



**Madera/Chowchilla
Resource Conservation District
Post Office Box 531
Chowchilla, CA 93610**



OFFICERS

Norman Kuhr, President
Matt Angell, Vice President
Erik Herman, Treasurer
Tim Coelho, Director
Jay Bellach, Director
Mike Delaguerra, Director
Laurel Angell, Manager

Special Board Meeting Agenda Wednesday December 9, 2020 – 12:00 to 1:30

Madera Pumps (limited capacity) AND via Zoom

**Due to safety and health guidance for Covid 19, the Special Board Meeting in-person session will be limited in participants and will comply with local guidelines and protocols for social distancing and other protective measures.
RSVP is required for in-person to ensure compliance.**

**Board Members may also choose to attend virtually.
A Zoom link will be provided as an option for Board Members and will be sent to all participants the day before the meeting**

**Anyone who wishes to attend the meeting or make public comments may do so virtually:
Please contact LANGELL@landstewardsproject.org for link and access.**

Brown Act Compliance for Special Meeting (link) According to the Brown Act, “Special meetings are meetings called by the presiding officer or a majority of the legislative body and may be held at any time subject to a 24-hour notice requirement. Such written notice must be delivered to each member of the legislative body (unless waived in writing by that member)...Only the business set forth in the notice may be considered at the meeting.”

I. Roll Call and Introductions

- Call to Order

- Flag Salute
- Roll Call

II. Review and Approval of Meeting Agenda

- Special Meeting December 9, 2020 Agenda
 - Additions
- Handout for meeting is **Memo of December 1, 2020** titled: *“Recommendations to Establish and Institute Structure and Independent Operations for Madera/Chowchilla RCD - Memo for Special Board Meeting discussion on 12/9/20”*

III. Discussion Topics and Action Items

This special meeting was called to specifically focus on a discussion and action items for the RCD Board to determine how best to build the RCD to meet this new funding level, and work to institute a transparent and independent structure for RCD program and organization operations moving into 2021.

***For discussion please Reference Memo of December 1, 2020** titled: *“Recommendations to Establish and Institute Structure and Independent Operations for Madera/Chowchilla RCD - Memo for Special Board Meeting discussion on 12/9/20”*

- **Structure and Personnel (setting things up): See page 3 to 6 in Memo**
 - **Recommendations for Structure/Discussion:**
 - **Model & Structure**
 - Keeping it small/contracts v employment (model of other RCDs)
 - **Personnel**
 - Manager, Part Time (see contract discussion)
 - Accountant/Bookkeeper (professional bookkeeping/accounting experience)
 - Technical Provider
 - AmericaCorps Ag
 - Other potential contractors:
 - Website manager
 - Monthly Note-taker
 - **Laurel: Next steps**
 - Contract
- **Budget and Accounting: (setting up accounting and budget) See memo pages 5 - 6**
 - Setting up and best practices
 - Audit/Accountability
 - Develop and Present Budget to next Board meeting:
 - Take current individual budgets and integrate for overall budget to be presented to Board in January.
 - Invoicing for first workshop



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- **Fundraising and Sustainability: See memo pages 2 – 3, specifically recommendations section**
- **Compliance: See memo page 6**
 - All Board Members are currently up to date on their terms; most terms until 2022
 - All documents on the operation and business of the RCDs are being kept in binders that are located at the FSA office at **425 N. Gateway, Ste. K, Madera**. This is working as a public place for these records. We will need to ensure that they have been kept up to date per Stefani Dias.
 - All monthly meeting agendas and minutes are posted on the website in accordance with the Brown Act and FSA office once open.
 - Training
 - All members except for Mike Delaguerra (who is current) will be signed up and need to do both Ethics and Harassment training in January, 2021.
 - Laurel will provide further information in January.
 - Form 700 should all be done (only need to do the first page) and sent to Stefani for filing
 - Laurel: Update general policies in January
 - Laurel: Update annual/long term plan to present to Board in February
 - Insurance renewed in October 2020 and good for new year
 - Laurel check in to confirm that our work we are starting is covered
 - Legal description (something we might need to pay for at some point)

IV. Plan to Report out to Regular Board Meeting on Wednesday, December 9, 2020 at 5:00PM

V. Adjournment: Next Meeting: December 9, 2020; 5:00pm Farm Service Agency Office, 425 N. Gateway, Ste. K, Madera OR ZOOM