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**BOARD OF DIRECTORS**

**Minutes**

**Date: Thursday, March 23, 2023**

**Time: 9:00 AM**

**Location: Klamath Conference Room**

**202 Mira Loma Drive, Oroville, CA 95965**

**Or Join Zoom Meeting**

**https://us02web.zoom.us/j/82425201867?pwd=Z09iZitxODBWaDAvOG9XN1JRSmNkUT09**

**Meeting ID: 824 2520 1867**

**Passcode: 373497**

**Join via phone +1 408 638 0968**

**1.CALL TO ORDER** – Dave Lee, President - 9:25 am

**2. WELCOME AND INTRODUCTIONS -** In person: Chair Dave Lee, Director Samantha Lewis, Treasurer Collen Hatfield, District Manager Thad Walker, Staff Cameron Musser, Staff Kimberly Romero. Via Zoom: NRCS District Conservation Dan Taverner, NRCS Planner Lily Trejo.

**3. REVISIONS TO AGENDA** (only emergency situations

requiring the need to take immediate actions may be added as action items pursuant to Gov. code 549954.2(b))

No revisions-

**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 BCRCD 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.*

**5. CONSENT AGENDA:**

1. Review and approval of the minutes of the BOD meeting held on 2/16/2023 – *Colleen moved to accept, Samantha seconded, motion passed unanimously.*

**6. ACTION ITEMS –** Dave Lee, President

1. Review and approval of Financials/ Accounts Payable- Colleen Hatfield

Financial trial run. Cheryl significantly paired down the reports from Quickbooks.

* Balance Sheet: Displays the past month.
* Financial Statement: Displays the transactions, outstanding invoices, and account payable. (Typo on page 2 of statement for the month)
* Interim Report: “Detail” added to the report to display the project the item falls under.
* Budget Actual has been changed to a quarterly basis because of budget fluctuations.

Dave questioned the outstanding budget. County budget item from 2019 needs to be verified by staff.

The bill passed for RCD to become a small business for invoices. Staff reached out to CARCD regarding the issue have not heard back. Dave suggests contacting the Gallagher office regarding invoices to agencies. He also suggested receiving a small business number and adding the number to invoices addressed to agencies.

The District Manager and Board Members agree the new report layout is legible and easy to follow.

Dave checked the security of our bank deposits. The bank deposits are insured to 110% of deposit.

Samantha question regarding billed vs not billed on Financial Statement. Staff stated the projects that are listed as “not billed” are items waiting to be invoiced. This could vary based on how often a grant/project is invoiced.

*Samantha motioned to approve the financials as presented, Colleen seconded, motion passed unanimously.*

1. LAFCO Election for Regular Enterprise Member -Thad Walker –

Votes must be conducted at a meeting. In the past, the board has recommended and sustained from election. The District Manager suggested reaching out to LAFCO for qualifications, resumes, and/ or candidate statements.

*Samantha tabled the decision with the request to get more information on the four individuals, Colleen seconded, and the item is unanimously tabled for the next board meeting.*

1. Granite Basin OHV Development Project, Butte County Public Works, Revised Agreement -Thad Walker

The Draft EA has been submitted to the Forest Service for review. However, it was not submitted before the Forest Service started Project Restore and Protect, therefore, it has been shelved for review. The county has extended the contract to complete the project. Thad reassured the Board that the Forest Service will push staff to review the reports before submission to the engineer at the regional level.

*Samantha moved to accept the agreement for Granite Basin, Colleen seconded, the motion passed unanimously.*

1. Agreement with Bureau of Land Management -Redding Field Office for Camp Fire Log Deck Removal -Thad Walker

The RCD is working on Forest Health projects with the BLM and the BLM would like to add log deck removal to the projects. Log deck removal is not a part of the Good Neighbor Agreement. Board Members were concerned there may not be enough money in the agreement to remove the amount of log decks for the projects. The District Manager stated the contractor working on the project finds the contract amount reasonable.

*Samantha moves to accept agreement with BLM for Log Deck Removal, Colleen second, passes unanimously.*

1. Sole Source Justification with Warner Enterprises for Camp Fire Log Deck Removal -Thad Walker -This is connected to the above item.

*Colleen motioned to accept the sole source with Warner Enterprises, Samantha seconded, the motion passed unanimously.*

1. Agreement with Warner Enterprises for Camp Fire Log Deck Removal -Thad Walker

This agreement authorizes Warner Enterprises to remove Log Decks. Samantha questioned the shortened length of the agreement due to the BLM agreement being a 12-month period. Thad stated it is shortened due to the work completion timeline. Warner Enterprises must complete the work by May 31st.

*Colleen moved to accept the service with Warner Enterprises for Log Deck Removal, Samantha seconded, the agreement passes unanimously.*

1. Red Mountain Resources- Phase 1 Contract Amendment # 2 for Concow Resilience Project -Cameron Musser

The scope of work is the same as the original Phase 1 Contract to spray herbicide; however, the funding was unavailable until recently to complete the activity. This is a rearrangement of funds to SNC 1312 sponsored units in Concow to spray units. Samantha was concerned with the cost of treatment regarding the budget breakdown on the Sequence of Completion. Staff assured the board that the Contractor was the lowest bidders. Colleen noted that we should have a clause in future agreements with the Forest Service to pay interest on the timeline to keep projects in the budget. Staff suggested giving Samantha a tour of the project to help understand the process.

