

**BOARD OF DIRECTORS MEETING MINUTES**

**Date: Thursday August 15th, 2019**  
**Time: 9:00 AM**

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

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

*Others in attendance: BCRC: Tim Keesey, Amanda Chaney, and Thad Walker; Chantz Joyce (American Forest Foundation); Kandi Manhart (Glenn County RCD); Dan Taverner (NRCS); Mike Crump (Public); Trish Ladd and unknown (State Parks and Rec.)*

- 1) **CALL TO ORDER** – Dave Lee, President
- 2) **WELCOME AND INTRODUCTIONS** – Dave Lee, President
- 3) **REVISIONS TO AGENDA** (only emergency situations requiring the need to take immediate  
i) actions may be added as action items pursuant to Gov. code 549954.2(b))

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 July 18, 2019 -**

Director Christofferson made a motion to approve the minutes of July 18, 2019. Director Harthorn seconded the motion and the minutes were approved unanimously.

- b) **Review and Approve Outstanding Bills**

Director Hatfield provided an overview of outstanding bills. Karen the bookkeeper is now in Idaho. Walker and Hatfield met with two book keeping firms (Merrill and Associates and Bean Counting). Director Hatfield would like to interview two more firms. Walker and Hatfield will bring a bookkeeper recommendation to the Board at the next meeting. Director Harthorn made a recommendation to approve paying the outstanding bills. Director Christofferson seconded the motion and it was approved unanimously.

- c) **Audit – RFP and 2019/2020 Budget – Director Hatfield**

Director Hatfield provided an overview. The Auditor RFP went out last week to 13 different audit firms including the last BCRCO auditor. Bids are due September 15<sup>th</sup>, after the next Board meeting (Sept. 12<sup>th</sup>). The Board may need to have a Special Meeting to review applicants and make a decision.

Director Hatfield provided an overview of the 2019-20 budget. The Watershed Coordinator budget has been corrected. There is no EFRP budget yet. The budget is going to be dynamic due to all of the new projects in progress – Corrected Watershed Coordinator budget. Overhead was increased for supplies, CARCD conference registration, and advertising for jobs. The project hours identified in the budget justify hiring additional employees.

**d) Line of Credit or Credit Card – Director Hatfield**

An option that is not too expensive has not been identified. The Board will continue looking for options.

**e) Closing fund 2060 with Butte County – Director Hatfield**

Butte County has an RCD fund with \$21.54 in it. Director Hatfield made a motion that we close the account. Director Christofferson seconded the motion and it passed unanimously. Board members need to sign a form and letter to make this happen.

**f) Sac. Valley MOU – Director Hatfield**

The Sacramento Valley Regional RCD Memorandum of Understanding (MOU) has been finalized and is being reviewed by RCD Boards in the region for approval (13 RCD's). Rather than having individual MOU's between all the RCD's in the region there will be one. Feather River RCD has approved the MOU thus far. Colleen is going to send a copy to Butte Co. LAFCO for their information. Manhart sent a copy to Glenn County LAFCO. Director Christofferson made a motion to approve the MOU. Director Hatfield seconded the motion and it was approved unanimously.

**g) Glenn County MOU and scope of work for Engineering Assistance – Thad Walker**

Walker and Manhart provided an overview. The Glenn County RCD has NACD funding to provide engineering assistance to the NRCS for EQIP projects in Glenn County. Glenn County RCD is interested in contracting with the Butte Co. RCD to utilize the BCRCO Engineering Tech (Chaney) to assist with this project. The funding runs through Nov. 30<sup>th</sup>. Lyle (NRCS Engineer) is in Glenn County so it will be good experience for Chaney to work with Lyle in Butte, Glenn, and Colusa Counties, and provide additional funding for her position. The contract will be billed at a rate of \$65/hr. plus 15% admin. Fee. The total contract is \$37,000. The MOU is based on an MOU between Tehama, Western Shasta, and Colusa RCD's so it has already been vetted and is working well. RCD will invoice and provide accomplishments. Glenn will do book keeping and submit reports. Upon questioning from Director Christofferson, Taverner acknowledged that there was currently not a lot of engineering assistance needed in Butte Co. due to a lack of funded irrigation projects.

Director Hatfield made a motion to approve the MOU with a caveat that a copy of the MOU be sent to LAFCO for their information. Director Christofferson seconded the motion and it was approved unanimously.

