MONTHLY BOARD MEETING
Monday, August 28, 2023, 3:00 pm to 5:00 pm
Clovis Memorial Building – Room 2, 453 Hughes, Clovis, CA & Via MS Teams

AGENDA

I.   **Call to Order**   *President*
       A. Pledge of Allegiance
       B. Director roll call
             Pete Lassotovitch, Alan Fry, Gary Temple, Matt Hurley
       C. Introduction of guests
             Staff: Kelly Kucharski, Tanner Michaelson, Daisy Guzman
             Guest: Mikhael Kazzi, John Heywood
       D. Core Values: Stewardship, Responsibility, Innovation   *Kucharski*
             Review of core values

II.   **Approval of Minutes for July 2023 (A)**   *Directors*
             Add time for August 28th board meeting
             Director Fry makes a motion to pass July Board Meeting minutes, Director Temple seconded the motion, all voted in favor and the motion passed unanimously. (4-0)

III.   **Public Comment for any item not on the agenda (No action can be taken)**

IV.   **Partner Reports (I)**
       A.   NRCS Report
             a.   New DC getting onboarded that has worked with NRCS in the past as a conservationist. Continuation of training with Mason to start site visits. In 4-6 months, they might have new conservationist.

V.   **SRCD Board Action Items and Discussion Topics – (I): Info / (A) Action**
       A. Vote to hire Kelly Kucharski for District Manager & job description **(A)**   *Directors*
       Director Temple makes a motion to hire Kelly Kucharski as District Manager of Sierra RCD, Director Lassatovitch seconded the motion, motion passed by majority vote. (3-1) (Hurley votes "No")
       Director Hurley makes a motion to approve the job description for District Manager presented by Director Hurley, Director Temple seconded the motion, all voted in favor and motion passed unanimously. (4-0)
       Directors discussed the title change from Executive Director to District Manager.
       B. Financial Management
            1) Auditor and Certified Public Accountant **(I)**   *Kucharski*
       Discussion of moving on from current CPAs to a new CPA. Recommendations were brought up. District Manager Kelly Kucharski will look into different options for SRCD.
            2) QuickBooks Online Migration **(I)**   *Roux*
       An update report was given to Board of Directors detailing progress of QuickBooks Online Migration. Set to finish with training by second week of October with possibility of extending contract if more time on work is needed.
       C. SRCD Programs Updates
            1) Creek Fire Recovery Project **(I)**   *Kucharski*
       Chelsea Hutchens (SRCD) is planning a new project. The funding is through USDA grant that is a reimbursement process through quarterly reports offering prescription treatments on private lands. There is $180,000 in contract that is budgeted for this project. There is a forester on the team that will oversee the CEQA process. Director Hurley mentions the idea of hiring a CEQA professional.
            2) SRCD Procurement Policy **(A)**   *Kucharski*
       Looking for approval for a procurement policy that was presented on. The discussion is to adopt an interim procurement policy and revisit at the next board meeting.

Director Hurley made the motion to adopt the interim procurement policy until further review, Director Fry seconded the motion, all voted in favor and motion passed unanimously. (4-0)

3) Valley Community Economic Resilience Fund Climate & Environment Report **(I)**   *Roux*

SRCD Staff, Kelly and Karin, were funded by CERF to complete the environmental section of the report.

4) New Employees and Interns **(I)**   *Kucharski*

There was a brief introduction on newest employee hires and College Corp interns.

Community Programs Manager – Yasmin Mendoza

Creek Fire Recovery Collaborative Assistant - Mary Chepo

Outdoor Equity Programs Assistant - Xiomara Montanez

Forestry Field Assistant – Amy Demello

5) Biomass Utilization Project & Farm of the Future **(I)**   *Heywood*

There are opportunities to have programs funded. SRCD Biomass equipment could be loaned off to programs if the SRCD Board of Directors and District Manager are on board. West Hill College Coalinga campus has a Farm of the Future program. They are interested in utilizing supplies that SRCD has like Power labs gasifiers. There are meetings set with Farm of the Future to go over what can be expected.

6) Creek Fire Recovery Collaborative (CFRC)

    a. Final Report Rebuilding Grants and Logs to Lumber **(I)**   *Michaelson*

$25,000 project is complete. Logs to Lumber is a $30,000 project for 30 sheds, with 13 already built and 5 to 10 projected to be completed by next year.

    b. PGE Presentation & Firewise Picnic **(I)**   *Michaelson*

Kelly and Tanner gave a presentation to supervisors on the creek fire community effort. PGE was the main sponsor of the logs to lumber project last year. Tanner has been working with Chelsea to introduce the 168hwy side of the RCD to Firewise. Efforts include the planning of the 2ⁿᵈ Firewise Picnic.

    c. CFRC Transition Plan **(I)**   *Kucharski*

Will be transitioning Tanner out of Covid-19 grant funding through fundraising. District Manager sent a report to Board of Directors on her plan on how to move forward from CFRC.

D. Host Texas TALL September 14ᵗʰ, 2023 **(A)**   *Kucharski*

    Texan TALL will go up to Big Stump and have a tour at Sequoia National Park and then have a dinner with SRCD. SRCD will plan the dinner along with give small presentations on SRCD programs.

Director Hurley motioned to host Texas TALL in September at Director Lassotovitch's property and not exceed budget of $800 for food, Director Lassotovitch seconded the motion, all voted in favor and motioned passed unanimously. (4-0).

E. NRCS Local Working Group   **(I)**   *Kucharski*

    NRCD asked SRCD to create a local working group. The goal is to come up with an NRCS contact for the RCDs around.

F. Grant Proposals, Reporting, Partnerships **(I)**   *Kucharski*

SRCD is catching up on grant reporting. District Manager is implementing new internal systems to get up to date reporting done.

VI.   **Financial Reports:**

A. Monthly Reports **(I)**   *Treasurer/Kucharski*

VIII.   **Adjournment – Next Meeting: Monday, September 25, 2023 – 3pm at Clovis Veterans Memorial Room 2 & via MS Teams**

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

    To receive additional information about topics discussed or reports please email: Daisy Guzman dguzman@sierrarcd.com