

**SUTTER COUNTY RESOURCE CONSERVATION**

**DISTRICT BOARD MEETING MINUTES**

Held at: Sutter County Agriculture Dept. Office

142 Garden Hwy, Yuba City, CA

May 6, 2021 at 12 PM

CALL TO ORDER AND ROLL CALL

**Called to order at 12:10 by Jennifer Sanders, President**

**Kelli Evans**

**Jaz Bains**

**Mike Johnson**

**Elizabeth Gutberlet, Staff**

**Brandon Johnson, NRCS**

ACCEPTANCE OF AGENDA

**Motion to accept the agenda – Made by Mike, seconded by Kelli – motion passes**

PUBLIC PARTICIPATION

**NRCS Update from Brandon: Final Batching period for 2021 is June 9th for all programs, to have everything submitted before selections.**

CONSENT CALENDAR AND MONTHLY BILLS

1. Approval of the minutes of the April 1, 2021 and April 8, 2021 meetings.

**Meeting minutes not available – will have to be approved at the June 3rd meeting**

1. Payment of monthly bills.
	1. CARCD bill **- $150 dues for Sac Valley Region RCD, additional contributions needed for annual speak off competition. Suggestion to pay $200 to Sac Valley RCD, covering $150 dues and $50 donation.**
	2. Invoice from CARCD for Elizabeth **- $1,090.75 to cover Elizabeth’s time from Feb 1st to Feb 28th.**
	3. NAQI Invoice 3 - **$3,212.43 for our third invoice from NAQI, balance under NAQI is $10,526.00, anticipated to cover us until the end of fiscal year, agreement ends Sept 30th**
		1. **Jen would like board members to initial bills to confirm that bills have been reviewed and are good to be paid, with motion to approve payments and to confirm that directors are reviewing bills.**
2. Cash Flow Projection (Kelli) **–**
	1. **River Valley Bank Account: $10,804.88**
		1. **Final Payment for Cal Recycle**
		2. **Bills going out for grant research, stickers, stamps, staples**
		3. **Contractor payment**
		4. **Ending total $15,748.78 in checking**
	2. **County Account - $16,775.88**
		1. **First Check from NRCS - $6,284.82**
		2. **Ending Balance - $23,016.76**
	3. **County funds may need to be transferred into River Valley Account, three incoming reimbursements still due to us from NAQI, Specialty Crop Hub**

**Mike moves to approve the consent calendar, Jas seconds, motion passes**

DISCUSSION AND ACTION ITEMS: **Discussion about project management: suggestion to have two assigned board members per project to keep board members updated, etc. to prevent brown act violations**

1. Ongoing Project Updates:
	1. Nature bowl update.
		1. **Coming to the end of Nature Bowl (May 14th), participant list will be turned in after then, next year is expected to be back to normal (in terms of COVID)**
		2. **Senior Project idea for Nature Bowl, start to advertise in Sept of 2021 for 2022 Nature Bowl**
	2. Resource Day
		1. **Coming up on June 4th in Kmart Parking Lot, need to provide pop up tent (Jas) from 11-2, providing tacos and drinks, booths present, we’ll give freebies and paperwork**
		2. **Resources to hand out: money for pamphlets may be available from some of our grant funding, consider asking Liz from Colusa where she gets her pamphlet material – be sure not to cover NRCS topics**
		3. **Cal-recycle flyer, consider doing a flyer for each program that we’re supporting, Monarchs, Specialty Crop Hub, etc.**
		4. **Contest for showing up: sign up for email list and be entered into giveaway, or do card drawing**
	3. Cal-recycle
		1. **Completed for the year, but starting over next month. Same project, just refunded for the new fiscal year.**
		2. **Some people already signed up for next fiscal year but still would like to advertise for sign-ups, by July, we will be finalizing our list of participants for Sutter and Yuba counties.**
	4. NAQI
		1. **Victor has been working for us, Elizabeth will be working with Pa soon, too**
	5. Specialty Crop Hub
		1. **Still reaching out to growers, left some messages, need to return some calls**
		2. **Punjabi translators and videographer have responded, videographer is available to translate for Spanish speaking. Liliana has not responded to our outreach to hire her.**
		3. **Funds from this grant can be adjusted to appropriately pay our translators**
		4. **Base payment for contractors for a set of hours, up to X hours**
		5. **Extension for Hub Project until April 30, 2022**
	6. Colusa-Yuba-Sutter Monarch Grant Collaboration
		1. **$35,000 for 3 county collab, Yuba will be getting slightly less funding since they are not entirely in the focus area**
		2. **Two funding cycles, summer and winter**
		3. **Master Gardeners are good resource for this grant, UC Davis also**
	7. Parkway Project
		1. **Letter of support from STAPOC(?) for Feather River system to American River system to connect**
		2. **Awards were supposed to be awarded in April, still have not heard, waiting on CDFA**
2. New Projects
	1. **Technology grant, CA Special District Association – some funding available ($3,000) for different disadvantaged low budget special district to purchase office equipment or items that will help the RCD to grow**
		1. **PA system**
		2. **QuickBooks**
		3. **Printers, laptops, etc**
	2. **Accounting needs to be more consistent; QuickBooks would be a good tool for this, especially with our merger with Yuba RCD**
		1. **Discuss this at our next meeting**
3. Update discussion on merger with Yuba RCD.
	1. Form Consolidation Task Force **– Form a committee to meet outside of monthly board meetings to consolidate Sutter and Yuba into one RCD**
		1. **3-4 Months of work anticipated to be ready to approach LASCO to combine our RCDs; need to provide meeting minutes, financial information, reason to combine, etc.**
		2. **Kelli moves to appoint Mike and Jen to consolidation task force, Jas seconds, motion passes**
4. Discussion to purchase new printer for RCD office.
	1. **Mike moves to approve purchase of HP Office Jet Pro 9018 All in One Print, Scan, Copy, Fax, Jas seconds, motion passes.**
5. Discuss memorial for Lynette Filter
	1. **Plaque or bench, brick at fair grounds, etc.**

MISC. STAFF AND DIRECTOR REPORTS:

ADJOURNMENT. **Meeting adjourned at 1:27 PM**

**Next Meeting to be held June 3rd, 2021**