BUTTE COUNTY 150 Chuck Yeager Way, Suite A

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 RESOURCE www.buttecountyrcd.org

CONSERVATION DISTRICT

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**BOARD OF DIRECTORS MEETING**

**MINUTES**

**Date: Thursday May 17, 2018**

**Time: 9:00 a.m.**

**Location:** 202 Mira Loma Dr., Truckee Conference Room, Oroville, CA 95965

*Directors/Associate Directors in Attendance: Dave Lee, John Christofferson, and Colleen Hatfield*

*Others in attendance: BCRCD: Thad Walker, Tim Keesey, and Wolfy Rougle; NRCS: Dan Taverner; Butte County Department of Water and Resource Conservation KellyPeterson*

1. **CALL TO ORDER:** The meeting was called to order at 9:00 a.m. byDave Lee, President
2. **WELCOME AND INTRODUCTIONS:** No new visitors.
3. **REVISIONS TO AGENDA**: None.
4. **PUBLIC COMMENT (on non-action items):** None.
5. **ACTION ITEMS –** Dave Lee, President
	1. Review and approval of the minutes of the Regular meeting held April 19, 2018: Director Christofferson made a motion to approve the April 19, 2018 minutes. Director Hatfield seconded the motion and it was approved unanimously.
	2. Review and Approve Outstanding Bills: Director Christofferson made a motion to approve the bills as presented. Director Hatfield seconded the motion and it was approved unanimously.
	3. Bookkeeper report – Director Hatfield: Director Hatfield provided an overview of the RCD’s finances. Director Hatfield made a motion to pay Allevity $4,000 toward the remaining balance. Director Christofferson seconded the motion. The motion was passed unanimously.
	4. Dome Trail Agreement – Thad Walker: Walker provided an overview of the Dome Trail project. The RCD has been awarded $17,000 to improve the Dome Trail. The RCD will be responsible for obtain bids from Trail contractors and supervising the implementation of the trail repairs. The RCD will need specs from the Forest Service before it can be put out to bid. $5,000 in matching funds has been donated from private donors. Walker has discussed the project with contractors who think they can implement the project with the funds available. Director Christofferson made a motion to enter into the agreement with the Forest Service as presented. Director Hatfield seconded the motion and it was approved unanimously.
	5. Contract with Butte County for Trails Project – Director Christofferson: Keesey, Walker, and Director Christofferson met with Butte County Public Works and reviewed the draft proposal. Additional line items were included for expenses, permits, and mileage. There is language in the agreement between the County and the State with regard to the NEPA and CEQA work that is in the process of being fixed. Director Christofferson made a motion to authorize the Chairman to sign into an agreement with the County as long as the Butte County Board of Supervisors approves the agreement with minimal changes and the RCD receives a revised proposal from Keesey that is in accordance with the agreement. Director Hatfield seconded the motion and it passed unanimously. Director Christofferson made a motion to approve agreements with Keesey, McCombs Archaeology, and Andrew Pelkoffer (Hydrologist) contingent on the Butte County Board of Supervisors approves the agreement with minimal changes and the RCD receives a revised proposal from Keesey that is in accordance with the agreement. Director Hatfield seconded the motion and it passed unanimously.

***Future Action Needed:*** *Keesey with provide the RCD with a revised proposal.*

* 1. CARCD Membership Dues Renewal – Director Hatfield: CARCD Membership dues have been paid.
	2. SDRMA Insurance – Director Hatfield: SDRMA needs to see the results of an RCD Audit.

 ***Future Action Needed:*** *Director Lee will get a copy of the Audit that the County recently completed. RCD Board members will research consultant and prices to have an Audit performed.*

* 1. Safety Training – New Employee – Director Felkins: Safety training has been completed and information added to the personnel files in the office. There was discussion regarding the safest place to store personnel files in the office and the need for a Safety Form to document safety trainings.
	2. GIS License – Director Christofferson – Tim Keesey: The software has been obtained and will be downloaded to the RCD computer in the near future.
	3. North County Road Inventory – Amended Agreement - Tim Keesey: PWA is working on bid specs for a bid solicitation package for the Powellton Road Improvement Project.
	4. New NRCS Agreements – Thad Walker: The RCD received an additional $35,000 for the Engineering Agreement and an additional $50,000 for the Conservation Planning agreement. There was discussion regarding hiring an Engineering student from CSU to assist with the Engineering agreement or whether it would be more helpful to the NRCS to hire Engineering consultants when needed. The NRCS has a new Soil Conservation Planner starting in June and an Engineer coming before the end of the year.

