

BOARD OF DIRECTORS MEETING MINUTES**Date: Thursday, February 20, 2020****Time: 9:00 AM****Location:** 202 Mira Loma Dr., Klamath Conference Room, Oroville, CA 95965

- 1) **CALL TO ORDER** – Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS** – Dave Lee, President; John Christofferson and Allen Harthorn, Directors; Amanda Chaney, Tim Keeseey, Thad Walker, and Wolfy Rougle, staff; Shepard Smith, Americorps member; Bill Kellogg, Public
- 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)) – MOU with Tehama County for mobile irrigation lab; hiring committee recommendation of botanist.
- 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:** Project Updates (see board packet).
- 6) **ACTION ITEMS** – Dave Lee, President
 - a) Review and approval of the minutes of the Regular meeting held Jan 23, 2020 – John moved to approve, Allen seconded, motion passed unanimously
 - b) Review and approval of the minutes of the Special Meeting held February 13, 2020 – Skipped because not enough Directors who had been present at Special Meeting were present at today's meeting; will be addressed at March meeting.
 - c) Financials Review- Colleen Hatfield – Presented by Thad Walker because Colleen was not able to attend.
 - d) Review and Approve Outstanding Bills - Allen moved to pay outstanding bills, John seconded, motion passed unanimously.
 - e) Status of EFRP outstanding invoices- Thad Walker – BCRCD has invoiced EFRP again since last month; State and local FSA have approved the invoices but now they go to the USFS to approve them. Jenn from CARCD is communicating this week with USFS to see if USFS can pay BCRCD directly instead of having to pass through CARCD. Board discussed giving FSA a date after which BCRCD may stop work if the invoices are not paid. We have 150,000 trees to plant next month in Concow using the EFRP program (starting March 16th) and it would be desirable to not “go on strike” before finishing that project. It is feasible to move some contractor hours from EFRP funding source to AFF funding source to finish that project because the 150,000 trees are AFF trees. John moved the Board issue a letter (resolution) notifying all involved agencies that BCRCD will stop work on the EFRP program if no invoice is received before March 16th. Allen seconded; motion passed unanimously.

- f) SDRMA Claim Effort- Colleen Hatfield – n/a – moved to March agenda.
- g) Review of LSL Agreement for Audit Services- Colleen Hatfield – John moved Board accept the proposal, Allen seconded; motion passed unanimously.
- h) Landowner Access Agreement- Board authorization for Chair signature -Staff requested streamlined process for signing LO agreements, because timely projects (e.g. replantings, prescribed fire trainings) are weather-dependent and often need to be dealt with without waiting for a Board meeting. Allen can sign electronically. Board agreed that when no money is changing hands and the text of the agreement is already Board-approved, LO agreements don't need to be signed at a BOD meeting. Instead, they can be signed by Chair (Dave) or Vice-Chair (Allen) any time, including electronically.
- i) Prescribed Burn Association Liability Document - Wolfy Rougle presented 3 agreements (one for Rx burn training Participants, one for LO who doesn't use a burn boss, one for LO who does use a burn boss), all reviewed and approved by Butte County Counsel's office and SDRMA Risk Management Officer. John moved BCRCDC accept the 3 agreements. Allen seconded, motion passed unanimously.
- j) Upper Park Road- Pacific Watershed and Associates Agreement Amendment 1- Thad Walker – Agreement with PWA to perform the CEQA on the project instead of BCRCDC furnishing this service. John moved to accept, Allen seconded, motion passed unanimously.
- k) RFP for Brayton Project- ~~Terry Adelsbach~~ Thad Walker presented a finished bid packet and welcomed Board and Associate Director review. John moved that Thad send the packet to Mike Crump for his review, make any changes according to Mike Crump's input, and then put the packet directly out to bid. Allen seconded, motion passed unanimously.
- l) RFP for Dome Trail Project- Open, Review, Accept/ Reject- Thad Walker. Bid period closed yesterday. One bid was received. Board opened the bid. It was from Casa di Terra for \$12,000, the total funds available for contractor. CCC will donate a day of labor to move the materials to the location. That leaves only logging out the trail, which BCRCDC staff will find a way to do. Allen moved Board accept the bid, John seconded; motion passed unanimously; Board authorized Thad to send notice to proceed to Casa Di Terra.
- m) Volunteer liability waiver for minors – board approval requested- Wolfy and Shepard – Board requested the waiver be reviewed by County counsel.
- n) Letter of support for re-filling UCCE Forestry, Fire & Natural Resource Advisor position -Wolfy Rougle – Allen moved that Dave sign the letter, John seconded; motion passed unanimously.
- o) Car insurance match requested for Shepard Smith – Wolfy Rougle - \$260 to raise Shepard's family's auto liability limit to the limits required by Sierra Nevada Alliance, which would allow Shepard to drive for work purposes for the next six months. This would help the BCRCDC accomplish more work. Shepard has detailed digital documentation about the SNA's policy requirements, as well as the insurance quote, but did not bring it to the meeting. John moved that the Board consider the request next month.
- p) Vote on revised Fee for Service rates – staff – These rates were reviewed and recommended at the Special Budget Meeting Feb. 13th. Board recommended changing “archaeological technician” to “archaeologist” and adding “professional engineer” at \$150/hr. With those changes, John moved to accept, Allen seconded, motion passed unanimously.
- q) Vote on purchasing T-Sheets service – staff – Another item discussed at the Feb. 13th Special Budget Meeting. – Allen moved to approve, John seconded; motion passed unanimously.
- r) Lodging allowance requested for Thad Walker to attend 3-day USFS contracting training in Sacramento (mileage and hours to be funded by DOC grant) - \$364 for 4 days, three nights; much but not quite all (i.e., lodging but not food) can be covered by DOC grant. John moved to approve, Allen seconded; motion passed unanimously.
- s) Request for contract amendment for SNC 929/Diane McCombs Archaeology – John moved to approve, Allen seconded; motion passed unanimously.
- t) Official motion to open interest-bearing Banner Bank account for SNC 929 grant, as well as for a line of credit, and to designate Colleen Hatfield and Dave Lee as the names/responsible persons on the account – staff. John moved to designate Colleen Hatfield and David Lee as signers for the Banner Bank interest-bearing account for the deposition of SNC 929 funds and also as signers for a Banner Bank line of credit. Allen seconded; motion passed unanimously.

