

BOARD OF DIRECTORS DRAFT MINUTES**Date: Thursday, December 19th, 2019****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, Secretary; Colleen Hatfield, Treasurer; Allen Harthorn, Vice Chair; Mike Crump, Associate Director; Tim Keeseey, Thad Walker, Amanda Chaney, Terry Adelsbach, and Wolfy Rougle, staff
- 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)**
 - (1) (3 min. limit per speaker/topic, 15 minutes/person/meeting total) **None**
 - (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 Nov. 21st, 2019 – With additions to minutes of closed session (approved Mike Crump as new associate board member), Colleen moved to accept minutes, Allen seconded, all present voted aye, motion passed. Dave Lee also advised that going forward, minutes should include who voted for or against motions (not just whether the motion passed or not).
 - b) Review and Approve Outstanding Bills – DOC has not paid any watershed coordinator invoices yet. Wolfy and Colleen agreed W will talk to other FHWCs to see what their experience has been and if their organizations have suggestions; Colleen will work through DOC contacts to try to accelerate the process. If that doesn't work, there's the option to apply encouragement to DOC through CARCD (since several RCDs are in the same boat we are) and there is the option to apply encouragement through our elected representatives as a last resort. John advised that if there is no specified time frame for reimbursement in the grant agreement, BCRCD is not within its rights to issue a stop work order. John moved to pay the outstanding bills, Allen seconded, all present voted aye. *Update: The language in the GA regarding DOC's payment responsibilities is as follows: "Payment shall typically be made within fifty-five (55) days upon receipt and approval of an invoice, if there are no issues with the invoice. Payment will be*

delayed for invoices that have issues or are incomplete. Failure to comply with requirements may result in non-payment or delayed payment.”

- c) Audit – RFP and review audit line item in overhead in 2019/2020 Budget – Director Hatfield. Graciela, County Auditor, had sent Colleen a quote for a service that offered auditing for \$7,000 per year that needs audited– Colleen asked if this meant we only needed to do one year or do we still need to audit all years going back to.... When? The County was our banker until 2013. Board would like to be required to audit only back to 2014 because those are the significant years. Board directed Colleen to tell the 2 auditors who have proposals in to us, “We haven’t made a decision yet, please be patient.”
- Grantors (esp. SNC) are starting to ask us for a cost allocation plan, or CAP. This is documentation they require for us to claim indirect/admin funds. We need to revisit our budget and develop strong estimates for auditing, CPA, bookkeeping, and associated staff time costs. Then, based off that total overhead, we divide that pie into proportional slices based on the number of grants we have. Important to build in contingency for unanticipated audit costs. **Thad** agreed to reach out to Tehama and Yolo RCDs about their CAP processes and **Wolfy** will continue communicating with Lynn Campbell about what SNC needs to see in a CAP. **Colleen** suggested that in January we have a special board meeting focused just on finances. Meeting was set for Feb. 13th at 9 am at 202 Mira Loma.
- d) Line of credit – Director Hatfield will pursue opening a line of credit at Banner Bank. She will also open a new interest-bearing account for the coming SNC grant advance (\$31,999).
- e) Bookkeeper position – Director Hatfield – We should be up and running with Heather the bookkeeper by next month. Once we are, Karen (our former bookkeeper) will do a close-out for our books.
- f) City of Chico – Vegetation Management PSA (Professional Services Agreement) – Wolfy – This allows us to bill an additional \$84,000 to the City of Chico for the services we are providing for their Vegetative Fuels Management Plan. Allen moved, John seconded, all present voted aye.
- g) MOU with South Lassen Watersheds Group – Wolfy – Signing the MOU would give BCRCD a seat at the table and a vote in SLWG collaborative meetings. John motioned and Allen seconded, all present voted aye.
- h) Agreement with American Forests to pay for USFS reforestation trees in Concow – Wolfy. This is pass-through funding that will go straight to the Placerville nursery to pay for seedlings that will be ordered in 2019 and 2020 for FRRD (federal) reforestation projects. Indirect/admin costs are amply covered under DOC/Watershed Coordinator and the SNC NEPA/Monitoring Plan grant. John moved, Allen seconded, all present voted aye.
- i) City of Chico – Upper Park Road PSA (Professional Services Agreement) – Thad – Similar to the above agreement for the Vegetation Management Plan, this extends the amount City of Chico is able to pay BCRCD so we can work on the Upper Park Road project. Terry advised he thinks the CEQA can be done under an IS/MND. John moved to accept and sign the draft PSA, with the mileage reimbursement increased to \$.58 “or the current IRS rate,” so BCRCD can begin billing on the project against City of Chico match. All present voted aye.
- j) PWA- Upper Park Road Agreement – Thad - Allen moved, John seconded, all present voted aye.
- k) Agreement with Glenn Lunak – Tim – Lunak’s consultation will be on a job-by-job basis and other RPFs are likely to come on board because this is a massive project. Lunak would like to average 20 hrs/wk and some weeks not work at all. Colleen moved, Allen seconded, all present voted aye.
- l) Agreement with DCR (Deer Creek Resources) for BCCER (Big Chico Creek Forest Management Plan)- Tim – DCR is a specialized GIS firm that is part of Firestorm and does pre- and post-fire modeling. Colleen moved, Allen seconded, all present voted aye.
- m) Agreement with Archaeologist for BCCER- Tim - Sean Jensen at Genesis Society is someone Tim has worked with before and has found to be fast and efficient. Sean will be able to work on NRCS projects as well as the Big Chico Creek Forest Management Plan. John moved, Allen seconded to accept the agreement; all present voted aye.

