

Yolo Habitat Conservancy

Yolo HCP/NCCP Work Plan for FY25/26

Task#	Task*	Targeted Outcomes for FY25/26
General Plan Administration		
Administrative		
1.1	Continue to hire or contract out Conservancy technical and operational staff as reserve system expands.	Coordinate with County to hire a full-time Executive Director and additional key staff support that equates to a total of at least 2.0FTE of staff capacity as approved by the Conservancy Board May 19, 2025.
1.2	Submit annual report to the wildlife agencies. This task is performed on an annual basis by April 30 of every year for the previous fiscal year (July 1 to June 30).	Prepare FY24/25 annual report, present draft annual report to the Board at or before the March 2026 Board meeting, and submit final report to CDFW and USFWS by April 2026.
1.3	Prepare annual work plan.	Prepare work plan for FY26/27 in tandem with the FY26/27 budget.
1.4	Update strategic plan (every 5 years).	Initiate development of a strategic plan once Executive Director is hired.
Financial Management		
2.1	Oversight and coordination of administration of program funding and resources	Ensure expenditures are aligned with the approved budget and request amendments to the approved budget if needed to address changed circumstances.
2.2	<i>Review status of endowment accounts on a quarterly basis. *</i>	Make sure funds are transferred from County Treasury to the Post-Permit Endowment Account held by Sacramento Regional Community Foundation at least quarterly and monitor balances of all endowment accounts quarterly.
2.3	Every five years, perform financial assessment as described in Chapter 8.	Complete the first 5-year financial assessment.
2.4	Continue coordination of annual audit, including reports to the Conservancy Board.	Schedule annual audit, provide financial documents and other organizational information requested by the independent auditor, and schedule auditor presentation to the Board.
2.5	Update fees annually according to Chapter 8, <i>Costs and Funding</i> . Provide new fee schedule to Permittees	Updated fees presented at March Board meeting, fees updated on YHC website, fees updated on HCP/NCCP application and reporting forms prior to April 1st.
2.6	Prepare annual budget.	Prepare draft FY26/27 budget in early 2026. Present draft budget to Board at March Board meeting and final FY26/27 budget for adoption at the May Board meeting.
2.7	Where feasible, apply for state/federal grants for land acquisition and other conservation measures.	Apply for at least three grants that support Plan implementation.
2.8	<i>Coordinate with local partners to utilize and document local funding contributions. *</i>	Document spending of funds and in-kind contributions provided by the City of Davis, Cache Creek Resources Management Plan, and Lower Putah Creek Coordinating Committee since Plan implementation for activities that support the Yolo HCP/NCCP.

Data Management	
3.1 Use GIS or equivalent spatially explicit database to collect, store, and utilize the relevant data necessary for HCP/NCCP implementation.	Add all reserve system sites and covered activities established within the past year to the GIS database and coordinate with the Yolo RCD on tracking invasive species and covered species in the reserve system.
3.2 Establish and maintain database to track permit compliance (e.g. land acquisition and HCP/NCCP effects)	Update tracking database such that summarized data can be directly imported into the annual report tables and figures and add recent activities.
3.3 Update land cover map with most recent aerial photography (at least every 5 years).	Obtain copy of aerial photography of Cache Creek from 2025 aerial flight conducted under the Yolo County's Cache Creek Program. (Use this aerial photography and most recent crop data provided by Yolo County in 2026 to update land cover-likely to occur in FY26/27).
HCP/NCCP Coordination	
4.1 Coordinate with member agency staff on application review and processing.	Provide assistance responding to project proponent and member agency staff questions and review application materials for accuracy and completeness.
4.2 Regular communication with designated wildlife agency representatives.	Facilitate monthly coordination meetings with wildlife agency representatives.
4.3 Regular reporting to the Conservancy Board on the status of plan implementation, financial oversight, and the budget.	Hold YHC Board meetings every other month to provide regular updates. Executive Director to coordinate with the Board Chair and Executive Management Committee as-needed in between Board meetings.
4.4 <i>Coordinate with and learn from other HCP/NCCP implementing entities *</i>	Participate as a member of the California Habitat Conservation Plan Coalition (CHCPC) Steering Committee to coordinate on funding, policy, and other issues. Executive Director attend the CHCPC annual meeting and National Habitat Conservation Plan Coalition conference to learn from other HCPs.
Public Outreach and Education	
5.1 Implement public outreach program and raise landowner and public awareness of reserve management goals, as well as actions and methods, and how the public can support them.	Give at least one public presentation, table at two events and/or host two workshops, and create a new outreach flier that highlights current HCP/NCCP efforts.
5.2 Conduct annual meeting to report on implementation progress of HCP/NCCP.	Present status of HCP/NCCP implementation at March 2026 Board meeting in tandem with presentation of FY24/25 annual report.
5.3 Maintain and update website.	Update website to make it easier for the general public to find information about the HCP/NCCP and add information about current implementation activities.
5.4 <i>Conduct outreach to landowners adjacent to sites about to be enrolled in the reserve system. *</i>	Continue to conduct outreach to landowners with properties immediately adjacent to lands that are about to be enrolled in the reserve system to inform them about the HCP/NCCP and provide information about the Neighboring Landowner Protection Program.

