
BOARD OF DIRECTORS MEETING MINUTES

Date: Thursday October 17th, 2019

Time: 9:00 AM

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

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

Others in attendance: BCRCD: Tim Keeseey, Amanda Chaney, and Thad Walker; Dan Taverner (NRCS); Mike Crump (Public); Kelly Peterson (Butte Co. Water and Resource Conservation); Trevor (Butte Co. Fire Safe Council)

- 1) **WELCOME AND INTRODUCTIONS** – Dave Lee, President.
- 2) **REVISIONS TO AGENDA** (only emergency situations requiring the need to take immediate
i) actions may be added as action items pursuant to Gov. code 549954.2(b))

None.

- 3) **PUBLIC COMMENT (on non-action items)**

None.

- 4) **ACTION ITEMS** – Dave Lee, President

- a) **Review and approval of the minutes of the Regular meeting held September 12, 2019**

Director Christofferson made a motion to accept the minutes from the regular meeting on September 12, 2019. Director Hatfield seconded the motion and it passed unanimously.

- b) **Review and Approve Outstanding Bills**

Director Hatfield asked that she be sent all records of debit transactions. Director Christofferson made a motion to pay outstanding bills as presented with the addition of \$100 to SDRMA for insurance certifications. Director Hatfield seconded the motion and it passed unanimously.

- c) **Audit – RFP and 2019/2020 Budget – Director Hatfield**

Two audit proposals were received. Director Christofferson will meet with the Butte County CAO to see if the County can assist with the cost or provide a cheaper audit option. Director Hatfield will work with RCD staff to compile a list of the beneficial projects that the RCD is doing for the County.

d) Bookkeeper position – Director Hatfield

Walker and Director Hatfield interviewed two bookkeepers. They plan on interviewing two more applicants. So far it appears that the hourly cost will increase from the rate of the former bookkeeper. Director Hatfield will contact other RCD's to see what they are doing for Bookkeeper services.

e) MOU for SNAP

Walker provided an overview. The RCD is going to need additional insurance. Rougle is missing the Board meeting because she is at SNAP orientation. Walker will be the site supervisor for the Americorp staff member. Rougle may be added as a secondary supervisor.

f) State Parks RFP Approval

This agenda item was tabled as additional information is need from State Parks to develop the RFP.

g) Contract with Casa Di Tera for Poe Reach Trail – Thad Walker

The contract is to hire Casa Di Tera, Trail specialists, to assist with implementation of PG&E trail project. Walker has worked with contractor and they do good quality work. Director Hatfield made a motion to approve the contract. Director Christofferson seconded the motion and it passed unanimously.

h) Contract with American Forestry Foundation – Tim Keesey

Keesey provided an overview of the \$240,000 contract with American Forest Foundation to assist the NRCS Field office with Forest EQIP projects and archaeological surveys. Director Hatfield made a motion to approve the contract. Director Harthorn seconded the motion and it passed unanimously.

i) Phil Nemir contract extension & approval of Exhibit A – Tim Keesey

Director Christofferson made a motion to amend the end date of the contract with Phil Nemir (RPF #1666) to 6/1/2022 and amend the scope of work to "as needed". Director Harthorn seconded the motion and it passed unanimously.

j) Contracts for Dianne McCombs for Big Chico Creek Management & Concow Reforestation

Keesey provided an overview of two contracts with McCombs Archaeology to assist with project surveys, reports, and SHPO consultation, as needed. Director Hatfield made a motion to approve the contract for \$13,052 with McCombs Archaeology to assist with the Concow Reforestation project. Director Christofferson seconded the motion and it passed unanimously. Director Hatfield made a motion to approve the contract for \$16,000 with McCombs Archaeology to assist with the AFF Sub-grant agreement. Director Christofferson seconded the motion and it passed unanimously.

k) Sierra Nevada Conservancy Grant Agreement

This agenda item was tabled as the RCD has not received the final grant agreement from SNC.

l) CCI or Butte Strong Grant Application to assist with EFRP

Keeseey provided an overview of grant applications that Rogle is interested in applying for. The Board requested additional information regarding these grants before a decision can be made about whether to pursue these opportunities.

m) Forestry Support for EFRP and AFF

Keeseey reviewed information provided to the Board about Forestry contractor rates and availability to assist with the EFRP and AFF programs. There was consensus of the Board to develop a contract with Gabe Babcock at \$50/hr. to assist with EFRP and AFF.

n) Project hours and updates – Director Hatfield

Director Hatfield requested that staff provide a Monthly Project update for the Board packet that includes tracking information regarding deliverables and budget. There was consensus of the Board to direct staff to provide written monthly project updates.

o) Policy and Procedure Manual – Director Christofferson

The Board reviewed a draft of Section 4 of the Policy and Procedure Manual –Board of Directors. The following recommendations were made:

