

**BOARD OF DIRECTORS
MINUTES - SPECIAL MEETING**

Date: Thursday, February 13, 2020

Time: 9:00 AM

Location: 150 Chuck Yeager Way, NRCS Conference Room, Oroville, CA 95965

- 1) **CALL TO ORDER** – Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS** – Dave Lee, President
- 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))
- 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 agendaize 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 BCRC D 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) BUDGET MEETING

a.) T-sheets – We discussed how helpful the T-sheets trial was. Adding T-sheets would cost \$110-130/month. We added the item to the next BOD agenda.

b.) Fee-for-service rates : To accommodate inflation and increases in BCRC D costs it is necessary to revise our FFS rates from time to time. Staff will revise the FFS sheet as below, and present for board approval at the next BOD meeting:

Add project manager at \$70. Delete GIS field data collection role – this is incidental to other existing roles – and raise GIS office role to \$65/hr. Add arch technician at \$85/hr – separate from botany etc. Add forestry technician at \$75. Add “natural resource field technician” at \$80/hr – this would include botany, wildlife, roads and trails, etc.

Engineering technician – keep separate at \$75. Raise “general laborer” from \$35 to \$40/hr. Grant application/consultation – Raise from \$55 to \$60.

c.) Donations – It would be great to have a way where people can donate to the BCRC D, e.g. on our website. (It should also tell people how to send in a check if they prefer – link to a PDF form people can print off and mail in with their donation – which should instruct ppl to write “Donation” on the subject line of checks.) Add opportunity for businesses to “sponsor” events such as tree plantings? That would enable businesses/institutions to write off donations to RCD as advertising costs. (Donations to RCD are non-tax-deductible.) Amanda added: instead of sponsoring a whole event, companies could sponsor lunch for volunteers during the event.

d) CAP/budget discussion – Board recommended that our FY 20-21 budget account for a DM who spends 20-hours-a-week on non-reimbursable time (the other 20 hrs/week would be expected to be spent on projects). This would be estimated at \$50,000/year for FY 20-21.

e) Long-range forecast – Colleen shared trial balances as of 6/30/18 and 6/30/19, showing the RCD’s balance has doubled in that time.

f) Budget review – Colleen produced a report showing the actual revenues from July 2019-Feb 2020, for the sake of comparison to the FY 19-20 budget estimate. Takeaways: RCD was unable to get paid for all the work originally estimated in the budget (various reasons include: not enough staff to use up available hours; partner delays in contracting; weather, etc). However, RCD also performed, and was paid for, additional work never contemplated in the budget. Thad will present the totals, through Feb 2020, at next week’s BOD meeting.

6) CLOSED SESSION – Directors only

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

7) ADJOURNMENT

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: bcrccd@carecd.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.

- 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 the Chair will open up the item for brief public comment limited to 2 minutes per person. After the public comment period closes, a vote will be held.