

MARIPOSA COUNTY RESOURCE CONSERVATION DISTRICT (MCRCD)
Regular Meeting of the Board of Directors
MINUTES

Date: Wednesday, January 2nd, 2019 @ 2:00 PM

Location: Mariposa County Resource Conservation District Office, 5039 Fairgrounds Road, Mariposa, CA 95338

Directors present: David Mecchi, Lyle Turpin, John Schroeder and John Carrier

Directors absent: None

Associate directors present: None.

Associate directors absent: None.

Staff present: Melinda Barrett, Vicky Cole.

Guests: NRCS: Robyn Smith, Austin Welke. Elaina Cromer – Point Blue.

Call to order: 2:00 PM by MCRCD Board President David Mecchi.

Public communication: None.

Minutes:

(M) John Schroeder to approve the November regular meeting minutes with a correction on Lyle Turpin's report; (S) Lyle Turpin. No discussion followed. Ayes: John Schroeder, Lyle Turpin, John Carrier. Nays: None. Motion approved.

Correspondence: 1) Received by mail: From SDRMA (Special District Risk Management Authority) the 2019 California Labor Law Poster which was posted. 2). Received by mail: SDRMA. Change in Employer Pull Notice Program. We don't use that program. 3). Received by email: From USDA (United States Department of Agriculture) to inform about a lapse in appropriation for the federal government. This situation affects the WIG grant and we cannot get reimbursed. We also cannot apply for the new WIG grant. We don't know how long we have to wait. Related to this discussion, Robyn Smith (NRCS) said that we can bill everything on our NRCS contracts but we don't know when payments will be made. She said NRCS is not shut down and RCD is doing work for NRCS so it will get paid eventually. Melinda said we cannot afford to pay salary and then wait to get reimbursed, and she asked for something in writing from NRCS. Directors asked if we can submit timesheets to the Auditor's Office and Melinda answered timesheets for employees that get paid from other grants that have money. Melinda explained that Katy and Dan get paid from NRCS grants and we don't have the funds to wait a couple months for reimbursement. S said one of the accounts has not received reimbursement for work done before the shutdown. Lyle Turpin said we should give a memo to employees explaining the situation. John Schroeder commented that RCD is who hold the employee's contract not NRCS and John Carrier added that is our responsibility to notify those employees that we don't have the ability to pay due the government shut down and explain to them that they have a few choices: to continue to work with the understanding that they will get paid in the future but when that is going to happen is currently unknown, or they can stay at home and don't get paid and wait until we get funds and then come back to work. John Schroeder and Lyle Turpin agreed.. The board agreed to write a letter for the NRCS employees. John Carrier will write a draft for Vicky. After the letter is ready, David will notify the employees.

Information Items and/or Special Guests: None.

Staff reports:

IRWMP: Written report submitted by Melinda.

NRCS: Written report submitted by Robyn.
Point Blue: Written report submitted by Elaina Cromer.
MCRCD: Verbal report submitted by Vicky.

Directors Reports:

John Carrier: He doesn't have anything really new to report, but he got all the dead trees at his property removed.

Lyle: He said he has dead trees too, big oaks, that's why he was curious when Elaina was talking about managing Oak Woodlands. She explained that they were doing restoration and planting trees, different variety of Oak trees, methods, when is the best time to do it, etc. She was doing that with Straw team, John Schroeder asked about the team and she said they have some people at the Point Blue Office. Another subject was about water rights, a meeting is coming in the first week of April and they are going to explain a strategy for how to measure pond levels and Lyle explained it. At the end of his report he said we need more rain, high country is looking good and we need a good spring.

John Schroeder: He usually talks here about his video grant but this time he gave a Forestry & Fuels report. They got a crack at the proposal from Fire Safe Counsel for the CCWPP and he suggested again to get Hazard Assessment expertise and finally they said ok. He said he always adds something on his video grant about CCWPP. He said we need to get involved with the public.

David: He's been doing what Vicky request, she calls or text asking to sign papers and he comes and gets it done.

Future Agenda Items: Personnel Policies Draft.

Subcommittee Reports:

