**SUTTER COUNTY RESOURCE CONSERVATION**

**DISTRICT BOARD MEETING MINUTES**

**December 20, 2023**

 **DRAFT**

**CALL TO ORDER**

Jennifer Sanders called the meeting to order at 2:00 p.m.

**ROLL CALL**

**DIRECTORS PRESENT:** Jennifer Sanders**,** Kelli Evans, Mike Johnston, Tom Barnes

**DIRECTORS ABSENT:** Jasdeep Bains

**DIRECTORS TARDY:**

**ASSOCIATE DIRECTORS PRESENT:** Donna Johnston

**ASSOCIATE DIRECTORS ABSENT:**

**STAFF PRESENT:** Karandave Kang - Project Manager, Rajvir Sahota, Project Specialist, Estefany Sanchez, Project Assistant, Administrative Assistant, Nicole Johnson

**ADDITIONS/CHANGES to the Agenda: N/A**

**A motion was made by M. Johnstson, and seconded by K. Evans to approve the December 20, 2023 Agenda. Motion was carried by unanimous voice vote.**

**PUBLIC PARTICIPATION:**

N/A

**CONSENT CALENDAR AND MONTHLY BILLS**

**Approval of Minutes**

The Minutes from September 20, 2023 and the September 29, 2023 Special Meeting were reviewed. **A motion was made by M. Johnston and seconded by K. Evans, to approve the September 20, 2023 and the September 29, 2023 Special Meeting minutes. Motion was carried by unanimous voice vote.**

**Bank Balance RV - $44,947.52**

**Sutter County - $14,471.74**

**Outstanding bills $70,849.28**

**Outstanding invoicing $23,424.79**

There was a discussion about the remaining amount in the budget for the Equity grant now that it is nearing the end. There was a discussion about keeping the format for all of the budgets and reports in the board packets as consistent as possible and making it a priority to create a budget template to keep the Board informed of overall cash flow projections on a monthly and quarterly basis.

The monthly bills and financial report for the month of November were reviewed. The financials will be under review.

There was a discussion about obtaining an auditor for past and upcoming audits. Two CPAs agreed to review financial records and gave their recommendations and preliminary quotes based on the records they reviewed. Michael Shimizu stated that he could audit 2023 (and that would go into 2022) and likely include some of the financial records from past years but the focus would be on 2023. His costs are typically 5000 to 7000 per year. Larry Bain was contacted about obtaining an audit. He said he is willing to do Special district audits but is booked until June 2024. He is aware of our circumstances and requested a copy of our 2016 audit to get an idea of where we are. The last completed audit done in 2016 was sent via email to him and he will review it. Rates for his services are 1,500 to 3,000 per year based on what other RCD’s have been charged. Smith and Newell was contacted for an audit but they no longer do RCD audits. Ageras CPA, Cody Rivalli provided a quote of 7,775 per year, and Nigro & Nigro - Paul Kaymark provided a 10,000 per year quote but said they did not have any availability at this time. There was a discussion that the audit could be done by two CPA’s, Michael Shimizu for the current year and Larry Bain for the previous years as he isn’t available until June, 2024. The Board will review the budget before making a final decision.

**A motion was made by K. Evans and seconded by M. Johnston to approve and sign Resolution 2023-2 to change the date, time and location of the Sutter RCD Board Meetings to the third Wednesday of the month at 2PM to be held at the Sutter RCD Office located at 144 Gibson Ave, Yuba City, CA. Motion was carried by unanimous voice vote. President J. Sanders signed the resolution.**

There was a discussion regarding electing a delegate to represent Sutter RCD for the Second Annual Business Meeting.  **A motion was made by M. Johnston and seconded by K. Evans to elect Jennifer Sanders as Sutter RCD’s delegate. Motion was carried by unanimous voice vote.**

There was a discussion about the bid proposals for the Monarch Habitat locations. The Board reviewed the proposals but tabled further action for the next board meeting.