- n) Designate Thad Walker as lead on North Butte County Roads Project – Thad/Tim – This will make Thad the point person on all roads/trails projects and all Water Board projects for efficiency. Colleen moved, John seconded to sign the document; all present voted aye.
- o) State Parks RFP update – Terry – Moved to staff/project updates below
- p) Water Board Grant – Thad – Moved to staff/project updates below
- q) OHV Grant- Thad - Moved to staff/project updates below
- r) Point Blue Conservation Science Letter of Support for NRCS Funding – Wolfy/Thad – Carrie at Point Blue has been a good partner to RCD over the years. This letter of support would help her continue in her current role as an NRCS affiliate. John moved, Allen seconded, all present voted aye.
- s) Next meeting date **January 23rd**, 2019 at 202 Mira Loma Drive Oroville at 9:00am. John will investigate getting a larger (Tahoe) room. **Special budgetary meeting is scheduled for Feb. 13th.**

7) RCD PROJECTS AND PROGRAMS

- a) Update – Thad Walker – **Water Board Grant:** Incorporating WB feedback Thad sought out at CARCD conference, we re-submitted the Centerville Rd grant that was not approved last year. **OHV Grant:** Thad will seek to put in an OHVMR (State Parks-funded) grant this spring for the Colby Collaborative project, i.e., the expansion of Jonesville Sno-Park plus additional OHV trail to create access to Humboldt and Humbug Rd. Overall project also includes non-motorized trail, forest health, meadow health and education, -- a true watershed project -- and will connect with the Sierra Butte Stewardship Coalition’s now-funded “Connected Communities” SNC grant which might include some planning support for Colby. The Colby area has so many resources that make it an ideal outdoor classroom – hydrology, Gold Rush-era history, TEK, forest health, etc. Thad has been meeting with various schools (6th grade=Natural Sciences) and other education programs to see where the best partnerships for an educational component would be. Dome Trail: Still waiting on 2 more bids to come in for this rather unique and specialized small project. **Poe Reach:** Project was presented to FERC, now waiting for feedback to come in.
- b) Update – Tim Keeseey – **North County Roads:** Submitted a revised budget for NCRI; new budget will allow Thad and Shepard to travel to Arcata to input data directly into PWA’s system and will help expand the amount available for Powellton repair, since all bids we received were over the old budget. **Granite Basin:** Tim’s current top priority is clearing his decks to work on the Granite Basin NEPA and CEQA so it can be ready for USFS to review by the time USFS-County agreement is finally executed. We are way under budget on Granite Basin but somewhat behind schedule. However, RCD-responsibility fieldwork is done and alternatives are delineated. County will be the lead on the CEQA. **BCCER 322-acre CEQA project:** Tim submitted a draft IS to CAL FIRE for review and will reformat into final form. Big Chico Ck FMP/CEQA: As a reminder, BCRCD will be CEQA lead and the project will need to be brought to the BOD at the April meeting. **Cottonwood:** Tim will transfer some management/monitoring responsibilities to Terry. Tim asked for BOD help approaching owner and lessee about changing management strategies to better control star thistle, e.g. moving the cattle to the front pasture where the horses usually are. Terry stated best combination to control star thistle is cattle followed by goats.
- c) Update – Wolfy Rougle – **SNC/Concow:** SNC advance has been approved and Terry is on track to take over project management; archaeologist is working. As a reminder, BCRCD will be CEQA lead on this too. **VFMP:** contracting is slowly coming together but with help of Terry and new CEQA intern through Chico State Enterprises, we will get the project up and running. **Watershed Coordinator:** There is strong landowner and social interest in a Prescribed Burn Association (PBA) as evidenced by recent coverage of Wolfy speaking at various Rx fire events. PBA has held 2 meetings already and many landowners have asked for the next meeting to be held at their place! In January, Wolfy will attend statewide PBA meeting in Hopland Jan 16th.

Next year outlook: Wolfy will focus mainly on VFMP, PBA, and Forested Watershed Management Plan. Of course, she will also have ad hoc grantwriting projects throughout the year.

- d) Update – Amanda Chaney – **NACD grant:** Grant was extended into this month, which allowed Amanda to expend all remaining funds for Glenn County RCD. **NRCS Engineering Agreement:** Dan Taverner seems to be planning to bring in a new federal hire, which won't affect the amount of \$ in Amanda's contract but *will* likely adversely affect the amount of work for her (which adversely affects RCD's ability to bill under that agreement). Amanda is proactively researching the agreement in detail to find additional ways to use it to help local farmers, as well as looking for other grants to continue to fund her time. A major challenge with the engineering agreement is that Amanda has not been able to connect with the correct paperwork to remove her NRCS laptop from the office, which prevents her from helping other (non-Oroville) NRCS offices. More support from NRCS, esp. District Conservationist, would be a good thing.
- e) Update – Terry Adelsbach – **State Parks RFP:** Terry is taking over the Brayton/State Parks project, for which an executed agreement was just released last week. Terry was able to go on a site visit last Monday with State Parks staff and is now focused on developing the RFP as his highest priority. Aims to get a draft RFP in to Ryan at State Parks between Dec, 25 and Jan 1. The flood board prohibits orchard removal until after April 1st but it may be possible to pursue a variance. All permitting for the project is done. **Other projects:** Terry is working on many other projects but they have already been discussed. After the 1st of the year, Terry would like Wolfy/Tim/Thad to meet with him and help him prioritize and schedule his time.

Allen asked that maps of projects be included in future project updates (in the Board packet) when possible, so BOD can better understand and visualize staff's work.

- f) Funding opportunities
- g) Other Projects

8) **PARTNERS' REPORTS** (5 minute limit per group) - **None**

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

9) **CLOSED SESSION – Directors only –**

Continuing Personnel Discussion - Colleen has sent list of 2016 chargebacks to the claims person at SDRMA and will keep BOD posted on what kind of feedback she gets.

- a) 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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