



**BOARD OF DIRECTORS MEETING  
MINUTES**

**Date: Thursday September 20, 2018**

**Time: 1:30 p.m.**

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

*Directors/Associate Directors in Attendance: Dave Lee, John Christofferson, and Colleen Hatfield*

*Others in attendance: BCRCD: Tim Keesey, Wolfy Rougle, and Thad Walker; Susan Mason; Mike Cook, River Partners; NRCS – Dan Taverner.*

- 1) **CALL TO ORDER:** The meeting was called to order at 1:30 p.m.. by Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS:** No new visitors.
- 3) **REVISIONS TO AGENDA:** Director Christofferson requested that:
  - Item H of action items - add additional item, "Discuss adoption of Honey Lake P&Ps."
  - Go to quick Closed Session immediately after Public Comment but before Action Items.
- 4) **PUBLIC COMMENT (on non-action items):** The Board heard from a guest, Susan Mason, who asked the RCD to consider taking over responsibility for the Butte County Weed Management Area (WMA). The WMA was initially set up with state funding, which is available intermittently. In 2019, WMAs will be able to apply for \$2M in state funding. Mason has been more or less managing the WMA but must leave the area next year and is trying to find someone to carry on this important work. Responsibilities of managing a WMA: publish a semiannual newsletter (which Mason is willing to help write), apply for and manage grants as necessary; ideally hold 2-4 meetings per year (past Butte WMA meetings had drawn about 20 participants at a time). Holding regular meetings increases the likelihood of securing grants. Kent Fowler is a good contact who wants to do more about invasive weeds in the area. Board agreed to consider the idea.

Mike Cook, Regional Partner for River Partners, joined the meeting and introduced himself.

- 8) **CLOSED SESSION – Directors and Keesey**
  - a. Continuing Personnel Discussion: The Board went into closed session after public comment. Keesey was offered a position with the RCD.
- 5) **ACTION ITEMS – Dave Lee, President**
  - a) Review and approval of the minutes of the Regular meeting held July 19, 2018: Director Christofferson made a motion to approve the minutes with a clarification that the Conflict of Interest Policy was approved at the last meeting, Director Hatfield seconded the motion and

motion passed unanimously. The July meeting minutes were tabled again as Director Felkins presence is need to approve.

- b) Review and Approve Outstanding Bills: Director Christofferson made a motion to approve the accounts payable register with the exception of the PWA and McCombs invoices, with a caveat that these too could be paid when the funds were received from the County. Director Hatfield seconded the motion and it was approved unanimously. In addition, a motion was made by Director Hatfield to pay the outstanding balance of \$4,670 to Allevity. Director Christofferson seconded the motion and it was passed unanimously.
- c) Acceptance of Conflict of Interest Policy – Director Christofferson: The Conflict of Interest policy was adopted at the last meeting. It has been signed and delivered to the County Clerk.
- d) Bookkeeper Report – Director Christofferson: Karen is doing a great job and the balance sheet is looking better than last year. Karen is working on getting the profit and loss in order. Employee benefits and salaries are one-third less than last year. Colleen will work with Karen regarding asset calculations.
- e) Time Sheet Authorization and Payment Method – Director Hatfield: The RCD needs to have someone review and sign timesheets before they are sent to Allevity. Director Christofferson made a motion to have Chairman Lee review and sign timesheets. Director Hatfield seconded the motion and it was passed unanimously. Allevity would like to automatically withdraw payments from the RCD account. It was discussed that the Board would have to approve the payment before it is automatically withdrawn according to Board policy. Director Hatfield will talk to Allevity and bring it back to the Board next meeting.
- f) Insurance Claim Update and Audit – Director Hatfield and Director Christofferson: Director Hatfield is working with SDRMA on insurance claim.
- g) Bank Card - Director Hatfield – Rabo bank advised against a debit card because it is hard to track. Rabo suggested getting a pre-paid credit card. Director Christofferson made a motion to get a \$1,000 pre-paid credit card. Director Hatfield seconded the motion and it was passed unaminously.
- h) Fee-for-Service Policy – Thad Walker: A Fee-for-Service policy is mandated by law. The RCD has been receiving a number of requests for services and rates. There was discussion regarding having a range of fees vs. a set fee for all services. There was also discussion regarding having a set contract price vs. charging an hourly rate with a not-to-exceed figure. Director christofferson made a motion to except policy 3200: Fee-for-Service policy as presented with the caveat that it would be amended at the next Board meeting with an hourly rate sheet. Director Hatfield seconded the motion and it passed unanimously.