Personnel: Lyle and David met to get discuss some of the issues that we have on personnel. On personnel policies they made a few changes, the first one is the office hours now are **8:00 AM to 4:00 PM** with one (1) unpaid hour for lunch. Flex time is still the same, when an employee needs to work outside of normal hours, it has to be requested in writing with the Personnel committee or Board President. Second, on sick leave, number 1, Entitlement, point 3; Accrued paid sick leave shall carry over to the following year of employment and **WILL** be capped at 48 hours or 6 days. Number 2, Usage, third point; "An employer **WILL** limit the use of paid sick days to 24 hours or three days in each year of employment", after three (3) days of sickness a doctor's note is required. We didn't address the cash value; we have to do some calculation later. Annual Leave change to **Vacation**, and 1. Entitlement, point 2, accrued annual leave shall carry over to the following year of employment, we added "limited to 48 hours or 6 days accrued leave allowed to take at time of termination or voluntary departure." 2. Usage, point 2; an employer shall provide annual leave upon the oral or written request of an employee **depending on work load and seven (7) day advance notice of request**. Also we will add another bullet saying "**We will not pay for vacation time on termination or voluntary departure**". David asked the directors if they want to add more changes and John Carrier suggested typing the changes and sharing with everyone, so they can comment for the next board meeting. We will add the Directors policy that Melinda request last board meeting also. David talked also about Katy Casner's letter that she submitted after the last board meeting. He was planning to talk with her today but she's absent. David has a couple questions, one is that she's requesting to increase her rate to \$21.50 but the budget on her grant that she's has a maximum rate of \$19.45 including fringe. David will explain to her that we can only pay what we have on the agreement and this organization cannot give her a full time position or pay more. David asked Vicky to search what the law says about full time positions and suggested using the EDD website (Employment Development Department). **Another change in the Personnel Policies is to change the number of hours for part time position and full time position.**

Robyn said that for this agreement the rate cannot change; in a future agreement we can suggest an increase. For this agreement we have certain amount that if we increase the rate we will spend the money more quickly. John Carrier asked if in the future we can increase rates and David explained that we have always the same amount for agreement that amount not change, Robyn seconded that. David commented that he wished the RCD could pay more money but the reality is that we don't have that kind of money.

Finance: Nothing in particular, just that we need more revenue. We will continue monitoring so we don't go over budget but the margins are very tight.

Grants: Melinda is busy working on all new grants applications, plus working on all the existing grants. She asked us if we can help her getting as many support letters as possible and provided a draft support letter. She said it's very complicated to work on all the reports and at the same time work on the new grant applications. She's working on a CAL FIRE Forest Health grant program, the new WIG program, the new DOC Watershed Coordinator grant, and she commented that if we get that one we have salary for two years.

Forestry & Fuels Management: John provided a handout. The grant proposal basically talks about two phases. Phase 1 is about existing PowerPoint presentations and we will convert them in videos. So far he has done speaker notes, he has a few pending- the first one is brush control, and he will work on this one with Peter. He explained that he showed the presentations to an expert that does videos. The handout shows a list of future PowerPoint presentations that he might do and he put on the top the three that he thinks are the most important, CAL FIRE CFIP and NRCS EQIP, Hardening Residences, what you can do to fire proof your house. Another thing that changed is our standard presentation model, he wanted to do live presentations, but one thing he learned is that have a human being deters the presentation. His expert showed him a few videos on YouTube that use images, bullets with voiceover, video clips with audio particularly in the introduction and at the end and he decided that he's going to use that model as his standard presentation. There are two goals, education and a call to action, and the second one is more important. We want something to sell, change a behavior, is more than education so the steps to follow are keep it simple, hook the viewers early and keep them hooked. Last he talked about the purchases, a Sony camcorder and memory cards. He struggled with the credit limit card so he will plan his purchasing in the future.

Policy: None.

Financial Reports:

Action Items:

Directors Policy Update: The Mariposa County Resource Conservation District will charge a rate of \$65 - \$75 to compensate for the time of any Director whose expertise or approval authority is required to implement any grant, agreement or contract entered into by the organization. Rates will be determined by the degree of complexity, effort and additional research, education, or investigation necessary to satisfactorily complete the task. Funds secured in this way will be used to support the ongoing operation and activities of the Mariposa County Resource Conservation District. (M) John Schroeder to approved Directors Policy Update. (S) Lyle Turpin. Ayes: John Schroeder, John Carrier, Lyle Turpin. Nays: None. Motion approved.

Discussion: Rent Contract: David will talk with Brian Bullis, Fairgrounds CEO/Manager about it. Lyle suggested to talk with Brian about fixing the rain gutters, the building is getting damaged but David said we have to fix it, the cistern is our project. David said he will fix it. Plants: Discussion about what to do with leftover native plants, either donate them or sell them.

Melinda will share a list of the remaining plants with the Master Gardeners to see if they want to purchase.

Adjournment: Meeting adjourned at 4:00 PM (M) John Schroeder, (S) Lyle Turpin. Ayes: David; John Schroeder, John Carrier. Nays: None. Motion approved.

Submitted by: Vicky Cole

Date Approved: 02/06/2019

Recorded minutes of this meeting are available in the RCD office. Persons with disabilities who require alternative means of communication or assistance should contact our office at above number, at least 5 days prior to the event. An equal opportunity provider and employer.

MCRCD Mission Statement

The mission of the Mariposa County Resource Conservation District is to encourage and facilitate cooperative solutions to local resources conservation issues and projects. By providing leadership, the Mariposa County Resource Conservation District works with all stakeholders to find solutions that conserve the basic natural resources of Mariposa County. To further this aim, the Mariposa County Resource Conservation District provides technical assistance to landowners, carries out informational activities, seeks and implements grants and other funding sources, and develops cooperative alliances with other agencies and community organizations.