

MINUTES

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

**Held at the Yuba County Agricultural Commission Office
915 8th Street, Suite 127, Marysville**

Thursday, July 11, 2019

A. ROLL CALL

Director Alyssa Lindman called the meeting to order at 1:08 PM at the Yuba County Agricultural Commission Office in Marysville, CA. Roll Call:

	Present	Absent	
Directors	Director Alyssa Lindman		
	Director Gary Fildes		
	Director Doug Neilson		

Others present: Charles Sharp (foothills resident)

B. PUBLIC INPUT:

There was no public input.

ACTION ITEMS

C. CONSENT ITEMS:

1. Approval of **Minutes for Regular Board Meeting of July 11, 2019**

Director Fildes made a motion to approve the minutes. Director Neilson seconded the amended motion. The motion passed with a unanimous vote.

D. FINANCIAL REPORT:

1. Review of Cash on Hand for the period ending July 31, 2019

Director Fildes 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 \$1129.08. This amount is split between two sub-accounts, #252.20-00 (\$1110.29) and #280.50-00 (\$18.79).

The Yuba County Controller's Office acquired an exemption from needing out annual Independent Audit for us (Tier 1 requirement), based on the YCRCD expending less than \$750,000 in federal awards.

However, since the RCD met in fiscal year 2018-2019, there is a State Law that requires an independent audit. The County Controller is looking into whether there was a way to bypass this requirement for a number of County agencies (including the RCD) that would face bankruptcy if they needed to perform this audit; the Controller stated that the cheapest audit he was aware of cost approximately \$2500.00. Cathy LeBlanc of the Camptonville Community Partnership offered to investigate sources for funds to help with this and other startup requirements.

Director Neilson made a motion to accept the financial report as given. Director Fildes seconded the motion. The motion passed with a unanimous vote.

E. REIMBURSEMENT POLICY

Director Neilson made a review of the Reimbursement Policies for a number of RCDs across the state. Since our reimbursement policy is dictated by State Law, he chose to present a policy for the San Mateo RCD that simply references those laws (AB 1234). This policy also follows the rates for reimbursement set out in IRS Publication 463. As a beginning step, adopting this policy conforms us to State and Federal Guidelines. If there are specific YCRCD-centric issues that need to be addressed in the future, we will amend the provided Reimbursement Policy.

Director Neilson made a motion to adopt the San Mateo Resource Conservation District Reimbursement Policy. Director Fildes seconded the motion. The motion passed with a unanimous vote.

F. YCRCD LONG-RANGE PLAN

President Lindman presented a copy of a long-range plan from SCRCD with the intention of adding YCRCD-specific goals (Forest Management) and removing non-YCRCD applicable goals. The Long-Range Plan presented is good for the present. We expect that next year, once we are up and going, we will revisit this plan. The Board worked through the document making changes as necessary. Director Neilson will update the Word document to reflect the changes and a vote for acceptance will be held next month.

DISCUSSION/REPORTS

G. LAFCO

Yuba LAFCO representative, Paige Hensley was setting up a meeting between LAFCO and YCRCD with the possibility of others (CARCD, YC BOS) attending as well. LAFCO's John Benoit wished to make a presentation. Paige had no got back to us with details.

President Lindman shared some information she learned at a meeting of the SCRCD, that LAFCO requires a fee from special districts under its jurisdiction. This amounts to 0.257% of the budget.

H. STEVE ANDREWS (YWPFSC) - POTENTIAL PROJECT LIST AND FEEDBACK

Steve Andrews was not present. In his absence, the Board briefly discussed the upcoming deadline for pre-proposals (Aug 5) for SNC's community firewise assessment projects. President Lindman will call Chris Dallas (SNC), and Steve Andrews for further information with the possibility that the RCD may attempt to submit a pre-proposal.

I. AUDIT UPDATE

This update was made as part of the Financial Director's Report (Item D)

J. REVIEW/STATUS OF TIER 1 SPECIAL DISTRICT REQUIREMENTS.

The only outstanding, required item left on Tier 1 is the annual report to the State Controller. Items that are not absolutely required are the LAFCO requirements, and the BOE reporting requirements. Also, as mentioned earlier, the annual audit will still be outstanding (and required) if we are not exempted from the requirement.

K. DUES AND BILLS UPDATE

1. SCO – Government compensation in CA – Agency update
2. CalPERS – Annual Information Request
3. YC Clerk/Recorder – Statement of Facts
4. EDD – State Employment Taxes

We have received dues notices from 3 different RCD groups: Sacramento Valley Region RCDs, CARCD, and the national association of RCDs. President Lindman stated that CARCD is waiving our dues and is hopeful that the other two will follow suit. SCO, CalPERS, and the YC Clerk/Recorder want essentially the same information: the names and contacts of the new Board, and our office address. She responded to SCO and CalPERS and will, shortly, respond to the Clerk/Recorder. EDD had sent us a tax bill (associated with a certain contractor) which President Lindman says we do not need to pay, but we will need to fill out a form included with the bill notice stating we no longer work with the contractor. She knows what information needs to be included on the form and will also send that off shortly.

L. SNC LAPTOP STATUS

SNC was willing to provide us with a laptop but we would need to be part of a State surplus program to actually receive it. We are not part of the program, however. We received the paperwork that we'd need to fill out to become part of the program. There are LOTS of forms and at least one requires a formal resolution from the Board. Once filled out and accepted by the State, we would be able to visit State surplus warehouses and purchase (or otherwise acquire) surplus equipment. State fees related to SNC providing the laptop to us out of the surplus program would cost a minimum of \$100. On top of that, the computer would have been wiped and comes without software installed. We would need to purchase any software (e.g., Microsoft Office) that we'd like on the system. Yuba County Admin Services quoted us \$1000 for a usable system. Both this option seems excessive considering that we could purchase a

loaded system from Best Buy or the like for \$200-\$300 and be ready to roll. We will look into prices of new systems and make a decision next month.

M. DIRECTOR'S INPUT

1. Consideration of agenda items for the next meeting.

President Lindman reported on the SCRC D meeting that she attended. SCRC D had a Director pass away unexpectedly and is now down to three Directors. They are waiting until September to hear about grants they've applied for. If they do not get the grants, they may be closing their doors.

N. NEXT MONTH'S MEETING

Because of scheduling conflicts with August 8th, it was agreed that the agenda for next month's regular meeting will be covered during a special meeting on August 7th.

O. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:12 PM. The next meeting will be August 7, 2019 at 1 PM in the Yuba County Agricultural Commission Office.

Respectfully Submitted,

Douglas J. Neilson, Director/Secretary