

Colusa County
RESOURCE CONSERVATION DISTRICT

June 19, 2018
CCRCD Meeting Minutes

DIRECTORS PRESENT: Bob Alvernaz, Ben Felt, Tom Hickok, Beth Nall, and Kim Gallagher

DIRECTORS ABSENT: Jay Dee Garr, Gil Ramos

ASSOCIATE DIRECTORS PRESENT: Jim LaGrande

OTHERS PRESENT: Patti Turner-CCRCD Executive Director, John Loudon-Colusa County Board of Supervisors, Liz Harper-CCRCD, Emily Harmon-CCRCD, Alyssa Lindman-Sutter Buttes Regional Land Trust

Ben Felt, CCRCD President called the meeting to order at 5:00 pm at the Colusa Industrial Park Conference Room

PUBLIC/PARTNERS COMMUNICATIONS:

John Loudon reported on the current activities of the Colusa County Board of Supervisors. He stated there will be no meetings in July and the County has not made a decision concerning cannabis and it's his opinion the issue will "die on the vine".

Harper gave a report furnished by Wendy Krehbiel on activities of the Colusa Field Office. There was 1.3 million dollars in funding requested by Colusa County farmers in the batching period ending last week.

Alyssa (Lisa) Lindman from the Sutter Buttes Regional Land Trust gave a presentation about the trust and showed a map that contained the easements that they hold. She stated she wanted to keep abreast of the CCRCD's activities and form a closer partnership in the future.

APPROVAL OF MINUTES:

A motion was made by Alvernaz to approve the May 15, 2018 minutes as mailed. The motion was seconded by Gallagher and passed with 5 ayes, 0 noes, and 2 absent (Garr, Ramos).

FINANCIAL REPORT:

The directors received a balance sheet for the period of May 15-June 19, 2018. The CCRCD's fund balances were as follows: checking account \$1,435.88; petty cash account \$68.30; CCRCD General Fund (03200) \$59,506.51; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$9,454.20; DOC Fund (032027) has a balance of \$6,820.72 and Clearing Account fund (032001) \$0.

The board was presented with three (3) claims to be paid in June and two (2) claims to be submitted to the County after July 1, 2018 for the 18/19 fiscal year; Petty Cash in the amount of \$31.70, Colusa County Tax Service for 17/18 Payroll services in the amount of \$600, Iris Software in the amount of \$32.32 for 2017 and 2018 colusarc.org domain fee, July 1 claims included; CARCD membership dues in the amount of \$300, and Golden State Risk Management Authority Worker's Compensation and General Liability Insurance for the 18/19 fiscal year. A motion was made by Gallagher and seconded by Hickok to approve

the financial report and five claims as submitted. The motion passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr)

CCRCD DISCUSSION AND ACTION ITEMS:

A motion was made by Nall and seconded by Gallagher to formally approve the Personnel Committee's hiring of Elizabeth Harper for the position of Assistant Executive Director. The motion passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr).

After much discussion a motion was made by Nall that Colusa County Grown Directors shall have four-year terms with one half the board expiring every other even year. The motion was seconded by Gallagher and passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr.)

After much discussion and review of the final 17/18 fiscal year budget modifications a motion was made by Gallagher to approve the recommendations made by Turner which were provided in the meeting packets for review. The motion was seconded by Hickok and passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr).

After some questions and clarifications, a motion was made by Gallagher to approve the draft 2018/2019 CCRCD Budget as submitted by Turner in the meeting packets for review. The motion was seconded by Nall and passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr)

The board completed the 2018 Local Agency Biennial review of their Conflict of Interest Code. Turner recommended a couple of amendments which included eliminating Associate Directors from the list of designated positions requiring the completion of Form 700 and adding additional language to specify when reports are required to be filed. A motion was made by Gallagher and seconded by Nall to amend the code as recommended by Turner. The motion passed with 5 ayes, 0 noes, and 2 absent (Ramos, Garr).

Turner notified the Board that the district's salary range document needed to be updated soon. She requested that the item be tabled until a future meeting when more current salary comps were obtained from Northern California RCDs.

CCRCD REPORTS:

Turner provided a written summary of the activities associated with the CCRCD projects during the past month. She reviewed the tasks not previously discussed during the meeting.

- **Department of Conservation Capacity Building Funding;** Turner facilitated hiring a new Assistant Executive Director (AED) who reported to work on 6/18/18. Attended CCG meeting. The new AED-Liz Harper is reviewing CCRCD policies and operating procedures and completing necessary paperwork to obtain federal computer access.
- **NRCS Cooperative Agreement:** New Natural Resource Coordinator-Emily Harmon reported to work on 5/22/18. She is working on getting her federal clearance for computer access and reviewing NRCS documents and conservation practices. She has made site visits with NRCS staff and attended workshops on biochar and irrigation management. The new AED will also spend a good portion of her time working under this agreement until the expiration date at the end of September.

- **HSP Technical Assistance Program:** Turner stated the payment has not been received yet for the Sept 2017 invoice and CDFA believes it may have been lost since it was issued on 5/22/18. Steps will be taken to re-issue the check.
- **SWEEP Evaluations:** Contract expired May 31, 2018. One project verification was not completed prior to the project ending due to the landowner not finishing the installation of his equipment. Total funding received from the project was \$28,000.

CCRCRCD Report Items:

Turner reported that the new website is coming along. She will need to update the project narrative portion of the site and is gathering new pictures for the site.

Turner gave an update on the County's request to include the Elgin Mine in the Westside Sacramento Integrated Regional Water Management Plan's Brownsfield Project. She will attend the Board of Supervisor's meeting next week with the Brownsfield consultant and possibly the landowner.

Gallagher reported on the Personnel Sub-Committee meeting that was held prior to the Board meeting. She stated that no action item was needed or closed session for staff evaluations. Turner will work 50% time until her retirement date of December 31, 2018 and did not request a raise in her hourly rate or benefits. She will have a sick leave and vacation payoff upon her retirement that she would like added to her 457 Retirement Plan. Turner stated she would try to use up as much vacation time as possible during her final six months, but it will be difficult at 50% time to keep up with her work load and training of her replacement.

Turner announced that the GSRMA annual meeting will take place on October 18th in Corning. The guest speaker will be Gordon Graham. She encouraged board members to attend this worthwhile event.

The group was reminded there will be a tour of Davis Ranch at 9:00 am tomorrow.

PUBLIC COMMENT: None

ADJOURNMENT:

The meeting was adjourned at 6:30 pm by President Ben Felt. The next regular monthly meeting will be held at 5:00 on Tuesday, July 17, 2018 at the CIP Conference Room.

Respectfully Submitted,

Patti Turner-Secretary/Treasurer-Colusa Co. RCD