There was discussion regarding using the Honey Lake Valley RCD’s policies and procedures to develop BCRCDD’s policies. It was determined that the Board would discuss one section per monthly meeting and adopt the section at the subsequent meeting, if ready for adoption.

- i) Dome Trail Construction Document & Extension Request - Thad Walker: Walker has been meeting with the Forest Service. The Region 5 Engineer has found documentation that the trail has been identified as a safety hazard and so the project is being pushed up on the priority list. Walker was able to obtain a 3 year extension for the project. There is ~\$4,000 -\$5,000 in the agreement that the RCD can bill toward staff time. There was discussion regarding the RCD hiring an Engineering consultant to design the trail/stairs and billing the Forest Service.

- j) Stoney Fire Assessment and Restoration Project and Agreement – Thad Walker: Chairman Lee has signed the agreement. There are some insurance issues that need resolution and the the City will sign.
- k) CEQA Training for Staff – Wolfy Rougle: There is \$1,600 in the DOC FAP budget for staff CEQA Training. Rougle is interested in taking Introduction to CEQA through U.C. San Diego Online Extension for \$395.00 and Keesey is interested in taking Advanced CEQA through UCSD Extention for \$495.00. Director Hatfield made a motion to approve Rougle and Keesey signing up for CEQA classes and submitting invoices for reimbursement. Director Christofferson seconded the motion and it passed unanimously.
- l) Granite Basin NEPA/CEQA Update and Contract with Dan Lipp – Tim Keesey: RCD staff continue to work with the Forest Service and the contract Archaeologist to identify trail re-routes that will avoid impacts to cultural resources while meeting OHV trail objectives. Dan Lipp has been working for Keesey conducting CA spotted owl surveys and checking Forest Carnivore trail cams. Due to employment status changes with Keesey, the RCD needs to contract directly with Lipp. Director Hatfield made a motion to approve the contract with Lipp as presented. Director Christofferson seconded the motion and it passed unanimously.
- m) North County Road Inventory –Agreements & Contracts - Tim Keesey: The agreement between the RCD and County has been modified into two agreements. One will be a collection agreement and one will be a distribution agreement. The County cannot have both in one agreement. This will not change the content of the original agreement. These will be going before the County Board of Supervisors in the near future.
- n) Forestry Assistance Grant and contract with Phil Nemir – Tim Keesey : Keesey is working with CARCD to determine the work load and rates for this agreement. Keesey is still working out the details of a contract between the RCD and Phil Nemir and will present it at the next meeting.
- o) Volunteer Help Policy and Insurance – Director Christofferson and Director Hatfield: Volunteers are covered under the SDRMA policy. The RCD needs to develop a volunteer policy.
- p) Garmin In-Reach Service Agreement – Thad Walker and Director Hatfield: The monthly service charge for the Garmin emergency notification features will be charged to the pre-paid credit card discussed in item 5(g).
- q) 2018 OHMVR Planning Grant – Thad Walker: RCD staff met with Supervisor Teeter, Lassen National Forest (LNF) staff, and members of the Hill Sliders to discuss the development of a collaborative to develop a comprehensive plan to improve recreational opportunities and amenities, including the parking lot, up at the Colby Meadows OSV park. RCD can use DOC FAP funds to work with the collaborative. Chico Velo has donated \$6,000 for non-motorized trail analysis within the project area.
- r) CAL FIRE, CEQA Work for Fuels Reduction Projects and Contract – Tim Keesey and Thad Walker: Walker and Rougle met with Gus Boston (CAL FIRE) to discuss services the RCD could provide to CAL FIRE to assist them with CEQA compliance for proposed CAL FIRE fuel reduction projects. RCD staff will continue to investigate CEQA opportunities with CAL FIRE. Keesey has assisted a landowner north of Magalia in acquiring CAL FIRE California Forest Improvement Program (CFIP) funds to develop a Forest Management Plan (FMP) on his 163-acre property. The landowner would like to contract with the RCD to develop the FMP. The Cooperative Agreement between the RCD and the landowner will be presented at the next Board meeting.

