

**BOARD OF DIRECTORS MEETING  
MINUTES**

**Date: Thursday January, 18<sup>th</sup> 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, Colleen Hatfield, Mike Felkins.*

*Others in attendance: BCRCD: Thad Walker, Tim Keeseey, 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 December 12, 2017: Director Christofferson made a motion to approve the December 12, 2017 minutes with a change to item 5(e) from \$200 to \$500. Director Felkins seconded the motion and it was approved unanimously.
  - b) Review and Approve Outstanding Bills: Director Christofferson made a motion to approve the bills as presented with the addition of paying Digital Path \$99. Director Hatfield seconded the motion and it was approved unanimously.
  - c) Bookkeeper report. Director Lee was not able to meet with the Bookkeeper and will provide an update at the next Board meeting.
  - d) Payment of outstanding overdue bill - Alleivity: Director Christofferson made a motion to pay Alleivity \$10,000. Director Felkins seconded the motion and it was passed unanimously. Director Hatfield made a motion to draft a letter to Alleivity outlining a plan to pay of the remaining balance. Director Christofferson seconded the motion and it was passed unanimously.
  - e) Report from Director Hatfield/ Thad Walker – Website, E-mail, Internet connection: BCRCD email is now working. Walker is meeting with Digital Path on 1/18/2018 to have internet set up. Walker is having trouble contacting Chuck, the current holder of the RCD's domain and hosting, despite numerous unresponsive efforts.

**Future Action Needed:** Director Hatfield is going to contact Enom to obtain access to domain and hosting. New content will be developed with the help of Streamline.

- f) Procurement Policy – Director Christofferson/ T. Keeseey: Director Hatfield made a motion to approve the Procurement Policy as presented. Director Christofferson seconded the motion and it was approved unanimously. Director Felkins requested that a Check Signing Policy be developed.

**Future Action Needed:** Keeseey will draft a Check Signing Policy and present it at the next Board meeting.

- g) Invoice Policy/format and Square Account (Quickbooks) – T. Walker: The Square account is now working and the Forest Service will be posting \$1,500 to the RCD account. 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) RCD Budget and accounting – T. Keeseey, T. Walker: Keeseey presented an updated budget spreadsheet. There was discussion regarding using the format that Kelly (former RCD Manager) used to present budget information to the Board. Keeseey will continue to work on the budget.
- i) Timesheet development – T. Keeseey: Keeseey presented a timesheet spreadsheet that can be used to document staff member's time spent on specific projects. The Board directed staff to complete the timesheet spreadsheets every two weeks and upload them to a shared timesheet Dropbox file. Hard copies should be printed out and kept in a file at the office as well.
- j) Job-site specific safety training follow-up and agreement – Allevity – Director Lee: Allevity would like Brooke and Thad to get the job site specific training listed in their employment packets.  
**Future Action Needed:** Director Hatfield will look for Thad's employment packet. Director Felkins will give Brooke and Thad the required safety trainings.
- k) Next meeting date: February 15<sup>th</sup> 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) OHV Grant and revision to award letter: Walker is working with the County to develop an agreement between the RCD and the County to provide project oversight, trail layout, and soil studies.
  - ii) County Trails Plan: Walker needs the website to proceed with the Trails Plan survey.
  - iii) BC Oak Woodland Mitigation Ordinance: Director Christofferson and Director Hatfield will monitor the development of this ordinance.
- c) Projects – Tim Keeseey
  - i) DOC FAP Grant Workplan and Budget: Keeseey presented a revised DOC FAP workplan and budget. Director Hatfield made a motion to revise the workplan and budget and submit a request to DOC to adopt the changes. Director Christofferson seconded the motion and it was approved unanimously.
  - ii) Resolution #2018-1: North Butte County Road Inventory and Improvement Project – Project Director: Keeseey presented a revised Resolution with changes requested by the State Water Resources Control Board. Director Hatfield mad a motion to adopt the Resolution. Director Felkins seconded the motion and it was approved unanimously.

- iii) CARCD Forestry Inventory Survey: Keesey filled out the CARCD inventory regarding Forestry services that the RCD could provide. Colleen forwarded the information to the CARCD.
- d) Other Projects: Worden will be attending an NRCS Engineering training on Feb. 15<sup>th</sup> with funding from the DOC FAP grant. Worden will be going on vacation in March.

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

- a) Natural Resource Conservation Service (NRCS): Taverner provided an update regarding the first batching period. There are 30+ NAQI applications and several forestry and irrigation projects. Taverner provided information regarding a 640-acre project near Lake Wyandotte that is proposing to have an agronomy training center.
- 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**