
**BOARD OF DIRECTORS MEETING
MINUTES**

Date: Tuesday, November 14, 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, William Kellogg. Others in attendance: BCRC: Thad Walker, Tim Keesey.

- 1) The meeting was called to order at 9:05 a.m. by President Dave Lee
- 2) Welcome and Introductions – no new visitors
- 3) Revisions to Agenda – Discussion regarding the Government Compensation Report was added to item 5 (f).
- 4) Public Comment – none
- 5) ACTION ITEMS:
 - a) Review and approval of the meeting minutes of the Regular meeting held October 19, 2017: Director Hatfield moved and Director Christofferson seconded the motion to approve the meeting minutes. Lee, Hatfield, and Christofferson voted in favor. Associate Director Kellogg requested a copy of the minutes be sent to him. There was discussion regarding the need for a revised FY17-18 RCD Budget.
Future ACTION needed: Keesey will work on an RCD Budget and bring it to the Board for discussion next meeting
 - b) Review and approve outstanding bills: Director Christofferson moved and Director Hatfield seconded the motion to pay outstanding bills. Lee, Christofferson, and Hatfield voted in favor of the motion.
 - c) Report from Director Christofferson – Contracts: The Board discussed the contract with Andrew Pelkofer to assist with the Table 2 project. The contract has been amended and signed. The Board reviewed proposed changes to the contract between Tim Keesey and the RCD.
Future ACTION needed: Keesey will make the changes to the contract and email to Director Christofferson. The contract will be placed on next meeting's agenda for approval.
 - d) Report from Director Hatfield – Website, E-mail, Internet connection: The RCD email has been shut down because the account balance is past due. The RCD does not currently have access to the accounts and needs the administrative password. Director Hatfield is working on it and it should be back up and running by next week.

The RCD has not heard back from Chuck (website consultant). Director Hatfield made a motion to have Thad work with Chuck to migrate the website content to a wordpress site that RCD staff can manage. Director Christofferson seconded the motion, and the motion passed unanimously.

The internet through Digital Path will be \$65.95/month or there is a discount if you purchase it for a year. Director Christofferson made a motion to purchase internet access for the RCD office for a year, Director Lee seconded the motion, and the motion passed unanimously.

There was discussion about the need for a large amount of online storage, such as DropBox, so that staff and consultants can back up work products. There was discussion about the need for a computer and the Board agreed to have Keesey get bids and purchase a computer. Thad will transfer files and assist with setting up the computer.

Chuck suggested that the RCD use social media, such as Facebook, more to its advantage. Thad does not have the login or password.

Future ACTION needed: Thad will get a bid from Chuck to migrate the website to wordpress. If the bid is within the DOC FAP budget for the website, then Thad will proceed to work with Chuck on migrating the site. Keesey will get bids to purchase a computer and send them to John and Thad for review. If a computer that meets the needs of the RCD that is under \$1,000 is found, then it will be purchased. Colleen will see if Kelly or Mary Thompson know the facebook login and password.

- e) Procurement Policy: The Board has not had time to review the policies from other RCD's that Keesey sent out for review.

Future ACTION Needed: Keesey will develop a procurement policy based on the policies he has received from other RCD's and send it out to the Board for review and approval at the next meeting.

- f) Special District Financial Transaction Report – Audit by Controller's Office, Nov. 16, 2017- Government Compensation Report – Director Christofferson: The Special District FTR was not submitted in time because the RCD does not currently have access to the financial information needed to develop the report. The next report will be due in January. The RCD does not need to submit a Government Compensation Report because the RCD does not have any employees and the Board members are not elected officials. Therefore, the Audit was not needed and was cancelled. Director Christofferson did submit a report with current Director information

Future ACTION Needed: Director Lee will get the RCD's computer back from the Sheriff's office and work with the bookkeeper to get Quickbooks up to date. The report that Director Christofferson developed with current Director information needs to be put on the new computer.

- g) Creation of a Pay Pal Account – Thad Walker: Walker explained that the RCD needs a Pay Pal account in order to make receiving payments from the Forest Service easier. There is no charge to set up a Pay Pal account. Colleen made a motion to have Walker set up a Pay Pal account, seconded by Director Christofferson, and the motion passed unanimously.

Future ACTION Needed: Walker will set up a Pay Pal account.

- h) Invoice Policy/format and accounting: The RCD will use the Quickbooks format for invoicing and accounting.

- i) Table 2 Survey Agreement – review and sign: Director Hatfield made a motion, and Director Christofferson seconded the motion to sign the Table 2 Cooperative Agreement with the Forest Service. The motion passed unanimously. Walker has submitted an invoice to the County for work on the Table 2 project in the amount of \$9,921.80. \$3,155.33 of that will need to be paid to the contractor when received. There will still be funds (\$10,000) for Walker to work one more day in the field, develop the report and for Keesey to assist with GIS. The report will discuss alternatives to reduce the hydrologic connectivity of trails to watercourses. This will be presented to the user groups. The goal is not to remove trails, but to move them to a location that is more sustainable and reduces impacts to natural resources. There was discussion regarding the need for the Board to report to the Butte County Board of Supervisors regarding RCD success stories. Director Lee and Director Christofferson will be meeting with Supervisor Teeter to discuss future trail work that the RCD can assist with.
 - j) Next meeting date: December 21, 2017, at 202 Mira Loma Dr., Oroville: The Board decided to meet on December 12, 2017 at 9:00 am at 202 Mira Loma Dr., Oroville.
- 6) RCD PROJECTS AND PROGRAMS
- a) NRCS Agreement – No report
 - b) Table 2 Project Update – See Item 5(i)
 - c) Other Projects – Associate Director Kellogg informed the Board that PID has been discussing reducing the size of the contract (\$7,000) to have the RCD assist with GIS catastrophic wildfire planning.
- 7) PARTNER REPORT: No Partner Reports
- 8) CLOSED SESSION –
- a) Continuing Personnel Discussion - ?
- 9) BOARD OF DIRECTOR REPORTS – None
- 10) ADJOURNED – 11:50 AM