



Yolo Habitat Conservancy

County of Yolo • City of Davis • City of Winters • City of West Sacramento
City of Woodland • University of California, Davis

To: Verna Sulpizio Hull, Chair
Members of the Board

From: Leslie Lindbo
Yolo County Director of Community Services

Re: Appoint Christine Alford as Interim Executive Director, approve amendments to the MOU with Yolo County and the Agreement with Alford Environmental LLC to transfer the Executive Director responsibilities and balance of funds allocated to this role to Alford Environmental LLC for the remainder of FY24/25, authorize signing authority for the Interim Executive Director and staff, and direct the Interim Executive Director to develop an organizational work plan and staffing recommendations in coordination with County staff

Date: December 9, 2024

REQUESTED ACTIONS:

1. Appoint Christine Alford as Interim Executive Director;
2. Approve amendments to the MOU with Yolo County (Attachment A) and the Agreement with Alford Environmental LLC (Attachment B) to transfer the Management Classification responsibilities and balance of funds allocated to this role to Alford Environmental LLC for the remainder of FY24/25;
3. Authorize signing authority for the Interim Executive Director and County staff; and
4. Direct the Interim Executive Director to develop an organizational work plan and staffing recommendations for the Conservancy in coordination with County staff

BACKGROUND:

In accordance with a Memorandum of Understanding (MOU) that was established between the Conservancy and the County of Yolo (County) in 2020, the County has provided a variety of ongoing administrative services that support the Yolo Habitat Conservancy and its implementation of the Yolo Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP), including but not limited to assigning County staff to serve as the Executive Director of the Conservancy under the direction of the Conservancy's Board of Directors. Elisa Sabatini, the County staff member that most recently had a 0.25 FTE assignment as the Conservancy's Executive Director, left her position within the County's Department of Community Services in late October. The County is currently in the process of determining how to adjust their interim and more long-term staffing and staff assignments to re-distribute the full suite of Ms. Sabatini's prior responsibilities while her prior position is vacant. At the same time, the overall workload and suite of responsibilities associated with implementation of the

Yolo HCP/NCCP is anticipated to increase significantly over the next three years due to a variety of factors including expansion of the reserve system, review and issuance of take coverage for multiple large development projects, planning and implementation of several anticipated restoration projects to meet both mitigation and restoration commitments, and the need to analyze and potentially amend the Yolo HCP/NCCP to address new species listings.

County staff recommend that the Conservancy Board appoint Christine Alford to be the Interim Executive Director for the remainder of FY24/25 to oversee implementation of the Yolo HCP/NCCP in the short-term and direct her to lead the development of an organizational work plan and staffing recommendations to ensure the Conservancy has the capacity to address the suite of Yolo HCP/NCCP implementation responsibilities in the coming years. Ms. Alford has the experience, specialized skills and training necessary to fill the role as she served as the Deputy Director for the Conservancy from April 2014 through June 2020 and has provided ongoing Yolo HCP/NCCP implementation support over the past four years. If the proposed actions are approved by the Board, Ms. Alford would ensure continuity of current Conservancy operations and work closely with County staff to develop staffing recommendations that aim to optimize resource sharing amongst the agencies and would seek input from the Conservancy Board's Executive Management Committee prior to bringing a recommendation to the Board in tandem with the proposed FY25/26 budget.

In order to implement the recommendation above, staff recommend Board approval of the attached Fifth Amendment to the MOU with Yolo County (Attachment A) and First Amendment to the Agreement with Alford Environmental LLC (Attachment B) to transfer the Management Classification responsibilities and balance of funds allocated to this role to Alford Environmental LLC for the remainder of FY24/25. Additionally, staff recommend that the Board authorize the Interim Director and staff to have signing authority for contracts, financial, and other organizational documents. Pursuant to Yolo County Department of Financial Services (DFS) policy, the governing bodies of special districts and affiliate agencies utilizing DFS services must provide a signed authorizations form (Attachment C) to authorize the Interim Executive Director and/or a staff member's signing authority prior to DFS processing transactions requested by that staff member. The proposed reallocation of funds will not increase the Conservancy's overall budget or the total amount allocated to professional services as identified in the approved FY24/25 budget, therefore a budget amendment is not necessary. The County will continue to provide financial, legal, human resources, and all other general administrative services.

ATTACHMENTS:

Attachment A. Fifth Amendment to MOU with Yolo County

Attachment B. First Amendment to Alford Environmental LLC Agreement

Attachment C. Authorization Form

