

**Minutes of a Regular Meeting¹
of
The Natomas Basin Conservancy**

October 6, 2021

**Offices of the Natomas Basin Conservancy
(Meeting held via Zoom)
5:00 p.m.**

BOARD MEMBERS

PRESENT:

= attended

= did not attend

- Melinda Bradbury
- Chandra Chilmakuri
- David Christophel
- Steve Cohn
- Michael Johnston
- Chris Norem
- John Shirey
- Paul Squires
- Gabrielle Stadem

**STAFF/LEGAL
COUNSEL/IT
CONSULTANT**

PRESENT:

John Roberts, Kim Burns, Jennifer Skupic, and Yvonne Melkonian

Ed Quinn, Best Best & Krieger LLP; and Spencer Rees, iGuys Consulting

GUESTS:

Nick Avdis, Michelle Havens, Neal Hay, Cheryle Hodge, Debra Jones, Doug Libby, Ian Perkins-Taylor, and Dylan Wood

EXECUTIVE SESSION

Executive Session was held for real estate.

CALL TO ORDER

Shirey called the Regular Meeting of the Board of Directors to order at 5:15 p.m., noting a quorum was present. Shirey noted that Board member Nancy Johnston had resigned from the Conservancy's Board, as she had moved to the east coast.

PUBLIC COMMENTS

Shirey called for public comments. None were heard.

¹ Notice of meeting posted on TNBC website.

APPROVAL OF MINUTES AND CONSENT ITEMS

Shirey pulled the following items from the consent agenda: Bolen South tree removal; Giant garter snake habitat feature; Proposed changes to the Internal Financial Controls Policy; Proposed revision to the Travel and Other Expense Reimbursement Policy; and Proposed amendment to the Land Dedication Checklist. Two consent agenda items were moved together: approval of the August 4, 2021 Board of Directors meeting minutes; and Silva South well destruction.

(Res.21.10.01) On a motion by Chilmakuri and a second by Cohn, the Board unanimously approved the August 4, 2021 Board of Directors meeting minutes and Silva South well destruction.

Board members

- | | |
|--|--|
| <input type="checkbox"/> Melinda Bradbury | <input checked="" type="checkbox"/> Chris Norem |
| <input checked="" type="checkbox"/> Chandra Chilmakuri | <input checked="" type="checkbox"/> John Shirey |
| <input checked="" type="checkbox"/> David Christophel | <input type="checkbox"/> Paul Squires |
| <input checked="" type="checkbox"/> Steve Cohn | <input checked="" type="checkbox"/> Gabrielle Stadem |
| <input checked="" type="checkbox"/> Michael Johnston | |

Vote symbols

- | | |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | = "aye" vote |
| <input type="checkbox"/> | = "no" vote |
| <input type="checkbox"/> | = not present |
| <input type="checkbox"/> | = abstain or recuse |

Bolen South tree removal. Shirey requested more information on the Bolen South tree removal consent agenda item. Skupic apprised the Board this vendor was the lowest bidder and no Swainson's hawk nests were disturbed during the removal. Staff sought ratification of the \$13,600 expenditure for the Bolen South tree removal.

(Res.21.10.02) On a motion by Shirey and a second by Chilmakuri, the Board unanimously ratified the expenditure of \$13,600 for the Bolen South tree removal.

Board members

- | | |
|--|--|
| <input type="checkbox"/> Melinda Bradbury | <input checked="" type="checkbox"/> Chris Norem |
| <input checked="" type="checkbox"/> Chandra Chilmakuri | <input checked="" type="checkbox"/> John Shirey |
| <input checked="" type="checkbox"/> David Christophel | <input type="checkbox"/> Paul Squires |
| <input checked="" type="checkbox"/> Steve Cohn | <input checked="" type="checkbox"/> Gabrielle Stadem |
| <input checked="" type="checkbox"/> Michael Johnston | |

Vote symbols

- | | |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | = "aye" vote |
| <input type="checkbox"/> | = "no" vote |
| <input type="checkbox"/> | = not present |
| <input type="checkbox"/> | = abstain or recuse |

Giant garter snake habitat feature. Christophel requested more information on the Giant garter snake (GGS) habitat feature consent agenda item. Roberts and Skupic reviewed the project details and funding with the Board. The GGS habitat feature would be located near Pond O on the Conservancy's BKS tract and would be paid for from grant funds specifically for GGS habitat.

