

BOARD OF DIRECTORS MEETING MINUTES**Date: Thursday June 20th, 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
 - 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 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.*

Kelly Peterson of Butte County Dept of Water and Resource Conservation dropped off her department's newsletter for June 2019. Miocene Canal Update: On May 30th and also June 12th, a meeting was held for all Miocene Canal stakeholders to understand their needs and begin to compile a needs analysis and resource list. Among the options for meeting stakeholders' needs: Del Oro water company has an intake near Lime Saddle which could be used to fill the Miocene; PGE is looking at refilling Kunkle Reservoir which is now drying out and risks a fish kill (4 miles of canal need to be filled with water to reach the reservoir); there's also an old siphon from Concow which may or may not still be operable. Wyandotte Cr and Vina sub-basins application period for new directors just closed and Butte sub-basin has a meeting Aug. 12th. GSP and basin setting work is still progressing and will do so until fall. In July, Kelly will head out to do another round of groundwater monitoring.
- 5) **ACTION ITEMS** – Dave Lee, President
 - a) Review and approval of past minutes. Board directed staff to add list of those present at the meetings and to make minor typographic changes. With those changes, John moved to approve minutes of the Regular meeting held May 23, 2019; Colleen seconded, motion passed. Minutes

- of the Special Meeting held June 5, 2019: John moved to approve, Colleen seconded, motion passed.
- b) Review and Approve Outstanding Bills – One bill was added, a \$100.00 payment to Terra Fuego for FFT2 training taken by Walker and Rougle in spring 2019. With that addition, John moved to approve payment of bills, Colleen seconded, motion passed.
 - c) Bookkeeper report – Director Hatfield. The Board reviewed the P&L report for 2018-19 fiscal year generated by Karen Vaccaro. Karen is about to move to Idaho but remains available to answer questions and help with the audit.
 - d) Audit – RFP - Director Hatfield. Based on consultation with an expert, Dave Wallace, Colleen examined RFPs put out by other RCDs and used them as templates to create a detailed, 4-page RFP for BCRC, which Colleen requested Board carefully review. On the draft RFP, highlighted areas show where Board input is needed. Discussion: John offered recommendations for lowering applicants’ barriers to submitting a proposal. Colleen offered to go back to Mr. Wallace and ask about options for simplifying the process. Directors noted there may be valid reasons for the RFP’s apparent complexity, or there may be opportunities for simplification. Tim Keesey said that the Cottonwood easement agreement allocates \$1,000/yr for an audit, which has gone unused for 9 years. (The agreement also contains an allowance for insurance costs and a 22% indirect rate on top of fee-for-service costs.)
 - e) BCRC Landowner Access Agreement, review/ approve – Thad Walker. Thad had made requested changes from last meeting, including provisions for agreement termination, a place for APN#,s, and dates. The draft agreement is very similar to that used by CDFW. John asked what happens when RCD terminates an agreement with a landowner, but the contractor RCD had been using goes ahead and continues to work with the landowner? Tim replied that RCD will have a separate indemnification agreement with each contractor (as we do with PWA) so RCD would incur no liability under this scenario. Also, a road repair contractor cannot begin work until RCD has completed road evaluation and assessment. The landowner access agreement under discussion applies to this evaluation and assessment work. John will have Kathleen Grison review the agreement and Board will address at next meeting.
 - f) EFRP Agreement with CARCD – Thad Walker. Under EFRP (Emergency Forest Restoration Program) BCRC will provide technical assistance for fire-affected forest landowners using FSA money (administered through USFS who subcontracted with CARCD who subcontracted with BCRC). The monies available are likely to be well over \$1,000,000, most of which is pass-through (for implementation/contractors). However, 8% goes to technical assistance, which RCD will perform at \$100/hour. Of that 8%, 90% are forestry hours and 10% are outreach hours. So if \$1,000,000 is allocated, BCRC gets \$80,000 for technical assistance (TA), and should spend \$72,000 performing forestry TA and \$8,000 on outreach. What’s before the Board today is an agreement for \$10,000 in technical assistance (again, 90% for forestry and 10% for outreach). To unlock the \$10,000, BCRC must provide a cost-share of \$3,400. All outreach must be done in the first 60 days (starting when FSA signs). The \$10,000 contract expires Sept. 25, 2021. A much larger contract is likely coming down the pike; this initial \$10,000 is just to get us started. But the future contract (the one that could be close to \$1,000,000) would not contain any RCD match requirement.

