

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

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**January 15, 2019**  
**CCRCD Meeting Minutes**

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

**DIRECTORS ABSENT:** Gil Ramos

**ASSOCIATE DIRECTORS PRESENT:**

**ASSOCIATE DIRECTORS ABSENT:** George Green, Jim LaGrande

**OTHERS PRESENT:** Liz Harper-CCRCD Executive Director, Emily Harmon-Natural Resource Coordinator RCD, John Loudon, County.

Ben Felt, CCRCD President called the meeting to order at 5:02 pm in the Conference Room at Colusa Industrial Properties, 100 Sunrise Blvd., Colusa, CA

**PUBLIC/PARTNERS COMMUNICATIONS:**

Emily Harmon reported on behalf of NRCS that despite government shutdown, NRCS is still open and operating. Staff is conducting spot checks on previously funded projects and applications for the first batching period that closes at the end of the month. There are 21 applications in thus far.

**APPROVAL OF MINUTES:**

A motion was made by Gallagher to approve the December 18th, 2018 minutes with no corrections. The motion was seconded by Hickok and passed with 5 Ayes, 0 Noes and 0 absent.

**FINANCIAL REPORT:**

The Directors received a balance sheet for the period December 18<sup>th</sup>, 2018-January January 14<sup>th</sup>, 2019. The CCRCD's fund balances were as follows: checking account \$1351.74; petty cash account \$100.00; CCRCD General Fund (03200) \$51,220.80; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$8,610.98; DOC Fund (032027) has a balance of \$5,944.35 and Clearing Account fund (032001) \$0.

The Board was presented with three (3) claims to be paid in January. Petty Cash in the amount of \$48.26, Mileage Reimbursement for Harper in the amount of \$23.98, CalCard in the amount of \$781.52. A motion was made by Garr and seconded by Hickok to approve the financial report and claims as submitted. The motion passed with 5 ayes 0 noes, and 0 absent.

**CCRCD DISCUSSION AND ACTION ITEMS:**

Discussion of project ideas opened with Harper relaying conversations with community members expressing interest in conservation projects. The first was to approach city to reestablish walking trail at the Sacramento River park in Colusa. The board encouraged Harper to talk to city manager about project with potential grant funding through Cultural, Community and Natural Resources Grant Program Proposition 68. The second conversation was regarding natural resource education for high school seniors involved in the Environmental Science Academy. The board discussed two new potential partners: Ducks Unlimited and Colusa Casino.

Board members signed up to manage the CCRCD booth at the farm show and supported the idea of opening the CCRCD booth to surrounding RCDs in our region for an outreach opportunity.

The 18/19 Budget was reviewed by the board. Harper input mid-year updates to the budget reflecting revenues and expenses from new projects. In addition, the mid-year review included a side by side comparison to the actual revenues and expenses accrued during the current fiscal year to date. A motion was made to approve the FY 18/19 Mid-Year Review pending on two amendments. 1. That the appropriate budget amounts for office expenses and software equipment maintenance fees be changed to reflect their fiscal year cost not calendar year cost in the general fund. 2. The DOC grant budget be reviewed and updated by retired Executive Director to make sure new ED accounted correctly. The motion to approve pending amendments was seconded by Garr and passed with 5 ayes 0 noes, and 0 absent. Final copy will be sent to all board members.

Discussion on Lundberg Farms receiving the Leopold Award for Conservation. Harper called Lundberg Farms to get tour information. Harper will set up a date in March.

Discussion on laptop to purchase for CCRCD to provide technical assistance for grant programs offered through California Department of Food and Agriculture. The board was presented with the cost of MacBook Air compared to Microsoft Surface which would be covered by the grant program. Board was very supportive of both options.

A motion was made by Garr and seconded by Hickok to approve three modifications to the Personnel Policy, which were reducing the sick leave accumulation from 8 hours and 30 minutes to a flat 8 hours per pay period, allowing employees to use sick leave upon hire, and omitting sick leave payout policy prior to December 2008. The motion passed with 5 ayes 0 noes, and 0 absent.

A motion was made by Nall and seconded by Gallagher to accept the updated and corrected Executive Director Job Description emailed to the board prior to the meeting. The motion passed with 5 ayes, 0 noes, and 0 absent.

Discussion on board vacancies and potential candidates lead to board members agreeing to reach out to community members and invite them to the February meeting. The board encouraged Harper to mention director opportunities at Young Farmers and Ranchers meeting.

#### **CCRCD REPORTS:**

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;** ED training continuing finance management: payroll, filing reimbursement claims, and budget reports. Keeping Turner on for the term of the grant has worked out well for training and organizational purposes. Turner has come in twice since retirement for financial assistance and budget review. Turner has started the quarterly report as most deliverables met. Harper reviewed DOC work plan and reported what still need to get done.
- **NRCS Cooperative Agreement:** Harmon has been working on contract maintenance. Harmon had completed two trainings: livestock water system workshop and ecological site description workshop and finalizing application for Conservation Planning 3-week intensive.

- **HSP/SWEEP Assistance:** Harper planned SWEEP workshop on January 29th, 2010 at Rocco's Banquet Hall and offering Technical Assistance at Farm Show and after SWEEP workshop, Will be purchasing computer to offer mobile technical assistance. One meeting for Healthy Soils Demo site. Farm2School received a grant application. Promotional material has been posted on facebook and flyers shared with Farm Bureau and YF&R.
- **Title III and CFSC:** All pre-award documents for the California Fire Safe Council grant have been submitted and are being reviewed. A direct hourly cost rate was developed in lieu of cost allocation plan.
- **Colusa Glenn Subwatershed Program-Irrigated Lands Regulator Program:** Harper has assisted 3 members- one over the phone and the other two in office and over the phone. Harper received Sediment and Erosion Control Training and has helped with one plan.

2017/2018 CCRCO Audit in draft report was sent to Harper by the end of December.

Steven McCord from McCord Environmental, Inc will be reporting on the Elgin Mine and Brownfield Act in February's meeting. County Supervisors are invited to attend.

Premiere Mushroom grant was submitted for new RCD swag for outreach events. Board members weighed in on what the most practical and preferred apparel we should get such as hats and vests.

Ethics and Sexual Harassment Prevention Training: Garr Harper and Gallagher are due. Harper will set up training in Target Solutions.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

The meeting was adjourned at 6:50 pm by President Ben Felt. The next monthly meeting will be held at 5:00 PM on Tuesday, February 19th, 2019 in the Conference Room at Colusa Industrial Properties, 100 Sunrise Blvd, Colusa.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD