

**BOARD OF DIRECTORS MEETING
MINUTES**

Date: Tuesday, December 12, 2017

Time: 9:00 a.m. – 11:50 a.m. (Regular meeting)

Location: 202 Mira Loma Drive Truckee Room Oroville

Directors/Associate Directors in Attendance: Dave Lee, John Christofferson, Colleen Hatfield, Mike Felkins. Others in attendance: BCRC: Thad Walker, Tim Keesey, Brooke Worden: NRCS: Dan Taverner.

- 1) The meeting was called to order at 9:00 a.m. by President Dave Lee
- 2) Welcome and Introductions – no new visitors
- 3) Revisions to Agenda – none
- 4) Public Comment – none
- 5) ACTION ITEMS:
 - a) Review and approval of the meeting minutes of the Regular meeting held November 14, 2017: Director Christofferson moved and Director Hatfield seconded the motion to approve the meeting minutes. The Board voted unanimously to approve the minutes.
 - b) Review and approve outstanding bills: Director Felkins moved and Director Christofferson seconded the motion to pay outstanding bills. The Board voted unanimously to approve the minutes.
 - c) Report from Director Christofferson – Contract with Tim Keesey: Director Hatfield made a motion to accept option 2, which will pay for time to the project site rather than mileage. The motion was seconded by Director Christofferson and the Board voted unanimously to approve.
 - d) Report from Director Hatfield – Website, E-mail, Internet connection: Walker provided an overview of demo website for the RCD developed by Streamline, which Walker learned about at the CARCD conference. The site is like a wordpress site and staff will be able to update and provide additional content. The site will cost \$10/month. Director Felkins made a motion to have Streamline assist with the RCD website. Director Christofferson seconded the motion and the Board unanimously approved.

Walker provided an update of the new RCD Facebook site he has developed. Walker and Director Hatfield will be the site administrators.

The RCD email is back in action thanks to lots of work by Director Hatfield. The email is now set up for automatic payment. Additional emails can be added for Board members at \$5/month/email address. The Directors decided to not add any new accounts at this time.

Walker provided an update regarding reestablishment of internet service at the RCD office. Digital Path has determined that because the RCD office is in a business district it will actually cost \$100/month rather than the \$65/month previously discussed. There will also be a \$60 hook up fee because the service has expired. Director Christofferson brought up the point that there are County offices in that area and perhaps the RCD should talk to them about how they get internet services. Director Hatfield made a motion to have Director Christofferson check with the County regarding their internet services. If the County is not able to provide information regarding a more affordable option, then the RCD will go with Digital Path. Director Christofferson seconded the motion and the Board voted unanimously to approve.

Square is now set up to accept payments. Walker can now get paid by the Forest Service for trails workshop put on this fall.

The RCD will use the free DropBox to share documents and back up documents on the new RCD computer in the office.

Colleen gave a shout out to Walker for the great work he has done on RCD various digital needs.

Keesey brought up that the RCD needs a new timesheet so that we can document hours spent on specific projects. The time that Walker has spent on the website, email, facebook, and other digital projects can be charged to the DOC grant, but we need documentation for the quarterly invoices.

Future Action Needed: Keesey will develop a new timesheet.