(Res.21.10.03) On a motion by Christophel and a second by Shirey, the Board approved the Giant garter snake habitat feature on BKS totaling \$12,000.

Board members

- | | |
|--|--|
| <input type="checkbox"/> Melinda Bradbury | <input type="checkbox"/> Chris Norem |
| <input checked="" type="checkbox"/> Chandra Chilmakuri | <input checked="" type="checkbox"/> John Shirey |
| <input checked="" type="checkbox"/> David Christophel | <input type="checkbox"/> Paul Squires |
| <input checked="" type="checkbox"/> Steve Cohn | <input checked="" type="checkbox"/> Gabrielle Stadem |
| <input checked="" type="checkbox"/> Michael Johnston | |

Vote symbols

- | | |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | = "aye" vote |
| <input type="checkbox"/> | = "no" vote |
| <input type="checkbox"/> | = not present |
| <input type="checkbox"/> | = abstain or recuse |

Proposed changes to the Internal Financial Controls Policy. Shirey requested more information on the proposed changes to the Internal Financial Controls Policy consent agenda item. Staff informed the Board the main change proposed was adjusting the Executive Director's signing authority from \$10,000 to \$25,000. Cohn noted the \$10,000 amount was set by a previous Board nearly 20 years ago and comparing similar organizations, a limit of \$25,000 was common. Record of expenditures is available to the Board in the monthly financial statements. The Compensation and Governance Committee reviewed the policy and recommended the full Board approve the change.

(Res.21.10.04) On a motion by Shirey and a second by Chilmakuri, the Board approved the changes to the Internal Financial Controls Policy, including adjusting the Executive Director's signing authority from \$10,000 to \$25,000.

Board members

- | | |
|--|--|
| <input type="checkbox"/> Melinda Bradbury | <input checked="" type="checkbox"/> Chris Norem |
| <input checked="" type="checkbox"/> Chandra Chilmakuri | <input checked="" type="checkbox"/> John Shirey |
| <input checked="" type="checkbox"/> David Christophel | <input type="checkbox"/> Paul Squires |
| <input checked="" type="checkbox"/> Steve Cohn | <input checked="" type="checkbox"/> Gabrielle Stadem |
| <input checked="" type="checkbox"/> Michael Johnston | |

Vote symbols

- | |
|--|
| <input checked="" type="checkbox"/> = "aye" vote |
| <input type="checkbox"/> = "no" vote |
| <input type="checkbox"/> = not present |
| <input type="checkbox"/> = abstain or recuse |

Proposed revision to the Travel and Other Expense Reimbursement Policy. Shirey requested more information on the proposed revision to the Travel and Other Expense Reimbursement Policy consent agenda item. Staff informed the Board the main change proposed was excluding the Executive Director's health care premiums from other reimbursements subject to a cap of \$1,000. The Compensation and Governance Committee reviewed the policy and recommended the full Board approve the change.

(Res.21.10.05) On a motion by Cohn and a second by Chilmakuri, the Board approved the revision to the Travel and Other Expense Reimbursement Policy, notably excluding the Executive Director's health care premiums from other reimbursements with a cap of \$1,000.

Board members

- | | |
|--|--|
| <input type="checkbox"/> Melinda Bradbury | <input checked="" type="checkbox"/> Chris Norem |
| <input checked="" type="checkbox"/> Chandra Chilmakuri | <input checked="" type="checkbox"/> John Shirey |
| <input checked="" type="checkbox"/> David Christophel | <input type="checkbox"/> Paul Squires |
| <input checked="" type="checkbox"/> Steve Cohn | <input checked="" type="checkbox"/> Gabrielle Stadem |
| <input checked="" type="checkbox"/> Michael Johnston | |

Vote symbols

- | |
|--|
| <input checked="" type="checkbox"/> = "aye" vote |
| <input type="checkbox"/> = "no" vote |
| <input type="checkbox"/> = not present |
| <input type="checkbox"/> = abstain or recuse |

Proposed amendment to the Land Dedication Checklist. Shirey requested more information on the proposed amendment to the Land Dedication Checklist consent agenda item. Staff informed the Board the main changes proposed related to title insurance, the carrier used, and the policy amount. The Compensation and Governance Committee reviewed the policy and recommended the full Board approve the change.