**h) State Parks Agreement for Riparian Restoration Review – Thad Walker**

Trish Ladd (State Parks) provided an overview of the project. The project is on Brayton orchard, adjacent to Scotty's boat launch. State Parks purchased it in 2004 and has been looking for funds for restoration. The project has been shovel ready for seven years and State Parks finally received funds from Prop 64 for restoration. The project involves restoring 24 acres of old unproductive walnut orchard back to riparian habitat. There is a trail that goes through the property and there is a plan to fully establish the trail with interpretation and connect it to other existing trails on public lands. The RCD would be responsible for contracting with the restoration contractor, invoicing State Parks on a quarterly basis, and some public outreach regarding the project. The budget provides \$57,000 for the RCD over the next three years. State Parks hopes that a contract can be put together in time to pull out half the orchard this fall. All permits are in order and CEQA is complete. There is no elderberry or poison oak. Contractor will do maintenance on the project over time.

The RCD would develop RFP using Parks template and with Parks and Rec. overview. Parks will take care of monitoring, including doing point count bird surveys (Wildlife, avian monitoring). RCD can organize volunteer day for planting and assist with monitoring. The current walnut farmer will harvest in Sept. /Oct...

Director Christofferson inquired as to whether the RCD can be paid within 30 days, stop work for non-payment in 50 days, and whether the RCD could get an advance. Ladd will check on these requests and get back to the RCD. Ladd will send contract revisions to Walker by Sept. 6<sup>th</sup>. Ladd informed the RCD Board that they could talk to Western Shasta RCD about payment timeline because they have worked with State Parks in the past. The RCD Board will reconsider the agreement at the Sept. 12<sup>th</sup> meeting based on the responses to Director Christofferson's questions.

**i) CARCD Conference Registration – Director Hatfield**

Director Hatfield requested that the RCD Board send staff to the CARCD Conference in Redding Nov. 12-15<sup>th</sup>. RCD staff is presenting at the conference. Manhart informed the Board that Glenn County RCD's NACD funds could be used to send Chaney to the conference. The registration is \$345/person. Director Hatfield made a motion to send three staff members (Rougle, Keeseey, and Walker). Director Christofferson seconded the motion and it passed unanimously. Walker informed the Board that it would be valuable for Board members to attend as well.

**j) Conservation Coordinator Job Posting – Thad Walker**

The conservation coordinator job position has been posted since the last Board meeting. A few applications have been received, but none with strong NEPA/CEQA background. There was consensus to modify the job description to emphasize need for NEPA/CEQA experience. An Applicant Review Committee (Walker, Keeseey, and Harthorn) was established to review applicants, interview qualified applicants, and make a recommendation to the Board at the next meeting.

Crump informed the Board that there is a company called Willdan that assists employers in finding candidates from retired professionals looking for part-time work.

Director Harthorn made a motion to change the job description to emphasize CEQA/NEPA experience and budget \$300 for advertising the position. Director Christofferson seconded the motion and it passed unanimously.

**k) AMG Account Change – Director Hatfield**

Director Hatfield is working to complete the AMG account change. She needs to provide two more items to AMG: articles that established the RCD, which she will see if LAFCO can provide and the grant deed that establishes the easement, which Keesey will provide to her.

**l) PG&E Agreement – Poe Reach Trail – Thad Walker**

Walker provided an overview. There is a 10 year old FERC requirement that PG&E make improvements to the Poe Reach Trail on the Feather River in a really cool area. PG&E will provide the RCD with \$12,295 to hire a contractor to complete bridge and rock work and GIS on a time and materials basis. Director Christofferson made a motion to accept the agreement. Director Hatfield seconded the motion and it passed unanimously.

**m) SWEEP Agreement Updates – Thad Walker**

The term of the SWEEP agreement has been extended to 12-1-2020. The balance of the agreement is \$19,788. The funds will go towards submitting quarterly reports and contracting with the Tehama RCD mobile lab. Director Christofferson made a motion to execute the agreement. Director Harthorn seconded the motion and it was approved unanimously.

**n) Board Resolution supporting applying for SNC Funds for Concow Reforestation – Wolfy Rougle**

Walker provided an overview. Director Christofferson made a motion to accept the resolution. Director Harthorn seconded the motion and it was approved unanimously.

**o) BLM Agreement – AML Surveys – Thad Walker**

The BLM Redding office needs to do abandoned mine land surveys in Butte County. The area is far away from their office and they have staff limitations so they would like to hire the RCD to do the surveys on 120 acres of BLM property, take pictures of sites, gps locations and put up temporary closed signs/posts. They would pay the RCD \$65/hr. for 2 people plus 15% indirect. The BLM did not identify known locations. The RCD will not work on steep slopes.

Taverner informed the Board that there are EQIP applicants that need help with mines in the Paradise and Mount Ida areas. There is currently a federal practice, but no approved State practice

Director Harthorn made a motion to accept the agreement. Director Hatfield seconded the motion. There was discussion that the BLM may suggest minor changes. Harthorn amended his motion to allow Chairman Lee to sign the agreement with minor changes from the BLM. Director Christofferson seconded the motion. There was discussion regarding the Archaeological Significance clause in the agreement. Walker stated that he will clarify and get back to the Board. The amended motion was passed unanimously.

