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**BOARD OF DIRECTORS MEETING MINUTES****Date: Thursday Sept. 12th, 2019****Time: 9:00 AM****Location:** 202 Mira Loma Dr., Klamath Conference Room, Oroville, CA 95965

- 1) **CALL TO ORDER** – Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS** – Dave Lee, President. Also present: Directors John Christofferson, Colleen Hatfield, Allan Harthorn; staff Thad Walker, Tim Keeseey, Wolfy Rougle; guest Kelly Peterson
- 3) **REVISIONS TO AGENDA** (only emergency situations requiring the need to take immediate actions may be added as action items pursuant to Gov. code 549954.2(b))
  - i) actions may be added as action items pursuant to Gov. code 549954.2(b))
- 4) **PUBLIC COMMENT (on non-action items)**
  - (1) (3 min. limit per speaker/topic, 15 minutes/person/meeting total)
  - (2) *Public comment is encouraged. Any member of the public may address the Board with any comment related to the Resource Conservation District's areas of concern. However, no action can be taken by the Board on such items at this current meeting. The Board may direct staff to agendize such items for consideration at a future meeting.*
  - (3) *\*Please note that all action items will have time set aside for public comment prior to the vote occurring. After a motion is made and seconded by two BCRCD Directors, the Chair will first ask for any further discussion from the Directors and Associate Directors and then Chair will open up the item for brief public comment limited to 2 minutes/person. After the public comment period closes a vote will be held.*
- 5) **ACTION ITEMS** – Dave Lee, President
  - a) Review and approval of minutes of Regular meeting held 8/15/19 – John moved to approve, Allen seconded, motion passed
  - b) Review and Approve Outstanding Bills – Motion to accept was made by Allen, seconded by John, motion passed
  - c) Audit – RFP - Director Hatfield. Deadline for proposals is not until 9/15 so board decided to table the issue and possibly hold a special meeting between now and 10/17 to discuss awarding the contract.
  - d) Bookkeeper position – Director Hatfield. Colleen Hatfield has interviewed a couple bookkeepers, at least one was promising, then she asked Coleen at the Farm Bureau to provide a list of bookkeepers who often work part-time with farmers; Colleen H. will follow up with Coleen and provide a deadline for getting back to her. The plan is to have a bookkeeper on board and getting up to speed by the October meeting
  - e) Petty Cash Accounting- Director Hatfield refilled the petty cash for the second time this year (?) with \$250.00; she shared that staff is doing a good job keeping the receipts organized and transparent.
  - f) AmeriCorps position -Thad Walker – RCD got its first choice Americorps candidate, Shepard Smith, who also listed RCD as his first choice hosting site. He will start Oct. 22<sup>nd</sup>. Wolfy will attend the orientation Oct. 17<sup>th</sup>.

- g) RFP for Dome Trail -Thad Walker – Quote from Home Depot (which expired 8/19/19, but is not expected to change much) keeps the project well within budget, giving the project a good buffer. Thad shared his first draft RFP for board review. It mostly relates to staying within engineering specs issued by USFS R5. Staff hopes to release the RFP this month. \$8000 is in the budget for the contractor
- h) NRCS MOA- Dan Taverner – No action required from BCRC
- i) State Parks Agreement for Riparian Restoration Review – New contract adds a stop work option in case RCD is not paid within 60 days and adds other language BCRC directors asked for at the August meeting. Board noted that getting paid by the State in a timely manner has been an issue with other State departments, so RCD will seek an advance and will make sure to document SP receipt of each invoice. John moved to accept the contract. Allen seconded, motion passed.
- j) Conservation Coordinator Job Posting – Staff winnowed dozens of candidates from Indeed, then hiring committee (Thad, Wolfy, Allen) interviewed 4 of them by phone and selected 3 for in-person interviews which will occur Sept. 20<sup>th</sup> unless board members would like to reschedule. Wolfy agreed to send out resumes of the top 3 candidates to Board, along with (at Allen’s request) Wolfy’s notes from the interviews.
- k) Sweep Agreement Updates – This was processed last month, no need to discuss this month.
- l) Bid on Big Chico Creek Forest Mgmt Plan/CEQA – BCFSC unanimously accepted BCRC’s proposal for this project for \$79,578 , plus \$4,000 for RCD to also serve as lead agency. Tim shared that State OHMVR just told partners that no work can be done on Granite Basin until Table 2 is complete, which frees him up to work on this CEQA project. Allen motioned, John seconded
- m) Resolution to apply for \$10,000 tree fund grant- Wolfy explained that no resolution turns out to be needed for this grant, which would fund staff time for an oak re-planting project where materials would be provided by CNPS. Wolfy explained the experimental purpose of the project (seeing whether oak seedling survival can be enhanced by inoculation with oak duff from a healthy, unburned forest). Board agreed it’s fine to go ahead with the grant. Board discussed some areas in need of reforestation after post-fire activities: PPHOA land near the dam on Little Butte Creek; Jernigan/Swedens fire footprint; etc. Wolfy thinks the PPHOA land was logged by loggers working for BCFSC (she’s not 100% sure) so Tim suggested looking into those contracts and seeing what BMPs, post-harvest stocking standards, etc. they call for.
- n) ATV and Trailer excess property- – John Christofferson – “Ran when stored” but staff are instructed not to start the ATV for a potential buyer – they have to buy it as-is. Staff should specify a 2-hour period when prospective buyers can come look at the ATV and then buyers can submit sealed bids in accordance with the P&P.
- o) FSA EFRP – About 33 landowners have signed up so far, and each needs a site visit and a plan (although the timeframe for completing these is flexible). FSA is sometimes unclear about requirements. The massive interest in EFRP (with 30 days still to go in the application period – so more signups are expected) represents an avalanche of new work for Tim in his forestry role. Tim alerted the Board that they may soon see contracts with other foresters coming before them for signature so RCD can keep up with the need.
- p) Policy and Procedure Manual – John Christofferson. Dave discussed 3135.2, which specifies \$20,000 as the trigger point for Board approval, but earlier sections specify \$5,000. Also, Petty cash limit should be raised from \$200 to \$250. Right now, however, Board is approving virtually all purchases – even those far under \$5000 – and Board doesn’t want to change that before we get a District Manager. Board decided to change limit in 3135.2 to “\$5,000”. Surplus equipment policy – As currently written, P&P 3300 require RCD to get written bids when selling equipment; Dave suggested this policy should only apply when the equipment is worth more than \$1000. Tim advised it would be best to ask County counsel if there are legal requirements RCD must adhere to in this respect (e.g. when disposing of equipment funded by a given State department or grant). Colleen proposed changing “surplus equipment” to “surplus equipment over \$1000 in value”. Dave agreed, but Allen and John disagreed. John moved to adopt Section 3 with the above amendment to 3135.2 and to the petty cash provision. Motion

