered by the State Legislature that would require state agency meetings to include closed captioning services and translation services.

Director Aseltine Neilson shared that she had attended several different webinars that included presentations by staff from other RCDs and that there is an upcoming Monarch Butterfly webinar. She will send out some information to the Board members about these webinars.

The YWPFSC provides reflective road signs for a small donation. During a recent meeting that Randy Fletcher organized, Chi Timber Company offered to cover the donations for 100 of these reflective road signs.

No Board members were able to attend the last YWPFSC meeting, but Director Fildes shared that Steve Andrews will be stepping down from his position as the Executive Director in June 2021.

#### 11. Adjournment

The meeting was adjourned at 10:57 A.M.