

**Colusa County**  
**RESOURCE CONSERVATION DISTRICT**

---

**November 27, 2018**  
**CCRCD Meeting Minutes**

**DIRECTORS PRESENT:** Ben Felt, Beth Nall, Tom Hickok, Jay Dee Garr, Bob Alvernaz, and Kim Gallagher

**DIRECTORS ABSENT:** Gil Ramos

**ASSOCIATE DIRECTORS PRESENT:** George Green

**OTHERS PRESENT:** Patti Turner-CCRCD Executive Director, Liz Harper-CCRCD Assistant Executive Director, Wendy Krehbiel-NRCS, Alyssa (Lisa) Lindman-Sutter Buttes Regional Land Trust

Ben Felt, CCRCD President called the meeting to order at 5:04 pm in Suite A3, 100 Sunrise Blvd., Colusa. the Colusa Industrial Park Conference Room

**PUBLIC/PARTNERS COMMUNICATIONS:**

John Loudon reported that the County will be allowing cannabis to be grown commercially on Colusa Industrial Park property because the land will be annexed into the city of Colusa soon.

Wendy Krehbiel from the NRCS gave a report on activities of the Colusa Field Office.

Lisa Lindman from the Sutter Buttes Regional Land Trust explained to the board why she wants to be on the Colusa County Grown Board of Directors. Felt explained that the CCRCD has not developed qualifications for CCG directors yet and had not anticipated anybody from out of the county wanting to be on the board. Currently the board did not have any reservations with allowing Lisa to be on the board.

**APPROVAL OF MINUTES:**

A motion was made by Nall to approve the October 3, 2018 minutes as mailed. The motion was seconded by Gallagher and passed with 6 Ayes, 0 Noes and 1 absent (Ramos)

**FINANCIAL REPORT:**

The Directors received a balance sheet for the period October 2-November 26, 2018. The CCRCD's fund balances were as follows: checking account \$1201.00; petty cash account \$100.00; CCRCD General Fund (03200) \$41,374.59; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$4,690.02; DOC Fund (032027) has a balance of \$7,065.38 and Clearing Account fund (032001) \$0.

The Board was presented with eight (8) claims to be paid in October. Petty Cash in the amount of \$199.00 U.S. Bank CalCard in the amount of \$558.98, Ca Special District Association for 2019 membership dues in the amount of \$177.00, Harper for CARCD Conference expenses in the amount of \$86.54, Felt in the amount of \$17.76 for use of Verizon Hotspot for staff internet access, Harmon for CARCD Conference expenses in the amount of \$150.75, Nall for mileage to attend GSRMA Conference in Corning in the amount of \$58.86 and a donation to CARCD for Conservation Strategy Group in the amount of \$300. A motion was made by Gallagher and seconded by Hickok to approve the financial report and claims as submitted. The motion passed with 4 ayes 0 noes, 2 Abstaining (Felt, Nall), and 1 absent (Ramos)

## **CCRCD DISCUSSION AND ACTION ITEMS:**

A discussion pertaining to new project ideas, opportunities and updates on prior submissions was opened. Turner read a report completed by Harper concerning an upcoming meeting she will have with California Fish and Wildlife on possible Prop 68 projects in Colusa County. The report also included information about the Specialty Crop Block Grant concept proposal submitted by Harper. The project included creating a new food guide with 66% devoted to specialty crops, piloting a subscription basket program and point of purchase marketing displays in local stores.

An MOU between the Colusa County RCD, Glenn County RCD, RCD of Tehama County and Western Shasta RCD was presented to the board for adoption. The MOU provided the foundation for the districts to work together and share resources more readily. A motion was made by Garr and seconded by Nall to approve the MOU and authorize the CCRCD President to sign in the district's behalf. The motion passed with 6 Ayes, 0 Noes, and 1 Absent (Ramos)

The Board was presented with Scope of Work to be attached to the Multi-County MOU previously signed. The Scope of Work is between the Glenn County and Colusa County RCDs. The CCRCD will provide assistance to the Glenn County RCD with the Colusa Glenn Subwatershed Program - Irrigated Lands Regulatory Program. The agreement will run until June 15, 2019 and provide reimbursements up to the amount of \$7800 to cover CCRCD staff time and overhead. A motion was made by Gallagher and seconded by Nall to approve the Scope of Work with Glenn County RCD and authorize Felt to sign the agreement in the district's behalf.

The Board was presented with the idea of hiring Turner back for eight hours per week of extra help during January and February to assist with the DOC grant and other items that Harper may need assistance with. She will receive the same hourly rate but will not receive any benefits. A motion was made by Garr and seconded by Hickok to approve hiring Turner back on the terms so defined. The motion passed with 5 Ayes, 0 Noes, 1 Abstaining (Alvernaz).

Turner advised the group to RSVP to Harper concerning the Holiday Dinner on December 18<sup>th</sup> at Louis Cairo's.

A report from Harper was read concerning the Brownfield Project and her correspondence with Stephen McCord who is working with the landowner of Elgin Mine. He wrote that McCord would like to discuss mercury contamination to the Cache Creek Watershed with the CCRCD and Colusa County Board of Supervisors soon. McCord has funding for mercury cleanup projects.