(Res.21.10.06) On a motion by Chilmakuri and a second by Cohn, the Board approved the amendment to the Land Dedication Checklist.

Board members

- Melinda Bradbury
- Chandra Chilmakuri
- David Christophel
- Steve Cohn
- Michael Johnston

Vote symbols

- = "aye" vote
- = "no" vote
- = not present
- = abstain or recuse

ACTION

Bennett North tract groundwater well repair. Management reviewed the need for well repairs on the Bennett North groundwater well. The well efficiency has declined over the years, most notably this year. Staff proposed the expenditure of \$30,000 for the well repair.

(Res.21.10.07) On a motion by Christophel and a second by Chilmakuri, the Board unanimously approved the expenditure of \$30,000 to repair the Bennett North well.

Board members

- Melinda Bradbury
- Chandra Chilmakuri
- David Christophel
- Steve Cohn
- Michael Johnston

Vote symbols

- = "aye" vote
- = "no" vote
- = not present
- = abstain or recuse

Biological monitoring for prey-production project. Management reviewed with the Board the proposed prey-production monitoring research project on the Conservancy's Lucich South tract. Management recommended ICF International conduct the research on a three-year contract with two one-year options to renew for \$29,937 per year.

Christophel noted this was to demonstrate proof of concept and was a classic adaptive management action. He also suggested making this an annually renewable contract, with results to be reviewed by the Board annually, for a total of up to five years.

(Res.21.10.08) On a motion by Christophel and a second by Johnston, the Board unanimously approved a contract of \$29,937 for the first year with ICF International to conduct prey-production monitoring research on the Conservancy's Lucich South tract, and for management to only approve subsequent year work if the survey results warrant, for a maximum of five years.

Board members

- Melinda Bradbury
- Chandra Chilmakuri
- David Christophel
- Steve Cohn
- Michael Johnston

Vote symbols

- = "aye" vote
- = "no" vote
- = not present
- = abstain or recuse

DISCUSSION

City of Sacramento report. Cheryle Hodge with the City of Sacramento reported that the City is working on its 2040 plan update and environmental impact report.

County of Sutter Report. Doug Libby from the County of Sutter reported that Sutter County received an application for a mass grading permit of 409 acres in 2022 inside Sutter County's Incidental Take Permit area.

Financial statement review. Burns presented unaudited August 31, 2021, financial statements.

Draft 2022 budget. Staff reviewed with the Board the draft 2022 budget. The submitted draft was for familiarization purposes and was reviewed by the Board. The final 2022 proposed budget will be included with the NBHCP Finance Model update and presented for approval to the Board at its December 1, 2021 regular meeting.

Natural gas well de-commissioning. Staff updated the Board on the natural gas well de-commissioning on the Conservancy's Ruby Ranch tract. Management insisted the well operator remove all underground pipelines. Shirey noted he was glad the Conservancy was doing this.

SAFCA Illustration; review progress on the transition. Staff updated the Board on the transition of SAFCA-related contracts back to SAFCA.

Report on 2021 groundwater exchange program. Staff updated the Board on the Natomas Central Mutual Water Company's 2021 groundwater exchange program.

Executive Director's Report. Various matters for Board members' general information were presented by the Conservancy's Executive Director.

ADJOURNMENT

Official adjournment of the meeting.

(Res.21.10.09) On a motion by Chilmakuri and a second by Johnston the Board unanimously voted to adjourn the meeting at 6:51 p.m.

Board members

- Melinda Bradbury
- Chandra Chilmakuri
- David Christophel
- Steve Cohn
- Michael Johnston

- Chris Norem
- John Shirey
- Paul Squires
- Gabrielle Stadem

Vote symbols

- = "aye" vote
- = "no" vote
- = not present
- = abstain or recuse

ATTEST:

Chandra Chilmakuri, Secretary

Date