There was a discussion about ratifying the new UC grant that will fund the new District Manager’s position for the next two years.  **A motion was made by M. Johnston and seconded by K. Evans to approve and ratify the UC Grant. Motion was carried by unanimous voice vote. President J. Sanders will upload the signed documents onto the G. Drive.**

**ONGOING DISTRICT BUSINESS**

Project Manager K. Kang gave an update on Mobile Irrigation Lab. They are still getting calls for evaluations of SWEEP Grant requirements. Project Manager K. Kang advised that Jeff Knutson will start doing the pump efficiency tests. Project Manager Kang will begin training and job shadowing for Pump Efficiency Training on February 21-23, 2024 and March 6-8th, 2024. Afterwards he can potentially job-shadow with Joe from Solano County.

Project Manager Kang reported that he will be working with NRCS on the CAPGP grant two Heathy Soil and three Carbon Farm Plans.

Program Manager Kang updated that activity inHSP/SWEEP program has slowed down right now but is expected to pick up in the next month. Funds in the program were recently divided between three counties when Yolo County joined the collaborative so our funding was reduced. We have been approved for the next round of the SWEEP program in a collaborative between 4 counties which includes Sutter, Yuba, Butte and Yolo counties. The actual contract and numbers for the contract are pending.

Project Specialist R. Sahota reported that the application round for the CUSP Drought Grant will open up on October 13, 2023. She has had a number of farmers apply and has done a lot of community outreach.

Project Specialist R. Sahota gave an update on the Cal-Recycle program. She and DJ Baker in Yuba County are working with local property owners to complete the applications for the new round, which is due January 9, 2024.

Project Specialist R. Sahota gave an update on the Equity grant. She stated She and Project Assistant Estefany S. attended the Sikh Parade and it went very well. The soil tunnel was well received. They did a lot of publicity for the RCD and increased our exposure.

 President J. Sanders gave an update on the UC Grant which funds the District Manager position. It was briefly staffed but is now again vacant. In the interim, Project Specialist Rajvir Sahota has been working under this grant to fulfill some of the requirements but the position will be posted again in January.

Director M. Johnston gave an update on the Feather River Parkway. The project has been pre-approved for filing for the Wildlife Conservation Grant. A special meeting needs to be scheduled to sign a resolution to approve the application accepting grant funds from the Wildlife Conservation Fund for the Feather River Side Channel Restoration Planning Project.

There was a discussion about the Sacramento Valley Regional Fall Meeting. Attendance was good. All of the districts reported it was a great event. There was a discrepancy in the amount that was charged for the main dishes at the venue and how much was charged. The restaurant charged 25 per person x 40, but we don’t charge per RSVP. Kandi did not send a list of attendees yet. We have approved the amount by Star of India by CARCD and we will deal with the situation retroactively. President J. Sanders reports she will bring a the amount owed to the next board meeting.

Audubon Field Day - Project Specialist R. Sahota attended the Audubon Field Day in Winters California at the Bobcat ranch and gave an update. There was a monarch habitat there, as well as birds, cows, horses and other animal habitats to represent many different grants and how they are implemented and represented (for example - forestry habitat, monarch, ranch, soil, bird, etc). They host one each year for RCDs.

CARCD Conference - Attended by Rajvir Sahota and President Jennifer Sanders - Project Specialist Rajvir Sahota gave an update and reported that it was a great event. She met with many different directors and other people from different RCD’s and other counties. She learned a lot about applying for different grants, and learned about collaborative efforts. There were a lot of resources she was able to find for programs, teaching, training and grants. President J. Sanders discussed the nominations and voting for CARCD and the bylaws at the annual meeting. Nominations were sent to the RCD via paper ballot and the vote should be on the January agenda.

Almond Conference - The staff for Sutter RCD were all in attendance for the Almond Conference. The event went well. We made a lot of contacts through our booth and passed out fliers and answered questions.. Sutter RCD made connections with Punjabi Radio through Rajvir’s contacts. Project Manager Karandave Kang made connections with Tom Duvall and Joe from Solano to further his work with Mobile Irrigation and Pump Evaluations.

**CLOSING COMMENTS**

N/A

**ADJOURN**

The regular meeting was adjourned at 4:19 p.m. to closed session to review employee evaluations.

Next Meeting will be held on January 17, 2023 @ 2:00 p.m

Sutter County Resource Conservation District - Conference Room

144 Garden Hwy, Yuba City Ca, 9551