



MONTHLY BOARD MEETING MINUTES

Monday, January 22, 2024, 3:00 pm to 5:00 pm

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

Minutes

- I. Call to Order** *President*
- A. Pledge of Allegiance
- B. Director roll call
Pete Lassotovitch, Alan Fry, Gary Temple, Matt Hurley, Joe Denham
- C. Introduction of guests
Kelly Kucharski (SRCD), Deep Singh (NRCS), John Heywood (SRCD), Daisy Guzman (SRCD)
- D. Core Values: Stewardship, Responsibility, Innovation *Manager*
- II. Approval of Minutes from October 2023 (A)** *President*
- Director Hurley moved to approve minutes with added changes noted, Director Fry seconded the motion, 4 voted in favor (Fry, Hurley, Temple, Lassotovitch) 1 abstained (Denham), motion passed by majority vote. (4-1)
- III. Public Comment for any item not on the agenda (No action can be taken)**
- IV. Partner Reports (I)**
- A. NRCS Report. Invitation to meet California State Conservationist in Fresno on January 30th
- V. SRCD Board Action Items and Discussion Topics: (I) Info / (A) Action**
- A. Welcome District Director Joe Denham (I) *Manager*
- B. Financial Management and Reports *Manager*
- 1) Approval for District Staff Accountant Position and Certified Public Accountant (A)
- Accountant Susan Werner will be working in town with Kelly Kucharski (SRCD) during the next few days to make necessary changes in QuickBooks Online. Moving forward, Kelly Kucharski asked for a motion to hire a permanent Staff Accountant. The position will be part time at first. Director Hurley advises that Staff Accountant gets hired at a later time when SRCD has the accounting work sorted out for new hire to take over.
- Director Hurley moved to hire a temporary contract bookkeeper not to exceed \$18,000 for 90 days to assist Susan Werner in project completion, Director Fry seconded the motion, all voted in favor and motion passed unanimously. (5-0)**
- 2) Financial Audit Status (I)
- Financial Audit FY 22-23 is currently in progress.
- 3) Review of Quick Books Online and Quick Books Time (I)
- District Directors will receive invitations to review reports through Quickbooks Online. SRCD Staff have implemented Quick Books Time for payroll tracking, which will specify payroll billed to each grant.
- C. Approval for County Clerk – Change COI to District Manager instead of Executive Director (A) *Manager*
- The Executive Director title needs to be changed to District Manager in the Conflict of Interest Code for the County Clerk to issue a valid Form 700.
- Director Denham moved to approve the changes needed on the District Conflict of Interest Code, Director Temple seconded, all voted in favor and the motion passed unanimously. (5-0)**
- D. District Policy Updates *Manager*
- 1) Procurement Policy Delineation of Board Approval for Discretionary and Grant Funding (A)
- District Manager Kelly Kucharski was given a copy of the previous SRCD procurement policy and suggested a change to keep what the old policy had in place.
- Director Lassotovitch moved to go back to past policy levels, Director Temple seconded the motion, all voted in favor and motion passed unanimously. (5-0)**
- a. Prop 1 Round 2 Alder Springs Contract Approval (I)
- There will be a project to improve water quality in Alder Springs by connecting two wells.

2) Lunch Break Policy (A)

Staff will be notified of the meal break policy that is now included in this handbook revision. The handbook was updated to reflect State law. All handbook revisions must be approved by the Board of Directors.

Director Denham moved to approve staff handbook changes and any changes that come up to comply with state and federal law, Director Fry seconded the motion, all voted in favor and motion passed unanimously. (5-0)

3) Record Retention Policy (I)

Kelly Kucharski (SRCD) was given a template Record Retention Policy to review for the District. Director Hurley will be checking in once he receives information on a previous Record Retention Policy.

E. Grant Project Resolutions

Manager

1) Cal Parks Outdoor Equity Program Round 2 – West Fresno Center Sweet Potato Project (A)

Kelly Kucharski (SRCD) submitted a grant proposal seeking Round 2 funding for the Cal Parks Program without a signed Board Resolution. Kelly presented on the project plans and sought Board approval to officially submit the board resolution.

Director Hurley moved to adopt resolution next in order, Director Denham seconded the motion, all voted in favor and motion passed unanimously. (5-0)

2) CALFIRE Forest Health 23-24 – Kaiser East Restoration Project (A)

SRCD has applied for the Forest Health grant for the Sierra National Forest for a 2,000 acre mechanical thinning, piling, and biomass utilization project.

Director Hurley moved to adopt the resolution next in order, Director Denham seconded the motion, all voted in favor and motion passed unanimously. (5-0)

3) San Joaquin River Conservancy (SJRC) Work Services and Interagency Agreements (A)

Manager

a. Fire Fuel Reduction Work Services Agreement (I)

SJRC is interested in an interagency agreement for SRCD to perform a Fire Fuel Reduction Project on Conservancy lands. The SJRC is considering another project under the agreement. The agreement and contract are being drafted. Kelly (SRCD) requested approval to continue with the interagency agreement and subsequent contracts.

Director Fry moved to approve an agreement with San Joaquin River Conservancy, Director Hurley seconded the motion, all voted in favor and motion passed unanimously. (5-0)

F. District Programs Organization and Projects Overview (I)

Manager

The District Manager reviewed the projects currently funded and recent submissions.

F. Approve 2024 Board Meeting Schedule (A)

Admin Assistant

February Monday 26th

March Monday 25th

April Monday 22nd

May Monday 20th

June Monday 24th

July Monday 22nd

August Monday 26th

September Monday 23rd

October Monday 28th

Director Denham moved to approve 2024 Board Meeting Schedule, Director Temple seconded the motion, all voted in favor and motion passed unanimously.

H. Biomass Utilization Workshop for the CA Jobs First Catalyst Fund (I)

District Advisor

Director Denham moved to hold a workshop on Biomass Utilization, Director fry seconded the motion, all voted in favor and motion passed unanimously.

I. Closed Session: Public Employment

Manager

a. 2024 Public Employee Compensation Structure (A)

b. Public Employee Performance Evaluation District Manager (I)

VI. Adjournment – Next Meeting: February 26th, 2024 – at Clovis Veterans Memorial Room 2 & via MS Teams

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