- e) Procurement Policy: The Board wants to change the procurement policy so that the Chairman approves purchases under \$200 via email. Purchases above \$200 will be approved by the Board.
Future ACTION Needed: Keesey and Director Christofferson will make changes to the Procurement Policy and bring it back to the Board for approval at the next meeting.
- f) Bookkeeper Issues– Director Lee: Karen Vaccaro is still interested in being the Bookkeeper for \$50/hr. It may take some time to get the books up to date. Director Christofferson made a motion to hire Vaccaro at \$50/hr. to bring QuickBooks up to date. The motion was seconded by Director Felkins and the Board unanimously approved.
- g) Offer by Supervisor Teeter to have his secretary take meeting minutes – Director Lee: The Board decided to decline the offer as staff is doing a fine job with the minutes.
- h) Board approval of Resolution with Water Resource Control Board – Tim Keesey: The Board discussed the North Butte County Road Inventory and Improvement Project work to date and what will be expected of the RCD to complete the grant. Director Christofferson made a motion to approve the Resolution to accept the grant funds. Director Hatfield seconded the motion. Lee, Christofferson, and Hatfield voted in favor of the motion and Director Felkins was opposed.
- i) Board approval of Resolution with Asset Management Group – Tim Keesey: Director Felkins made a motion to approve the resolution to make Director Lee and Director Hatfield the signatories on the Cetera Account for the Cottonwood Easement endowment funds

managed by the Asset Management Group (AMG). Director Hatfield seconded the motion and the vote was unanimous to approve.

- j) Invoice Policy/format, accounting and Square Account: Walker will develop invoices on QuickBooks and submit on behalf of the RCD. The Square account has been set up.
 - k) Next meeting date: January 18, 2018 at 202 Mira Loma Dr., Oroville 9:00 am: The next RCD Board meeting will be on January 18, 2018. Director Hatfield will develop the agenda s Director Lee will be out of town.
- 6) RCD PROJECTS AND PROGRAMS
- a) NRCS Agreement – NRCS will be adding an additional \$50,000 to the RCD’s Conservation Planning Agreement. There will be additional deliverables that Worden will be responsible for. Worden will be doing additional work for other NRCS offices. There was a discussion regarding other activities that the RCD could assist the NRCS with. Taverner indicated that they could use help with wetland delineations, nutrient management plans, forestry, and the NAQI program.
 - b) Projects – Thad Walker: – The RCD invoiced CDFA SWEEP \$2,000 in November. Walker will be invoicing another \$8,000 in December and there are four more projects that need to be inspected, which will be an additional \$8,000. Walker will be meeting with Taverner to add additional deliverables to the Conservation Agreement. There are 1-2 more days of field work associated with the Table 2 project and then Walker will be working on the report along with GIS assistance from Keesey. Walker will be putting the County Trails Plan survey on the RCD website. The RCD should be receiving an agreement letter from the Forest Service for the RCD’s Dome Trail project. The trail is in a remote location so it will be challenging to find a contractor. Walker is working with the County to develop an agreement for the RCD to implement the County’s State OHV grant, which was fully funded at \$984,698. The RCD will be hiring Chico Environmental to develop the NEPA/CEQA document for the project. Two other environmental consulting companies bid on the project, but Chico Environmental was the lowest bid and had specific experience with OHV projects, trails, and Granite Basin.
 - c) Projects – Keesey: Keesey discussed the development of the Schroeder Forest Management Plan (FMP) with CAL FIRE California Forest Improvement Plan (CFIP) funds. The RCD has \$5,200 to complete the project. The RCD will need to pay Phil Nemir, the Registered Professional Forester (RPF) of record for the project \$1,500 to review the plan. Keesey will also need to get an Archaeological Records Check from the Northeast Information Center for \$300. Keesey discussed the need to change the workplan and budget for the RCD’s Department of Conservation (DOC) Financial Assistance Program (FAP) grant.
Future Action Needed: Keesey will bring the DOC FAP workplan and budget changes back to the next meeting for review and approval.
 - d) Other Projects: Director Christofferson discussed the policy being developed by the County Planning Commission regarding mitigation of oak woodland removal for discretionary projects. The State is currently developing similar legislation, but the County can develop policy specific to Butte County. There may be a role for the RCD, including management of an oak mitigation bank.

7) PARTNER REPORT: No Partner Reports

8) CLOSED SESSION –

a) Continuing Personnel Discussion – The RCD Board offered Worden a staff position with the RCD.

9) BOARD OF DIRECTOR REPORTS – None

10) ADJOURNED – 11:50 AM