

**Board Meeting Minutes for**  
September 10th, 2024  
Conference Room – Ag Center  
883 Lakeport Blvd. Lakeport CA 95451

**CALL MEETING TO ORDER**

**CALL MEETING TO ORDER** Randall Krag of the LC RCD Board of Directors, calls the meeting to order at 9:05 a.m. Jing Wang will take the Minutes.

**Directors Present:** Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez

**Directors Absent:** Jim Bridges [Retiring]

**Others Present:** Jing Wang, Erica Lundquist (NRCS), Julia Sullivan, Megan McCluer-Lopez, Ken Ling, Carlos Soler, Noah Cornell

**1. INTRODUCTIONS** and consideration of extra items not appearing on the posted agenda.

- **(See Item 7)**

i. **Add Agenda Action:** 4.6 VOTE on Approval of Application for NACD-NRCS TA Funding Extension

**2. PUBLIC INPUT & BUDGET HEARING** - Anyone may speak for 3 minutes on a subject not on the agenda; no action will be taken by the Board.

- Shula introduced Shoreline Communities. Community survey from the Lake County 2050 General Plan under the auspices of the County of Lake Community Development Department. There are 8 different surveys reflecting distinct areas of Lake County. Shula stated that the surveys are available online or in printed form, and wanted to make the board aware of it.

**3. BOARD REVIEW AND UPDATES**

3.1 ROLL CALL on Written Project Reports by Staff

- Julia received all written staff reports in the prior week and compiled them into a single packet for the board's viewing, which received positive feedback from the board.

- Merry Jo inquired about the acronym list, which Julia replied is in the shared drive and will send a link out to the board members after the board meeting.
- Julia held regular meetings for staff during August, which included an all staff zoom meeting, and Financial meeting for all staff.
- Julia is meeting with partners inside & outside of the county.
- GrizzlyCorps fellow member, Estefania, is starting next Monday.
- Julia is hopeful to send an offer letter to a new Program Manager, who will start in a few weeks.
- Kate expressed positivity in Wren's expanded capacity in Forestry.

### 3.2 ROLL CALL on Ongoing Projects with Board Hosts

Randy Krag – Present

- Randy brought up the subject of invasive weed, at which Julia is following up in person with Larry & Greg onsite the following day.
- Ken inquired about the statuses of the projects on the LCRCO website, at which Julia stated she will send out some summaries.

Harry Lyons – Present

- Harry gave a status update on Trout in Classroom, which is no longer allowed to expand.

Kate Schmidt-Hopper – Present

- Kate stated that an ongoing process is recruiting Ken Ling.

Shula Shoup – Present

Merry Jo Velasquez – Present

Jim Bridges - [Retiring]

### 3.3 UPDATE on Financial Transition - Carlos/Megan

- Carlos Soler, CPA. Gave a presentation on the financial reports of the last fiscal year (FY23-24), including the June 30<sup>th</sup> Balance Sheet. Carlos also gave a brief explanation of cash vs accrual accounting., accrual being new for the new fiscal year (FY24-25).
- Carlos also briefly explained Accounts Receivable, Accounts Payable, Restricted Funds, and Cash Advances (deferred revenue) that were deposited into the County Treasury.

- Merry Jo asked about negative and positive numbers in the financial reports, especially the negative amount in retained earnings in the June 30<sup>th</sup> Balance Sheet. Carlos explained these were for adjustments of the last fiscal year, and are cleaned up in the next Balance Sheet of the new fiscal year.
- Randy asked if there is a full reconciliation of the last fiscal year in QuickBooks. Carlos stated, no, that would include too much muddy information.
- Carlos presented the July Profit & Loss statement, which is on an accrual basis.
- Carlos stated that there is a cash discrepancy with the County, and that the County might need to fix their numbers.
- Carlos went on to present current A/R and A/P reports.
- Harry inquired about what a standard financial reporting system might look like. Carlos stated that there would be a Balance Sheet, a Profit & Loss report, a Current Activities against Budget report, and perhaps other items based on the discretion of the board.
- Carlos noted that cash reserves at the County Treasury are not being invested and do not generate income.
- Harry stated that the County has provided great oversight and guidance to the RCD since its wilderness days.
- Megan presented a Profit & Loss By Customer spreadsheet Report, which gives detailed reporting on income and expenses categorized by Projects.
  - The Board was greatly impressed by this detailed report, which shows the financial progress of all the Projects, and is good for looking for discrepancies and accounting errors. Julia stated that it's a great resource for her, especially in tracking General Ops expenses.
  - Randy inquired and received an understanding that deferred revenue doesn't appear in Profit & Loss reports.
  - Merry Jo asked that, if PDFs are made for reports, please make sure everything is legible and easy to understand, perhaps with a legend for colors, etc. Megan concurred.
- Megan also presented a Checks and Other Payments report to the Board, which all used to be signed and approved by the Board.

### 3.4 UPDATE on NRCS Activities - Erica Lundquist

- Erica gave an update on current NRCS activities, she stated that she is currently finished with the contract phase and is moving forward into the planning phase, especially with Noah onboard. NRCS will be offering a Resource Conservationist position in Lakeport instead of Soil conservationist position, which might bring about a broader range of candidates.

