



Yolo Habitat Conservancy

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

To: Lucas Frerichs, Chair
Members of the Board

From: Chris Alford
Interim Executive Director

Re: Receive proposed updated staffing approach and approve the Memorandum of Understanding with Yolo County for Administrative Services to update the staffing allocations and extend the term of the agreement through June 30, 2026

Date: May 19, 2025

REQUESTED ACTIONS:

1. Receive proposed staffing approach update
2. Approve the Memorandum of Understanding with Yolo County for Administrative Services to update the anticipated staffing allocations and extend the term of the agreement through June 30, 2026 (Attachment A)

BACKGROUND:

At the March 17, 2025 Conservancy Board meeting, the Interim Executive Director presented the Conservancy Board with two potential staffing approaches for consideration. One approach assumed the Conservancy would renew the Memorandum of Understanding with Yolo County to continue to provide staff services and the Conservancy would share staff with County programs that require similar staff expertise, while the other approach outlined a stand-alone staffing structure where the Conservancy would provide its own staff or otherwise obtain staffing support without utilizing County staff. The Board directed the Interim Executive Director to pursue the approach that relies on the continued use of County staff to fill Conservancy staff positions and to coordinate with the Executive Management Committee and County staff to finalize staff position allocations.

The Interim Executive Director has had several follow-up meetings with County staff to refine the proposed shared staffing approach based on the capacity needs and financial situations of both the Conservancy and multiple County programs. The current proposed staffing strategy includes the same general approach of providing the Conservancy with both leadership and general support that was proposed at the March Conservancy Board meeting. The staff positions and allocations have been adjusted, and one significant modification is the allocation of a fulltime staff position to fill the Executive Director role, as opposed to a 0.5FTE allocation as was proposed in the approach presented

at the March Conservancy Board meeting. The staffing allocations presented are pending approval from the Board of Supervisors and may be adjusted slightly in coordination with County staff as the County pursues adjustments in their current staffing structure and FY25/26 budget.

Table 1: Yolo Habitat Conservancy staffing of key positions for FY24/25 and proposed FY25/26 staffing

Key Yolo Habitat Conservancy Staff Roles	FY24/25	Fully Loaded Rate x FTE	Proposed FY25/26 FTE Allocation	Fully Loaded Rate x FTE*
Executive Director	0.3	\$68,382	1.0	\$250,000
Conservation Manager (Contractor)	0.45	\$160,000	0.4	\$160,000
Administrative Assistant	-	-	0.1	\$15,000
Planner	0.4	\$84,382	0.2	\$40,000
Program Assistant	-	-	0.7	\$93,000
Total:	1.1	\$312,764	2.4	\$558,000

* Amounts listed are estimated based on County position classifications

Staff recommend the Board extend the term of the Memorandum of Understanding with the County for administrative services through June 30, 2026. These services have been provided by the County since June 2020. The Amendment contemplates \$463,000 for County services including the County staff allocations listed in Table 1 as well as human resources, legal, fiscal, accounting, and IT support services. This amount has been incorporated into the FY25/26 budget.

Pursuant to Section 5 of the Memorandum of Understanding, the Interim Executive Director conferred with the Chair of the Board of Directors about the staffing proposed in the amendment. The Interim Executive Director also discussed the approach with the County Administrator, other County staff leadership, and the Conservancy’s Executive Management Committee. While the County may propose to modify the approach described herein as it continues to evaluate its own staffing and fiscal resources, the Interim Executive Director believes that this approach is appropriate for Board consideration based on presently available information. Any changes will return for Board consideration at a future meeting.

ATTACHMENTS:

Attachment A. Sixth Amendment to the Memorandum of Understanding with the County of Yolo