- u) CalRecycle Resolution and EPPP – Shepard Smith and Wolfy Rougle. A landowner approached us wanting help to remove illegal dumping and get help fencing his land so the dumping doesn't happen again; Shepard wrote a CalRecycle grant to fund this project. The grant has been submitted by its Feb. 6th deadline but two remaining pieces of documentation are still needed before March 9th: (1) a formal resolution authorizing the grant application to be processed and (2) an Environmentally Preferable Purchasing Policy, which Shepard created by consulting CalRecycle guidelines and the EPPPs of other RCDs who have successfully used the CalRecycle program in the past. John suggested that Nick Henderson at County solid waste dept would be a good resource for Shepard and the rest of the team. John moved to sign the resolution and approve the EPPP. Allen seconded, adding that it's important to make sure the fencing/gating this grant pays for is appropriate to the problem. Shepard noted that only 15% of the grant can be used for fencing/etc. Motion passed unanimously.
- v) Next Meeting of BCRCD BOD- Changed from March 19th to Thursday March 26th @ 9 AM to accommodate Brayton/State Parks bidding deadline.
- w) MOU with Tehama County Mobile Irrigation Lab – Amanda has been in touch with Kevin from RCDTC, who has capacity to use his RCD's mobile irrigation lab to test 2 SWEEP clients in Butte County, thus closing out BCRCD's reporting requirements under SWEEP. John moved to adopt the MOU, Allen seconded, motion passed unanimously.
- x) Botanist offer – Hiring committee recommendation for closed session – Tim and Wolfy shared the recommendation from the botany review committee.

7) RCD PROJECTS AND PROGRAMS

- a) Update – Thad Walker – Powellton went out to bid this morning through County; staff will soon tour area with new grants admin for North County Roads project; Granite Basin OHV project is ongoing; Thad shared the NRCS MOA the Board will consider next month.
- b) Update – Tim Keesey – Received comments back on the Terra Fuego CAL FIRE CEQA documents, only a few small changes to make before project is complete. Tim primarily has been working on the 150,000-tree planting project for AFF/EFRP on Heffernan and Pekarek lands. Tim's next priority is to focus on Granite Basin draft EA and get it to USFS for review by mid-March. USFS then has 30 days to review. Scoping is closed, comments were received (positive and negative, but negative ones are mitigated). USFS went over the comments with BCRCD and was satisfied with how comments were addressed. Specialist reports are being reviewed by USFS.
- c) Update – Wolfy Rougle – There is strong landowner interest in a PBA; now that liability docs are signed, the first burn trainings can likely be scheduled this very month. The first tree plantings have gone well, and staff (esp Shepard) is working to line up funding for the next tree events. Butte County Forest Plan is underway. VFMP will be challenging to complete without someone in Terry's role, but it also feels too late in the process to bring on another CEQA-NEPA coordinator and still complete the project on time. Wolfy anticipates needing to work more than 40 hours a week. Other projects: Wolfy hopes RCD can bring on a experienced botanist so RCD can meet deliverables on the contracts she and other staff have worked to develop.
- d) Update – Amanda Chaney – Amanda is the point person in the NRCS office right now because all federal staff are at a training. More farmers are coming in to the office because irrigation season is starting. Amanda is fielding lots of calls and helping farmers and ranchers decide how to improve their irrigation setups.
- ~~e) Update – Terry Adelsbach~~
- f) Funding opportunities – concept applications for last round of PGE Stewardship Council funds is due April. 27th – Are there project opportunities in our area? - Allen noted landslides have come into the canal in places and sometimes blocked the nonoperational canal, which overflowed in rainstorms and caused erosion problems. PGE has cleaned out the landslides but not all excess material was dealt with correctly, so there might be potential for further erosion control/mitigation. John noted PGE also owns a huge amount of lands in French Creek basin. Another unit is around Philbrook Lake. NCLT holds easements to the Butte Creek lands.
- g) Other Projects

8) PARTNERS' REPORTS (5 minute limit per group)

- a) Natural Resource Conservation Service (NRCS)
- b) Butte County departments
- c) Community groups and agencies

9) CLOSED SESSION – Directors only

- a) Continuing Personnel Discussion
- b) Discussion – Litigation

10) BOARD OF DIRECTORS REPORTS

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

11) ADJOURNMENT

***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: bcrd@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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