Discussion: State funds **cannot** be used as match – but federal funds **can**. Board discovered that a Scope of Work was in fact included, just not labeled Exhibit A. Suggested changes to draft agreement: Header on the scope of document has errors (e.g., date reads 11/30/2017). Board directed staff to remove some typos (numbers inserted in the middle of words, etc). Add “Exhibit A” to title of scope of work document.

Colleen moved to approve the agreement with the suggested revisions above. Allen seconded. Motion passed.
 - g) Dixie Road BOD Resolution for BCRC – Thad Walker – This is to designate an authorized signer for the road repair agreement. The authorized signer would be Dave Lee as is the case under all our other agreements. John moved to adopt the resolution, Colleen seconded, motion passed.

- h) ATV and Trailer excess property – Registration is due on the trailer, which is stored at John’s property and has not been used in a long time. The trailer is quite small and is designed to haul the ATV, which BCRCDC no longer wants. Should BCRCDC retain the trailer, ATV or both? John moved the Board place on the BCRCDC website a request for sealed bids from buyers interested in the trailer-and-ATV combo. Deadline for bids to be submitted: July 30th; bids to be opened at August meeting. This will require some staff time to compile information about the vehicle and trailer so buyers have enough information to make an informed bid. Allen seconded. Motion passed. Allen will create the request for bids, based on information (i.e, registration and photos) to be sent by Thad, John, and Tim.
- i) Watershed Coordinator, letter to DOC requesting budget adjustment– Wolfy Rougle explained the budget adjustment was approved and is now final. She presented a signing authority sheet for Dave, Colleen and (if desired) a third board member to sign. (John signed.) She reported back from the first WC orientation, which was held in Sacramento. At the orientation, she had asked other WCs how their organizations deal with the cash flow issues caused by reimbursed (not advanced) grant funding. The answer: They all get lines of credit. Wolfy related that the Fire Safe Council has a line of credit through Rabobank. Many other RCDs had shared their own credit strategies (community foundations, etc) with Wolfy. She strongly urged the Board to consider exploring a line of credit. Board directed staff and Colleen to investigate lines of credit and short-term operating loans and bring the best options to a future board meeting.
- Notes: Several promising political and structural solutions are in the works to solve this problem for RCDs and small non-profits, but the solutions are unlikely to be available in the next year.
- j) SNAP/Americorps Member for BCRCDC – Thad Walker – A SNAP fellow could start work 10/16/19 and run through 9/19/2020. 1700 hours total (no limitation on how many per week) with a 50% match RCD would be responsible for – which works out to \$8.00/hour payable by RCD. Even though this will likely be more like \$10.00/hour cost when reporting requirements are factored in, it is still a great bargain. Most of the SNAP member’s hours would be billable to forestry TA and erosion control projects, including potentially erosion control projects generated by the Watershed Coordinator project. Can be paid in 2-3 installments. RCD, as the sponsor, can choose SNAP member (conduct interviews) or opt-out of program at last minute with no penalty if none of the applicants seem like a good fit. Forest health focus, members arrive with training and are college grads; have a good reputation for being high-quality, capable applicants. RCD has had highly positive experiences with SNAP members twice in the past. SNAP application is due June 30th. Should RCD pursue a SNAP application for this year? Colleen moved that we submit the application. John seconded. Motion passed. Staff will draft a job description that makes all the SNAP members want to choose BCRCDC.
- k) Adoption of Final IRWM Plan – Wolfy Rougle recapped that formal adoption of the Plan is a step which over 30 local resource-related organizations have taken because it makes them eligible for certain Prop 1 and Prop 68 funds. Allen moved to adopt the plan via resolution, Colleen seconded, motion passed. Board also directed staff to look into adopting the Sacramento Valley IRWM Plan.
- l) Job Description for CEQA Coordination – Wolfy Rougle. Staff will post job description on website, social media, and CARCD, and look into whether Handshake (CSU Chico site) costs money for employers to use. Wolfy will also add to job description the nature of the CEQA projects the employee will work on.
- m) FY 2018-2019 Budget – Colleen Hatfield – Colleen presented a draft budget capturing the various projects RCD does. Tim proposed adding an “indirect %” row in the income table to track indirect; this could then be directed straight into “operating expenses”. Colleen shared a list of 3 bookkeepers she and Thad will interview to take over the work previously done by Karen Vaccaro. Board and staff will continue to collaborate to refine and improve the budget; some projects (e.g., Watershed Coordinator, NRCS Engineering) need overhauling. The budget also displays how many staff hours are needed to fulfill all RCD contracts and grants for each of the next 12 months. For every single month, it is over 3 FTEs (before adding the additional engineering hours Amanda will take on). For some months, it is over 4 full-time employees.