### 3.5 UPDATE on Hiring and Onboarding – Kristen Murphy (via Zoom)

- N/A

### 3.6 UPDATE on Soil and Water Specialist – Noah Cornell

- Noah gave an introduction of himself: Personal, Education, and very extensive Professional experience. Noah currently lives in Lake County, and is happy to be working for the regional community. Noah stated that everybody has been very supportive during his onboarding.

### 3.7 UPDATE by Executive Director – Julia Sullivan

- See **3.1**

### 3.8 UPDATE from President and Directors

#### **Randy Krag- (Present)**

**Harry Lyons- Reported on progress for signature cards for our Westamerica accounts.**

**Kate Schmidt-Hopper- SALC Zoom meeting information and link to recording shared with President Krag and ED Julia Sullivan. Future Tribal Grant Partnership opportunities possible**

#### **Shula Shoup- (Present)**

**Merry Jo Velasquez-** Merry Jo gave an update on working with CARCD-Kuulanapo, TERA, and capacity building programs for the Land Trust.

### **4. ACTION – Includes discussion.**

#### 4.1 VOTE on Approval of August 13th, 2024 minutes

**Motion to Approve Minutes of the [August 13th, 2024], Board Meeting:** Kate Schmidt-Hopper

**Seconded:** Merry Jo Velasquez

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

#### 4.2 VOTE on Acceptance of Financial Reports - Megan, Jing

**Motion to Approve:** Merry Jo Velasquez

**Seconded:** Kate Schmidt-Hopper

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

Financial Manager Megan McCluer-Lopez Stated that:

To be expected in future:

- Financial reports will always be uploaded to the server the Thursday before the Board Meeting.
- Financial reports will be as follows, on an accrual basis:
  - Balance Sheet, from last day of two month's prior (e.g. Sept Board meeting shows July financials)
  - Profit & Loss, two month's prior
  - Accounts Receivable Aging
  - Accounts Payable Aging
  - Bill Payments/Checks
  - Budget vs Actuals
  - Profit & Loss spreadsheet by Customer, two month's prior

4.3 VOTE on Resolution 2024-03, Financial Authorities – Megan

(Based on summary of Financial Policies already approved by a prior Board Meeting.)

**Motion to Approve:** Harry Lyons

**Seconded:** Shula Shoup

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

4.4 VOTE/Sign on County Signature Cards

**Motion to Approve:** Kate Schmidt-Hopper

**Seconded:** Merry Jo Velasquez

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

4.5 VOTE/Sign WestAmerica Signature Cards

**Motion to Approve:** Kate Schmidt-Hopper

**Seconded:** Merry Jo Velasquez

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

4.6 VOTE on Approval of Application for NACD-NRCS TA Funding Extension

**Motion to Approve:** Merry Jo Velasquez

**Seconded:** Harry Lyons

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

## **5. SAFETY MEETINGS – RANDY**

- Randy led a discussion on Yellow Jackets, Wasps, and Bees. Which were duly noted by the board members.

## **6. DISCUSSION – Does not include action.**

### 6.1 Priorities for policy adoption

- Executive Director Julia is hopeful she will have more to discuss on this subject during the next board meeting. She has purchased a Sample Policy Handbook, which will help with detailing policies that need to be written, and update existing policies. Julia noted that a Full Draft of LCRCO Policy Handbook will be completed by the end of the year.

### 6.2 Permissible ED activities without Board approval

- This subject is covered by the Financial Approval form just signed. Julia asked what the board members would like to know for grants above \$500,000. The board members expressed that they would like to make sure the new grants align with the goals set out by the RCD, and that the grants are within RCD capacity. Megan mentioned that several grants require Board Resolutions or at least letters of support from the Board.
- Julia stated that the NACD-NRCS TA funding is expiring, an effort is being made to reapply for funding for the same amount. The application deadline is at the end of September. (See Board Approval, 4.6)

### 6.3 Potential date change for monthly Board meetings so as not to conflict with County Board of Supervisors meetings, which also occur on Tuesday mornings

- The board discussed an alternate potential date for monthly Board meetings, perhaps Thursday mornings. This might be included as an agenda item for next month's board meeting.

### 6.4 General discussion

- None

## **7. NEW BUSINESS**

- The board motions to go back to Item 1, to add an Agenda Action
- **Motion to Approve:** Harry Lyons
- **Seconded:** Kate Schmidt-Hopper
- **Aye:** Unanimous
- **Nays:** None
- **Absent:** None
- **Abstained:** None

#### **8. CLOSED SESSION**

- None

#### **9. ADJOURN**

**Motion to Adjourn:** Merry Jo Velasquez

**Seconded:** Harry Lyons

**Aye:** Unanimous

**Nays:** None

**Absent:** None

**Abstained:** None

**10. 12:00 PM LUNCH at STONE FIRE PIZZA - Retirement Party and thank you presentation to Alma de Paredes**

The meeting was adjourned at 11:32 a.m.