***Future Action Needed:*** *Director Hatfield will research potential CSU engineering students that would be interested in an internship.*

* 1. Sacramento Region CARCD Meeting – May 8th – Directors: Director Hatfield provided an overview of meeting on May 8th. The meeting was a brainstorming session on how RCD’s can collaborate on a regional scale to apply for large projects. There will be one more additional meeting and some phone calls. This led to a discussion regarding the development of a Stewardship Agreement with the Forest Service, Bureau of Land Management and the potential to partner with California Department of Fish and Wildlife on projects in the Butte Creek and Sacramento River watersheds.
	2. Next meeting date: June 21, 2018 at 202 Mira Loma Dr., Oroville 9:00 am: The 21st does not work for the majority of the Board so the meeting was moved to June 14, 2018.
1. **RCD PROJECTS AND PROGRAMS**
	1. NRCS Agreement – Dan Taverner: Taverner attended the County Tree Mortality Task Force meeting. Dave Derby (CalFire) presented information that displayed that dead zones are expanding. The NRCS and RCD should make an effort to work in these areas. Taverner attended a Planning Commission meeting regarding Hoop Houses. The NRCS has a program to provide Hoop houses to agricultural producers. The County is requiring that they be stamped by an engineer and permitted. This makes the program cost prohibitive. Taverner would like to have the RCD review and approve the Hoop house applications for the County.

Taverner has been visiting fire affected areas in Butte County. Many farmers have suffered major losses. Taverner discussed the County Farm Service Agency (FSA) committee that reviews insurance claims for farmers.

The NRCS agreement with the State Historic Preservation Office (SHPO), which streamlined the archaeological review process for NRCS projects, has expired. The issue has still not been resolved. This is going to significantly affect the timeline for project implementation as every project will now have to be reviewed by SHPO individually prior to implementation. The NRCS has flown the State Archaeologist position again and it is open to the public.

***Future Action Needed:*** *Taverner will bring back the RCD Approval of Hoop House proposal for discussion/action.*

* 1. Projects – Thad Walker
		1. NRCS Conservation Planning and Engineering Agreements– Walker submitted invoices for the month of April for the two agreements. Walker is assisting NRCS with NAQI verifications.
		2. Table 2: Walker has submitted baseline information with maps and photos to the Forest Service for review.
		3. County Trails Plan: 600 surveys were completed. Thad is working with Wolfy to develop the Trails Plan based on the information received.
	2. Projects – Tim Keesey
		1. Keesey provided a monthly report (*See Attachment A*).
		2. Keesey discussed a potential small project with the Northern California Regional Land Trust. This led to discussion regarding the need for Fee-for-Service rate sheet for the RCD

***Future Action Needed:*** *Keesey will develop a Fee-for-Service rate sheet for the RCD and bring it to a future Board meeting for approval.*

* 1. Funding Opportunities: None
	2. Other Projects: Streamline, the consultant assisting the RCD with the website since January, has not submitted an invoice. Director Hatfield informed the Board there would be a bill at the next meeting from streamline for the last five months at $25/month.
1. **PARTNERS’ REPORTS (**5 minute limit per group)
	1. Natural Resource Conservation Service (NRCS): See 6(a)
	2. Butte County departments: Peterson provided an overview of local Sustainable Groundwater Management Act (SGMA) implementation efforts and information on groundwater levels in the County. Peterson also discussed participation in a local practice evacuation that was put on by the Forest Ranch Fire Safe Council. Peterson also discussed the need to address scotch broom, a noxious weed, and potential funding that may become available for weed management.

***Future Action Needed:*** *Peterson will provide information to the RCD to develop a letter of support for the weed management legislation.*

* 1. Community groups and agencies: None
1. **CLOSED SESSION – Directors only**
2. Continuing Personnel Discussion: The Board went into closed session: No action was taken.
3. Discussion – Litigation: No action was taken
4. **BOARD OF DIRECTORS REPORTS**
	1. Butte County RCD Directors and Associate Directors are welcome to report: None.
5. **ADJOURNMENT**