

MONTHLY BOARD MEETING

Monday, June 26, 2023, 3:00 pm to 5:00 pm

Clovis Memorial Building – Room 2, 453 Hughes, Clovis, CA & Via MS Teams

Meeting Minutes

- I. Call to Order** President
- A. Director roll call
Quorum: Gary Temple, Pete Lassatovich, Matt Hurley, Alan Fry
- B. Introduction of guests
Staff: Karin Roux, Kelly Kucharski, Tanner Michaelson, Daisy Guzman
Guest: Micheal Kazzi(NRCS), Erin Cappuccino, John Heywood
- II. Approval of Minutes for May 22, 2023** Directors
Director Fry makes motion to pass the May Minutes, Director Hurley seconded the motion, all voted in favor and motion passed unanimously(4-0)
- III. Public Comment for any item not on the agenda (No action can be taken)**
Alan Fry made a comment to add the pledge of allegiance to the beginning of the meeting.
- IV. Partner Reports**
- A. NRCS Report
- a. NRCS reported an obligation deadline with over 77 contracts for this period. They are working with Fresno Irrigation District. SRCDs New Hire, Mason Roth, will be starting at the NRCS office July 3rd to give them time to get caught up with work and used to changes in their office.
- V. SRCD Board Action Items and Discussion Topics – (I): Info / (A) Action**
- A. Financial Management
- 1) Sierra RCD Annual Budget - Fiscal Year 2023/2024 **(A)** Co-Eds
Co-Eds explain the new fiscal year budget. Starting with expenses which now includes staff wages and staff fringe benefits. Under fringe health benefits, payroll taxes and workers compensation was included. In office expenses, there was a slight increase in the 23/24 projected which includes correct office phone billing, vehicle maintenance and the addition of SRCDs new Auberry office. There will potentially be an office insurance expense added if SRCD finds a right for SRCD Co-EDs went over different parts of the budget including consultant fees. In revenue it was insured that only revenue that was secured was included.
Director Hurley makes motions to pass the budget up until further review in December, Director Fry seconded the motion, all voted in favor, and motion passed unanimously.(4-0)
 - 2) QuickBooks Online Transition **(A)** Roux
Extend contract with Susan Werner to October 2023
Accountant Consultant Susan Werner is needing an extension in contract to finish the transition to online QuickBooks.
Director Fry makes motion to extend Susan Werners contract till October, Director Lassatovitch seconded the motion, all voted in favor and motioned passed unanimously.(4-0)
 - 4) Update on Change Authorized Signatories on bank accounts **(I)** Roux
All changes in authorized signatures on bank accounts have been completed. Umpqua Bank signers are Kelly Kucharski, Karin Roux, Alan Fry. Central Valley Community Bank signers are Kelly Kucharski, Karin Roux, Alan Fry and Tanner Michealson
 - 5) Review and/or Approval Department of Finance Covid19 Fund **(A)** Hurley
The department of Finance is asking to certify the documents & application given were truthful.
Director Temple makes a motion to allow director hurley to sign and manage the contract of the covid-19 Fund, Director Fry seconded the motion, all voted in favor and motion passed unanimously.
 - 6) Update on SAM.gov renewal **(I)** Roux
The renewal was successful till next renewal period.
- B. Benefits Policies **(A)** Roux
- 1) Revised- Health Benefits

Reduced the waiting time from 6 months to 3 months. There were changes in wording to be up to date with HR State Laws

2) Revised - Paid Public Holidays

3) Paid Sick Leave

There were changes made to follow state standard. Different rates for Full-time and Part-time employees.

4) Paid Vacation

State law does not require vacation leave but do have a say in the case the workplace applies the benefit. Part time employees will also be able to accrue vacation time as well. The Directors want to add a clause that states the Districts encouragement to have employees take vacation time off each year although accrual for multiple years is allowed.

Director Lassatovitch made a motion to approve the modifications to the benefits with the added added clause at the Board Meeting, Director Temple Seconded the motion, all voted in favor, and motion passed unanimously.

C. Executive Leadership

Co-EDs

1) Organizational Chart **(I)**

Kelly SRCD went over the District Organizational Chart where it lists the Board of Directors, Executive Directors, Program Managers, Project Managers, Project Assistants.

2) CARCD Consultation Co-Leadership Model **(I)**

Through CARCD, Kelly and Karin have gotten free leadership consulting which ends with recommendations to make the RCD stronger. There was a recommendation to move away from Co-Executive Directors and define roles better.

3) Executive Leadership Model Recommendation **(I)**

Karin and Kelly will come up with a recommendation for the Future of the District Executive Leadership.

D. Forestry and Watershed Program **(I)**

Kucharski

1) Projects highlights

2) Resiliency Center and Field Office

The Auberry office had a soft launch in the beginning of June. They are hoping to have an Open House on July 6th. They will need a permit of occupancy to officially open as a Resiliency Center, hoping to get it by the 6th. Tanner Michealson(SRCD) is also working on grant writing to PG & E.

3) New Employee

Rebuilding Grants program needs a lot of contracting work. Tanner has selected a new assistant who will be working as a building contractor. They will be overseeing the contracting that needs to occur to complete rebuilding in different areas.

VI. Financial Reports:

A. Monthly Reports **(I)**

Treasurer/Roux

VII. Adjournment – Next Meeting: Monday, July 24, 2023 – at Clovis Veterans Memorial Room 2 & via MS Teams

To make changes/additions/corrections please email: Daisy Guzman dguzman@sierrarc.com