



**BOARD OF DIRECTORS MEETING
MINUTES**

Date: Thursday February 15, 2018

Time: 9:00 a.m.

Location: 202 Mira Loma Dr., Truckee Conference Room, Oroville, CA 95965

Directors/Associate Directors in Attendance: Dave Lee, John Christofferson, Mike Felkins.

Others in attendance: BCRCD: Thad Walker, Tim Keesey, Brooke Worden; NRCS: Dan Taverner

- 1) **CALL TO ORDER:** The meeting was called to order at 9:00 a.m. by Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS:** No new visitors.
- 3) **REVISIONS TO AGENDA:** None.
- 4) **PUBLIC COMMENT (on non-action items):** None.
- 5) **ACTION ITEMS** – Dave Lee, President
 - a) Review and approval of the minutes of the Regular meeting held January 18, 2018: Director Christofferson made a motion to approve the January 18, 2018 minutes with the removal of an extra “to” on page 2. Director Felkins seconded the motion and it was approved unanimously.
 - b) Review and Approve Outstanding Bills: Director Felkins had a question regarding the PWA bill, which was clarified. Director Christofferson made a motion to approve the bills as presented. Director Felkins seconded the motion and it was approved unanimously.
 - c) Bookkeeper report. Director Lee met with Director Hatfield, Walker and Karen Vaccaro (Bookkeeper) on Tuesday 2/13. The Bookkeeper is making remarkable progress. Vaccaro recommended that RCD purchase Quickbooks online. This will allow Director Hatfield to track RCD finances remotely. The RCD will be providing Vaccaro with receipts once a month. She will input the information into Quickbooks and provide the Board with monthly statements. Quickbooks online will save everyone’s time. It costs \$25/month for the first 6-months and then it changes to \$50/month. Christofferson made a motion to get quickbooks online for 6-months and then re-evaluate . Felkins seconded the motion and it was passed unanimously.
Future Action Needed: Walker and Keesey will review *Quickbooks Class list.*
 - d) Payment of outstanding overdue bill - Alleevity: After discussion regarding anticipated revenue over the next month Director Felkins made a motion to pay Alleevity \$2,000. Director Christofferson seconded the motion and it was passed unanimously.

- e) Report from Director Hatfield/ Thad Walker – Website, E-mail, Internet connection: BCRC D email and internet are working. Internet will cost ~\$100/month. There are still domain issues with the website, but Chuck of Blue Iris Software has turned over control and sent a final bill for \$163. Colleen is working with Enam to transfer domain and hosting, and working with Streamline and her husband on website content.
Future Action Needed: *Walker will talk with Carrie of PRBO about assisting with the internet bill since they use it as well.*
- f) Check Signing Policy – Director Felkins/ T. Keesey: The Board reviewed the draft policy. Keesey will make changes and bring it back for review at the next meeting. There was discussion regarding the reconciliation of the bank statements.
Future Action Needed: *Director Felkins will reconcile the bank statements every 6-months. Director Felkins will set up Director Felkins with access to online banking.*
- g) Invoice Policy/format and Square Account (Quickbooks) – T. Walker: The Square account is now working.. Walker is maintaining a spreadsheet of what’s been billed and what has been paid. Thad will input this information to Quickbooks. The Bookkeeper will develop monthly statements for the Board.
- h) Safety training– Director Felkins: There was discussion regarding what the NRCS requires, what Allevery requires, and current personnel files. NRCS requires internet safety, computer security, quad training, and field season training (dehydration, snakes, poison oak, etc...)
Future Action Needed: *Director Felkins will establish new personnel files for Walker and Worden. Director Felkins will give Walker and Worden training based on Allevery requirements and NRCS and RCD needs (Quad)by next meeting.*
- i) County OHV Agreement – Thad Walker: The County will take care of contracts and agreements for environmental consultant and construction. RCD will receive \$113,176 project administration and project specific tasks. Trail construction will be implemented by a contractor. Walker will have about 3 weeks of work this year flagging trail routes. The agreement will go before the County Board on March 13th. No billing can take place until the County has a signed agreement with the State.
Future Action Needed: *Thad will send Director Christofferson a copy of the agreement.*
- j) Director appointment to Butte County Special District Board – Director Lee: Too late.
- k) Next meeting date: March 15th 2018 at 202 Mira Loma Dr., Oroville 9:00am

6) RCD PROJECTS AND PROGRAMS

- a) NRCS Agreement – Dan/Thad: Agreements are in place and are being invoiced on a regular basis.
- b) Projects – Thad Walker
 - i) NRCS Conservation Planning – Walker has been assisting Carrie (PRBO) with shorebird field checks and the NRCS with the NAQI program.
 - ii) Table 2: Walker is about 75% complete with the GIS data and anticipates completing the project by May.
 - iii) Dome Trail: Received an award letter and working on obtaining an agreement.
- c) Projects – Tim Keesey
 - i) Keesey provided a monthly report (*See Attachment A*).

- d) Other Projects: Worden has the three more SWEEP's to complete. Worden will be going on vacation in March. Director Christofferson discussed the County Oak Woodland Ordinance for which a new draft will be out in a couple weeks. Director Felkins discussed the need for an annual budget.

7) **PARTNERS' REPORTS** (5 minute limit per group)

- a) Natural Resource Conservation Service (NRCS): Taverner met with County Planning regarding hoop houses that are provided to producers through the Farm Bill. The County is requiring an engineering stamp, which will make it cost prohibitive to acquire the houses through NRCS. NRCS is requesting an exemption from this requirement.

The District Conservationist in the Sacramento Valley met in February. There are going to be cuts to partner agreements. The DC's prioritized the agreements and decided that the priority was Powell Tech. (Farm Bill Assistances), RCD Agreements, ACES (retired NRCS employees), and PRBO.

NRCS Oroville office will be getting a new Soil Conservationist through the Pathways program (NRCS Internship program).

- b) Butte County departments: None.
- c) Community groups and agencies: None

8) **CLOSED SESSION – Directors only**

- a) Continuing Personnel Discussion: No action taken.

9) **BOARD OF DIRECTORS REPORTS**

- a) Butte County RCD Directors and Associate Directors are welcome to report: None.

10) **ADJOURNMENT**