**p) Bid on Big Chico Creek CEQA/Forest Management Plan – Thad Walker**

Keesey provided an overview. Keesey was instructed to submit a proposal to Butte County Fire Safe Council based on Phil Nemir (RPF #1666) and McCombs Archaeology availability and budget constraints.

**q) Policy and Procedure Manual – Director Christofferson**

Director Christofferson sent Board a copy of all the procedures this morning based on Honey Lake Valley RCD Policies and Procedures. The Board has adopted Section 1. Director Christofferson would like to skip Section 2 since it has to do with Personnel and the Board is subject to Allevery's policies and procedures. Director Hatfield will talk to Allevery about what they would suggest to do with Section 2. Director Christofferson would like the Board to review Section 3 – Operations for approval at the next Board meeting. The Board has already approved several portions of Section 3, which Director Christofferson will incorporate and send out to the Board.

**r) ATV and Trailer excess property**

Director Harthorn clarified several issues he was having with advertising the property on Craigslist. He will advertise on Craigslist and let the Board know what he comes up with at the next meeting.

**s) American Forestry Foundation/ NRCS Draft Contract, Forestry Services –Wolfy**

Walker provided an overview. The contract is in draft form and a budget has not yet been developed. AFF has received \$9 million Cal FIRE (My Sierra Woods Program) to do fuel reduction in nine counties (Shasta to Placer) by March 2022. This contract involves assisting the NRCS with Forestry assistance and Archaeological assistance. CARCD is doing similar work in the south. AFF and NRCS are signing agreement next week (8/23). AFF would like to sub-contract \$240,000 to BCRCO to assist the NRCS with Butte County projects. There is a 25% match (\$60,000). This could be provided through in-kind or State grant match (SNC, DOC, CFIP). The timeline to start is as soon as possible. Director Hatfield discussed including a clause that payment be made within 30 days and that this is a good project that would develop partnerships with local landowners. AFF and RCD staff will work on finalizing the agreement and bringing it back to the Board at the next meeting.

**t) Next meeting date September 12th, 2019 at 202 Mira Loma Drive Oroville at 9:00am.**

The Board concurred that the next meeting will be on September 12, 2019 at 9 a.m. at 202 Mira Loma Dr. in Oroville, CA.

**6) RCD PROJECTS AND PROGRAMS**

**a) Update – Amanda:**

Chaney has been working for 2 months and has been learning NRCS practices and providing landowners with technical assistance. She has also been assisting with NAQI, EFRP. Landowner outreach, and staking for Butte County roads project.

**b) Update - Thad Walker –**

Walker provided on discussions between the Forest Service, the County, State Parks and the RCD regarding Table 2 and Granite Basin OHV project. Project outreach for the EFRP – program officially began on August 20<sup>th</sup> and will continue for 60 days. Bids received for the Powellton Road Improvement Project were all at least 200% over estimates. The County rejected all the bids and put the project back out to bid in the near future. The RCD is convening the TAC to discuss a strategy. Walker continues to work with the State Water Board to develop an agreement for the Dixie Road project. The Army Corp is coming out on the 11<sup>th</sup> and 12<sup>th</sup> to look at Butte Creek at its tributaries. Rougle and Walker have reviewed Americorps candidates

and will interview the three strongest applicants and bring a recommendation to the Board at the next meeting. Let Walker know if any Board members are interested in participating in the interviews.

**c) Update – Tim Keeseey**

Keeseey provided an update on the Terra Fuego – CEQA project. There was also discussion regarding the Cottonwood star thistle monitoring.

**d) Update – Wolfy Rougle**

Rougle was not present at the meeting.

**e) Funding opportunities**

None.

**f) Other Projects**

None.

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

**a) Natural Resource Conservation Service (NRCS)**

NRCS is mandating that a new agreement (MOA) be developed with RCD's. The MOA needs to be signed by December. The MOA has been reviewed by CARCD and Regional leaders. Local workgroup meetings will now be regional work group meeting (Sac Valley Regional RCD). Jim Spears Area 1 replacement is Tony from Idaho. Dan went to prescribed fire training in Texas. NRCS has offered no support (\$0) post Camp Fire. Assistance to the Carr Fire was similar. NRCS Emergency command structure going to be developed. Dan advocating for Emergency EQIP dollars. MOA needs to be signed by Dec.

**b) Butte County departments:** None.

**c) Community groups and agencies:** None

**8) CLOSED SESSION – Directors only**

**a) Continuing Personnel Discussion**

**b) Discussion – Litigation**

There was no action out of closed session.

**9) BOARD OF DIRECTORS REPORTS**

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

Mike Felkins is no longer a Director. He was from Steve Lambert's District. The Board will conduct outreach to find a new Director.

**10) ADJOURNMENT**