*Colleen motioned to approve the amendment for Concow Resilience Project and Red Mountain Resources, Samantha seconded, a vote is called, Samantha abstained, motion died. The Chair called another vote, and the motion passed unanimously.*

1. Landowner agreement for Small Forest Landowner Assistance Program (SFLAP) -Cameron Musser

This agreement would help protect the RCD from any unintended consequences from services provided by the RCD or Contractors. This agreement was reviewed by the CARCD Communal Lawyer. The contract also uses language from the Sierra RCD, which provides similar services. The agreement is specific to the SFLAP program. Colleen questions if the agreement has been reviewed by SDRMA. Samantha was concerned that the document assumes that the landowner is a person, when most land is held in trusts and/ or corporations. Thad assured the board that a trust would be referenced in hereafter as “Landowner” and the document would need to be signed by the head of the trust.

*Colleen motioned to accept SFLAP Landowner agreement with the contingency that it is reviewed by SDRMA, Samantha seconded, the motion passes unanimously with contingency.*

1. Agreement modification with Mathews and Associates for Upper Butte Creek/ Colby Mountain Project wildlife surveys - Wolfy Rougle and Thad Walker

This agreement would extend the current agreement with Mathews and Associates to cover a larger area for surveys. There are sufficient funds in the grant to account for this adjustment. Thad stated that the first page of the agreement needs to be modified to the correct dollar amount found later in the agreement. This agreement is due to the previous contractor’s lack of performance

*Samantha moved to accept the agreement modification with Mathews and Associates, Colleen seconded, the motion passed unanimously.*

1. Agreement amendment with Big Chico Creek Ecological Reserves (BCCER), for implementation of the “Butte Creek Tribal Stewardship Project” (Sierra Nevada Conservancy RFFCP-962 funding) - Wolfy Rougle

Wolfy had communicated with Tribe based on discussion from the previous meeting. BCCER would act as the agent for the grant to implement the work in conjunction with the tribe. Samantha questioned if BCCER has the “power and authority” to enter into this contract based on Section 28, since BCCER does not have possession of the land.

*Samantha motioned to accept the agreement contingent on receiving formal documentation from BCCER displaying they have power and authority, Colleen seconded, the motion passed unanimously with contingency.*

1. Agreement with Krempl Consulting for GIS support and consultancy services for Sierra Nevada Conservancy RFFCP-962 - Wolfy Rougle

This service agreement would aid in issues that arise for Countywide Mapping. This will give staff additional GIS resources from an individual that specializes in GIS. The agreement would be hourly on call. There is no contractional agreement to spend a require amount of money.

*Samantha moved to accept the agreement with Krempl Consulting, Colleen seconded, the motion passed unanimously.*

1. CEQA Notice of Exemption (NOE) for star thistle control at Cottonwood Conservation Area - Wolfy Rougle

This amendment would aid in implementation of herbicide application for star thistle control. Colleen questions if the landowner agrees. Dave replied that the landowner is onboard. The landowner is curious of when implementation would occur.

*Samantha moved to pass NOE for Star Thistle control, Colleen seconded, the motion passed unanimously.*

1. Next Board of Directors Meeting Thursday, April 20, 2023, at 9:00 AM, Location: Klamath Conference Room 202 Mira Loma Drive, Oroville, CA

**7. RCD PROJECTS AND PROGRAMS**

a) Staff Updates

Thad:

Budgets are updated for projects. Cameron is getting SFLAP up and running. Butte Creek Haus is possibly on the final design with CDFW, so we will be pushing for permitting soon. Unfortunately, we did not get the Crain Valley Meadow SMP for meadow restoration. However, the grantor is willing to review the scores allowing us to resubmit in April.

Bill AD 338 was reintroduced relating to prevailing wages in forestry. The RCD will be bringing back a letter to resist the bill.

Kimberly: The countywide mapping project is going smoothly. We hope to have a website produced by mid-April to display at the next collaborative meeting on April 10th.

**8. PARTNERS’ REPORTS (5-minute** **limit per group**)

a) Natural Resource Conservation Service (NRCS)

NRCS put their needs/ deliverable into the CARCD agreement. One forestry applicant was selected in the last round of EQIP funding. Individuals that have not been selected in funding rounds may be entered into IRA funding. A new design for the building was submitted that may cause the offices to be significantly smaller. NRCS is also hoping to hire a forester soon.

b) Butte County departments - none

c) Community groups and agencies- none

**9. BOARD OF DIRECTORS REPORTS**

a) Butte County RCD Directors and Associate Directors are welcome to report

Colleen: Needs to get Cheryl Kiesel working on our audit, so it can be submitted to the auditor.

Dave: The Form 700 needs to be completed by the first of the month.

**10. CLOSED SESSION**

1. Personal Discussion -Thad provided an update on the Forestry Technician search and recommended offering a position to the committee’s choice of candidates.

*Colleen moved to make a position offer to the recommended candidate, Samantha seconded, and the motion passed unanimously.*

**10. ADJOURNMENT -***Meeting adjourned at 11:20 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: bcrcd@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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