- n) Review Job Description for new Employee (Botanist) – Wolfy Rougle - Board has received 3 botanist resumes. Dave asked whether Colleen would be able to interview botanists so RCD could hire one or two, and she agreed. Even though botany field season is already finished here in the low foothills, it has not even begun up in Granite Basin. Having a botanist on call to deal with higher-elevation surveys would help RCD meet its obligations.
- o) Next meeting date July 18th, 2019 at 202 Mira Loma Drive Oroville at 9:00am.

6) RCD PROJECTS AND PROGRAMS

- a) Update – Thad Walker – Thad is working to price out construction mats for Dome Trail project at Home Depot while staying within FS specs. Match for grant was contributed in Home Depot gift cards.
- b) Update – Tim Keesey – Scoping period has closed on Granite Basin OHV project; quite a number of comments were received. The project addresses most of the concerns already and additional concerns (e.g., USFS’ own comment that road decommissioning be incorporated into the project) will be addressed as alternatives are developed. RCD will meet with USFS IDT team on July 16th. USFS now has a collection agreement with Butte County, which will allow them to conduct an archaeological survey on Swayne RR grade, thus facilitating RCD’s preferred alternative. Butte County will serve as CEQA lead agency because it initiated the project, even though the project is physically located in Plumas County.
- c) Update – Wolfy Rougle – Completed 3 of 4 botany projects CAL FIRE asked RCD to do under MSA: i.e, 1200-acre Cohasset project, all accessible portions of Forbestown Fuelbreak, and assisting DWR with Loafer Creek VMP surveys. Also completed City of Chico botany surveys and is currently working on reporting. Wolfy will also continue to work with Colleen on budgeting to fix Watershed Coordinator budget so it reflects actual hourly grant-funded cost to RCD of \$47.57/hour for people performing WC hours.
- d) Funding opportunities- Colleen reported about a DOC grant for Riparian Corridors and Working Lands, which a consortium of Sac Valley RCDs may co-apply for. There’s a conference call for interested RCDs June 28th. Staff has extremely limited capacity to participate in the consortium, but Allen Harthorn is interested in participating in the phone call.
- e) Other Projects – Colleen participated in Glenn County RCD’s board meeting last month – they have many constituents at each meeting, like Air Quality Control Board. Glenn County RCD will host a meeting/workshop pertaining to Prescribed Burn Associations in October. Colleen would like Board to return to working through the Policies & Procedures.

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

- a) Natural Resource Conservation Service (NRCS)
- b) Butte County departments – See Kelly Peterson’s report at beginning of minutes
- c) Community groups and agencies

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 – 12:02 pm

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. 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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