Permitting

Assistance to Member Agencies and Applicants

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| 6.1 | Provide technical assistance and training to member agency staff. | Provide assistance responding to project proponent and member agency staff questions and review application materials for accuracy and completeness as-needed. |
| 6.2 | Conservancy maintain a list list of pre-approved qualified biologists. | Review new applications, issue certifications, and update list of Qualified Biologists that are certified to conduct planning and species surveys on the Conservancy's website monthly. |

Plan Permits

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| 7.1 | <i>Track administrative changes and potential minor modifications that the Conservancy would want to have updated/corrected if the HCP/NCCP is amended. *</i> | Develop a list of administrative changes such as clerical errors and minor modifications to address if the HCP/NCCP is amended in the future, including updating the VELB mitigation requirements in the HCP/NCCP to be consistent with current USFWS policies. |
| 7.2 | Determine whether to seek take coverage for species that are not covered by the Yolo HCP/NCCP that becomes listed as threatened, listed as endangered, designated as a candidate species, or is proposed or petitioned for listing. | Initiate effort to determine scope of potential HCP/NCCP amendment to include candidate bumble bee species, monarch butterfly, and potentially other species including the preparation of an initial assessment of considerations for each species and potential pathways for integrating each species into the Yolo HCP/NCCP and discussion of assessment with CDFW and USFWS HCP/NCCP staff liasons. |

Land Acquisition

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| 8.1 | Conduct Science and Technical Advisory Committee (STAC) site evaluations and obtain Board, CDFW, and USFWS approval of sites as a candidate reserve system sites prior to enrolling sites in the reserve system. | Conduct STAC evaluation and obtain approval of at least two new sites as candidate reserve system sites. |
| 8.2 | Enroll newly protected land into the reserve system. | Enroll at least one newly protected lands site into the reserve system. |
| 8.3 | Enroll baseline public and easement lands into the reserve system as pre-permit reserve lands. | Enroll at least one pre-permit site into the reserve system. |

Restoration and Enhancement

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| 9.1 | Investigate restoration and creation opportunities on existing open space and newly acquired land to ensure compliance with stay-ahead provision. | Identify VELB mitigation needs and transplant locations to fulfill mitigation needs in FY25/26 and those anticipated in FY26/27. Complete an assessment of current restoration and creation opportunities within candidate and enrolled reserve system sites and compare availability to current mitigation needs to ensure compliance with stay ahead provisions. |
| 9.2 | Begin design of habitat restoration and creation and additional environmental compliance for restoration and creation. | Develop a restoration plan for one new site. Coordinate with landowners and partners to develop a conceptual habitat restoration plan and initial environmental compliance needs evaluation for one new site. |
| 9.3 | Implement land cover restoration and creation projects described in Chapter 6. | Begin implementing valley foothill riparian land cover restoration at the Haller Muller Site. |

9.4	Coordinate the implementation of an invasive species control program on reserve system sites.	Expand invasive species management to include two additional sites and expand invasive species management efforts at Woodland Regional Park Preserve by at least 30%.
<i>Monitoring and Adaptive Management</i>		
10.1	Monitor and enforce HCP/NCCP conservation easements.	Conduct annual compliance monitoring of all easements held by the Conservancy.
10.2	Initiate adaptive management and monitoring of biological resources.	Complete 5-year Swainson's hawk and white-tailed kite plan-wide nest survey.
10.3	Initiate or continue management and monitoring in reserve system.	Complete annual palmate-bracted bird's-beak population survey.
10.4	Develop an individual management plan for each reserve property that is consistent with their	Complete site-specific management plans for at least two new sites, one pre-permit site and one newly protected lands site.
10.5	Complete baseline ecological survey for each site within two years of its enrollment in the reserve system.	Continue practice of incorporating each site's baseline ecological survey of land cover types and species observations into each site-specific management plan. Conduct baseline bank swallow habitat survey for Haller Muller Site.
10.6	Prioritize implementation of studies described in Chapter 6 (method testing, pilot projects, and directed studies).	Develop a pilot study in coordination with wildlife agency staff and partners to evaluate how thatch removal and vegetation management techniques affect the population and vigor of potential palmate-bracted bird's-beak host species within alkali prairie.

**Tasks listed in italics were identified based on implementation experience and current practices while all other tasks are directly from the HCP/NCCP.*