After some discussion concerning the CCRCD Umpqua checking account allowable signees a motion was made by Nall to include Ben Felt, Elizabeth Harper, Kim Gallagher, Jay Dee Garr and Beth Nall on the new checking account signature card. The motion was seconded by Gallagher and passed with 6 Ayes, 0 Noes, and 1 Absent (Ramos).

Turner read a correspondence from another RCD's accounting staff that stated the district might consider limiting the amount of sick leave hours allowed to accrue and example why. She also made the observation the Personnel Policy does not specifically state that sick leave can be used to care for an ill child or other family member. The board agreed they need to limit the number of sick leave hour accrual and some verbiage needed to be added concerning sick leave usage. Turner will formulate a sentence and bring it back to the board for approval. A motion was made by Garr to limit the CCRCD employee sick leave

accrual to 160 hours. The motion was seconded by Gallagher and passed with 6 Ayes, 0 Noes and 1 Absent (Ramos).

Turner advised the board that staff is working on revising the CCRCD Long Range Plan that expires this year. The updated plan is a deliverable for the DOC grant. She requested a couple of Board members to help them with the effort. Gallagher and Nall volunteered to help with the modifications. It was also stated that identifying the top five resource concerns in the district was also a deliverable.

The Board discussed and completed the Chamber of Commerce Ballot for nine Directors.

Gallagher summarized the Personnel Sub-Committee meeting for Harper's 3-month evaluation and pending raise and promotion to Executive Director on December 16<sup>th</sup> (January Pay Period) as Turner will retire on December 31, 2018. She stated Harper will work fulltime and a \$2. per hour raise was requested. Turner stated that Harper will need to be appointed to the position of Secretary to the Board also. Jay Dee made a motion to promote Harper to Executive Director, provide a \$2.00 per hour raise in pay, and appoint her to the position of Secretary to the Board all effective December 16, 2018. The motion was seconded by Gallagher and passed with 6 Ayes, 0 Noes, and 1 Absent (Ramos).

As per Harper's written request and support for hiring SiteHatchery to host the CCRCD's new website for an annual fee of \$240 per year and three new google email accounts for staff and the CCRCD at \$5 each per month a motion was made by Gallagher. The motion was seconded by Hickok and passed with 6 Ayes, 0 Noes, and 1 Absent (Ramos)

#### **CCRCD REPORTS:**

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

- **Department of Conservation Capacity Building Program;** The new CCRCD Website is completed. Turner is training Harper on payroll, filing reimbursement claims and budget reports. Harper gained knowledge on Brown Act and other important aspects of managing RCD at the CARCD conference. Quarterly Invoice and Report were completed and submitted prior to the end of October. DOC approved line item budget modifications as requested by Turner.
- **NRCS Cooperative Agreement:** Turner is working on the CCRCD's In-direct Cost Rate negotiations with NRCS. Harmon attended the Annual CARCD Conference in San Diego Nov 13-17th as well as the Economics for Conservation Planning course Oct 15-17. She is currently working on contract planning and maintenance.
- **HSP/SWEEP Assistance.** CDFA plans to open grant solicitations December 28th. Technical assistance. training will occur the end of December and assistance to growers will start in January. CDFA will allow 8 weeks for applicants to apply. CCRCD is working with UC Extension and neighboring RCDs to put on a SWEEP workshop for growers on January 9th or 10<sup>th</sup>.
- **Title III:** County approved the funding for the CCRCD and County Council is working on agreement
- **Colusa Glenn Subwatershed Program-ILRP:** Liz will meet with Kandi on 11/28/18 to learn how to use the submittal tool.

2017/2018 CCRCO Audit in-office portion will take place on December 12<sup>th</sup>.

Turner provided the board with the CCRCO online fundraising campaign that is underway through CARCO. She stated that some donations have already come in for the CCRCO.

Nall reported on the CARCO Sac Valley Fall meeting that was held in Woodland on October 17<sup>th</sup>. She stated there was a lot of discussion about the RCOs throughout the region working together. The CCRCO speak-off contestant received second place.

Nall reported on the Golden State Risk Management Authority annual conference held in Corning on October 19<sup>th</sup>. She stated that the keynote speaker Gordon Graham was the best presenter she has ever seen.

Harmon reported on the CARCO Annual Conference held in San Diego on November 14-16. She stated it was a very valuable experience and learned a lot from other staff in attendance from around the state. Turner read a report provided by Harper on her experience.

Nall reported on the Board Bootcamp conference call she participated in. She learned about balance sheets, liability and expenses and how to bring in more funding to the RCO. She stated now is the time to solicit donations from major supporters.

Ethics and Sexual Harassment Prevention Training Ramos, Garr and Gallagher are due. Turner announce she received a telephone call from Amy Gibbons giving her formal resignation from her Associate Director role.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

The meeting was adjourned at 6:48 pm by President Ben Felt. The next monthly meeting will be held at 5:00 PM on Tuesday, December 18<sup>th</sup> at Louis Cairo's Restaurant in Williams, CA.

Respectfully Submitted,

Patti Turner-Secretary/Treasurer-Colusa Co. RCO