- s) Letters of Support – Tim Keesey: Keesey presented three letters of support. One was for the Northern California Regional Land Trust’s Sierra Nevada Conservancy (SNC) grant application for the Deer Creek Forest Health Project. The other two were for the Butte County Fire Safe Councils SNC grant application for the Big Chico Creek Forest Restoration Management Plan, one was a letter of support and the other was to commit to being the CEQA lead on the project. Director Hatfield made a motion to submit the three letters of support. Director Christofferson seconded the motion and it was passed unanimously.
- t) Engineering Agreement – Thad Walker: Walker worked with Taverner to develop a job description for the Engineering Technician position. This position will be paid out of the NRCS Engineering Agreement of which there is ~\$56,000 left in the agreement. Taverner informed the Board that the NRCS Engineer that was supposed to be coming to the Oroville office is no longer coming. Lyle has been coming up from Willows, but has applied to become the Area Engineer. Director Hatfield made a motion to fly the Engineering Technician position. Director Christofferson seconded the motion and it was passed unanimously.
- u) Next meeting date: The next meeting will be on October 18, 2018 at 202 Mira Loma Dr., Oroville 1:30 p.m.
- v) Audit – Director Hatfield and Director Christofferson: Director Hatfield will research price and timeframe for having a pre-audit conducted, as recommended by Vicky. Director Christofferson will look at the State Regulations regarding audits.

**6) RCD PROJECTS AND PROGRAMS**

- a) NRCS Agreement – Agreements are being invoiced on a monthly basis.
- b) Projects – Thad Walker: Projects were discussed in previous agenda items. Walker informed the Board that the RCD is hosting a grant writing workshop on October 16-17<sup>th</sup> as part of the DOC FAP grant deliverables. Staff access to mail chimp, bcrd email, website, and facebook account was discussed. Director Hatfield made a motion to allow Walker, Rougle, and Keesey access to these accounts. Director Christofferson seconded the motion and it was passed unanimously. Director Hatfield made a motion to give get Keesey a bcrd email account. Director Christofferson seconded the motion and it was approved unanimously.
- c) Projects – Tim Keesey: Keesey provided a monthly report (*See Attachment A*).
- d) Funding Opportunities: None.
- e) Other Projects: None

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

- a) Natural Resource Conservation Service (NRCS): NRCS and RCD staff met with an agricultural producer to discuss the development of a Carbon Farming Plan. Western Shasta RCD is putting on an upcoming Carbon Farming Plan workshop in Redding, CA. Director Hatfield made a motion to pay the \$35 registration fee and mileage reimbursement to send Rougle to the upcoming workshop. Director Hatfield seconded the motion and it was passed unanimously.

The Richvale property that the RCD looked into purchasing and putting into a conservation easement a few years ago due preserve vernal pool habitat is back on the market through Strommer Realty. In the past they were unable to deliver title due to bifurcated heirs. The RCD would need funds for a good lawyer to take care of the title issues. There are also issues with mineral rights, 50% of which have been sold.

b) Butte County departments: None.

c) Community groups and agencies: Mike Cook, River Partners Regional Director for Northern CA, provided an overview of River Partners and discussed opportunities to collaborate with the RCD.

8) **CLOSED SESSION – Directors only**

b. Continuing Personnel Discussion: The Board went into closed session. No action was taken.

c. Additional Personnel Hours & Compensation – No action was taken.

d. Discussion – Litigation: No action was taken

9) **BOARD OF DIRECTORS REPORTS**

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

10) **ADJOURNMENT**