- Since the RCD does not currently have a District Manager, an omnibus clause should be added that states that in lieu of a District Manager, the Chairman can act as the DM.
- 4000.1 AB1234 (2006) Copy attached. Director Christofferson will find and attach.
- 4025.3 Implementation – A form for reimbursement for funds that Board members expend. The RCD does not currently have an approved form. Director Christofferson will make the form that states what was purchased.
- Policy currently states that the RCD Board will get a stipend. The Board agreed to not get compensation.
- 4055.3 – Secretary of the governing Board will sign the minutes. The policies need language about the roles of the Treasurer, Secretary, and Vice-Chair.
- 4045.4 We shall record the meeting. Add clause that states by vote of the board recording of minutes may be suspended.
- 4048. Appoint legal counsel: Add that the Board may opt to use the County Counsel.
- 4048.1 – 4048.1.2 deleted
- Change policy to state that District Auditor may be appointed.
- 4060.2 – Standing committees of the Board. At the Direction of the Board, the Board will fill standing committees with Board members, staff, or members of the public.
- 4080.2 – CSDA
- 4080.3 – CSDA Local chapter
- 4095 - 2 hours of Ethics Training; once every two years. Staff too. Bring ethics training back to board next meeting (Secretary). Document and keep records for 5 years
- Delete to 4097.9

Director Christofferson will make changes and send out for review and approval at the next meeting.

p) ATV and Trailer excess property

Ten bids have been received. The bidding period closes October 24, 2019.

q) Next meeting date November 21st, 2019 at 202 Mira Loma Drive Oroville at 9:00am.

The next Board meeting will be on November 21st 2019 at 9 am at 202 Mira Loma Drive, Oroville, CA.

5) RCD PROJECTS AND PROGRAMS

a) Update – Thad Walker

Walker provided an update on:

- Poe Reach project - Surveys this weekend. Draft project report due in Nov.
- BLM Mine Survey project – Worked with Chaney and found some that should be closed.
- Dixie Road project - Working with Public Works to decommission a portion of the road. Worked through contract with SWRCB.
- EFRP – 60 applicants to date.
- Granite Basin OHV – Met with FS staff to look at road segments proposed for decommissioning.
- Upper Park Road Project meeting on Monday. Start CEQA in spring. Arch.

b) Update – Tim Keeseey

Keeseey provided an update on North Butte Co. Roads, EFRP, Terra Fuego BCCER PFP Unit 7 CEQA, and Cottonwood.

c) Update – Wolfy Rougle

Rougle was not present to provide an update.

d) Funding opportunities

This was discussed in a previous agenda item (4)(1)

e) Other Projects –

Chaney has been assisting with EFRP. Not much work to be done lately on the Four Counties Engineering Contract with Glenn County. The contract ends in November. Chaney has been updating the RCD website with information regarding CDFR SWEEP as another round of funding is coming up.

6) PARTNERS' REPORTS (5 minute limit per group)

a) Natural Resource Conservation Service (NRCS) –

Dan Taverner (NRCS) provided an update. The NRCS is changing their conservation planning software from Toolkit to CART. This is going to limit project development and funding during the 1st two quarters of the fiscal year. There are big changes coming including the ability to apply different funding sources to contract items. There is also going to be more funding for fire prevention and fire recovery. Butte County Air Quality has been reassessed and found to be in pretty good shape so the NAQI program will no longer be available. Dag (NRCS Soil Conservationist) has taken a new job with NRCS in Vallejo. This is going to result in work load problems for the NRCS office until a replacement can be hired. Taverner continues to monitor the Miocene Canal problem. There may be a Washington Company that is interested in redeveloping the canal. Miocene Canal users are going to need to create a Special District, which is a daunting

task. Some of the animal producers affected by the loss of the Canal were able to obtain EQIP funds for alternative water sources.

b) Butte County departments

Kelly Peterson, Water Resource Specialist with Butte County Water and Natural Resource Conservation, provided the Board with a copy of Water Solutions, the County's periodic newsletter regarding water issues in the County. Peterson also provided an update of Sustainable Groundwater Management Act (SDMA) developments within Butte County and the results of groundwater level monitoring in the County. In addition, Peterson provided additional information regarding the Miocene Canal, a feasibility study to provide surface water from PID to Butte County farmers in order to reduce groundwater use, and bringing Tuscan Water District excess surface water to areas of Butte County where groundwater levels are decreasing (Chico and Durham).

c) Community groups and agencies

Trevor from the Butte County Fire Safe Council (BCFSC) provided an update regarding current BCFSC projects including use of goats from fuels management on DWR lands, the chipper program and upcoming forest tours in Forbestown, Forest Ranch, and Berry Creek that are aimed at getting Firewise communities going in those areas.

7) CLOSED SESSION – Directors only

a) Continuing Personnel Discussion

b) Discussion – Litigation

c) New Hire

No action was taken.

8) BOARD OF DIRECTORS REPORTS

a) Butte County RCD Directors and Associate Directors are welcome to report

Director Christofferson discussed a County Ordinance involving the removal of hazard trees along the right of way in the Camp Fire area.

9) ADJOURNMENT