passed. Board agreed to review section IV of P&P for next meeting. John also remarked that when Board gets to section II, which deals with HR, it might be good to add a section at the end that says “in lieu of the foregoing, BCRCO can rely on an outside HR contractor such as Allevery....”

- q) Next meeting date Oct 17th, 2019 at 202 Mira Loma Drive Oroville at 9:00am.

## 6) **RCD PROJECTS AND PROGRAMS**

- a) Update – Thad Walker – Moving forward with AML contracts for BLM and the Poe Reach surveys for PG&E.
- b) Update – Tim Keesey – Cottonwood: Tim will submit an invoice from the RCD, to the RCD endowment fund, for about \$10,000 in past work spent on Cottonwood. Amanda has been doing star thistle monitoring at Cottonwood too. Tim also noted that at the October meeting, board will be able to vote on the AFF contract. Tim has submitted Diane McCombs’ arch resume to the NRCS state cultural resources specialist and it was approved.
- c) Update – Wolfy Rougle – Wolfy is working with CNPS, One Tree Planted and others to fund oak planting volunteer days. She also continues to develop the Camp Fire Footprint reforestation order dur Oct 2019. She recently submitted a pre-proposal for a \$2.7M internal USDA grant, the Joint Chiefs Landscape Restoration Program, that would fund NRCS and USFS collaborative restoration in the Camp Fire footprint. Meanwhile, she continues to research prescribed burn association (PBA) formation by talking with other RCDs that have done it. The goal is to write a grant to get tools and burn gear landowners can check out to do burns on their own property; the PBA can also get them trainings and help them understand the confusing burn permit process. The PBA never takes on liability for a burn, and Wolfy is collecting liability forms used by other RCDs/PBAs for us to adapt here in Butte County.
- d) Funding opportunities-
- e) Other Projects –

## 7) **PARTNERS’ REPORTS (5 minute limit per group)**

- a) Natural Resource Conservation Service (NRCS) – Dan shared the news that Dagoberto Osorio, the office’s most experienced conservation planner, is leaving for a job in Vacaville, so NRCS will need RCD even more.
- b) Butte County departments – Before BOD meeting, Kelly Peterson dropped off issues of her department’s newsletter, WaterSolutions, for board to review; Wolfy passed them around to Board. Carlos Suarez (state NRCS head) is coming to Butte County to see Miocene Canal users and hear about their issues; Dave’s Paradise homesite to see the large hazard trees issue; and then the Concow Basin to discuss proposed JCLRP-funded forest resilience projects. Dan is providing input to NRCS State policymakers and discussed his hope that he can help get RCD incorporated into any future NRCS incident command system (statewide). Tim added that EFRP would more appropriately be an NRCS program, not an FSA program. Dan discussed the resource conservation response after the Camp Fire would have been better if statewide NRCS had invested in connections with RCDs before hand.
- c) Community groups and agencies – Colleen Hatfield announced the CSU herbarium has an Oct. 16<sup>th</sup> workshop on assessing fire-damaged trees and anyone can sign up on the CSU, Chico herbarium website.

## 8) **CLOSED SESSION – Directors only**

- a) Continuing Personnel Discussion
- b) Discussion – Litigation

## 9) **BOARD OF DIRECTORS REPORTS**

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

**10) ADJOURNMENT – 11:13 am**

***NOTE:** The Butte County Resources Conservation District (BCRCD) distributes its Board meeting agendas electronically at least 24 hours in advance of meetings. If you would like to be added to, or removed from, the email list, please notify the Butte County RCD at (530) 534-0112, ext. 122 or by email to: [bcrd@carcd.org](mailto:bcrd@carcd.org). The BCRCD also publicly posts notice and agenda of meetings 72 hours in advance of meetings at the Butte County RCD office located at 150 Chuck Yeager Way, Suite A, Oroville, CA. **Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Butte County RCD Manager at (530) 534-0112, ext. 122.*

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