

Colusa County
RESOURCE CONSERVATION DISTRICT

March 19th, 2019
CCRCD Meeting Minutes

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

DIRECTORS ABSENT:

ASSOCIATE DIRECTORS PRESENT: George Green,

ASSOCIATE DIRECTORS ABSENT: Jim LaGrande

OTHERS PRESENT: Liz Harper-CCRCD Executive Director, Emily Harmon-Natural Resource Coordinator RCD, John Loudon, County, Lyle Thompson- NRCS, Wendy Krehbiel-NRCS

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

ACCEPTANCE OF AGENDA:

Gallagher added agenda item under CCRCD Discussion and Action Items: K- Change of meeting times; Harper added agenda item under CCRCD Discussion and Action Items: L- Approval of updated Scope of Work for Irrigated Land Regulatory Program: Colusa Glenn Subwatershed Program.

PUBLIC/PARTNERS COMMUNICATIONS:

John Loudon reported on behalf of the Board of Supervisors on the annexation of CIP into the City of Colusa, discussions on tax sharing is occurring between city and county.

Wendy Krehbiel reported on behalf of NRCS Colusa Field Office that there have been 32 applications set to be submitted for the June batching period. Several landowners and residents are reporting washed out stream banks and erosion due to extensive flooding this winter especially around row crop and orchards where run off is significant. Lyle Thompson, NRCS Team Engineer, presented to the board the intricacies of the Emergency Watershed Protection Program (EWP) in which landowners can receive assistance from NRCS to address flood issues in rare natural disasters or extreme weather events. Thompson outlined the requirements and responsibilities of an EWP sponsorship which includes: acquiring right-of-way agreement from property owner, permitting, contracting and covering up to 25% of the construction costs and potentially project maintenance. A letter from a sponsor to the State Conservationist would trigger the appointment of NRCS engineers to create a Damage Survey Report that would assess cost of project considering value of buildings it would protect. From there the CCRCD board will create a Cooperative Agreement with NRCS to formalize responsibilities of the construction costs (including survey and engineering), environmental survey, permitting, and maintenance.

There were no other reports by partners.

APPROVAL OF MINUTES:

A motion was made by Nall to approve the February 19th, 2019 minutes with no corrections. The motion was seconded by Garr and passed with 5 Ayes, 0 Noes and 0 absent.

FINANCIAL REPORT:

The Directors received a balance sheet for the period February 16th- March 18th, 2019. The CCRCD's fund balances were as follows: checking account \$1400.00; petty cash account \$69.55; CCRCD General Fund (03200) \$37,916.61.15; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$-2,643.75 (with a Journal Entry submitted 3/19/19 to transfer funds from the General Account into MISC Projects); DOC Fund (032027) has a balance of \$6760.50 and Clearing Account fund (032001) \$0.

The Board was presented with four (4) claims to be paid in March. Petty Cash in the amount of \$30.45, Mileage and Meeting Supply Reimbursement for Harper in the amount of \$135.52, CalCard in the amount of \$1,818.00, Larry Bain, CPA in the amount of \$3,000.00 A motion was made by Gallagher 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 the CCRCD's FY 19/20 Budget Proposal new changes included increased County Request from last year's \$28,260 to \$32,519 with an overall increase of \$4,259 which includes the addition of 192 hours annually (16 hours monthly) for Retired Executive Director to help with financial management and continued training. In addition, 192 hours annually were added to new Executive Director's salary by task for Revenue and Project Development, half of which (92 hours annually/ 8 hour monthly) the CCRCD is requesting financial assistance from the County. A motion to approve the FY 19/20 Budget Proposal with increased request amount was made by Nall and seconded by Garr. The motion passed with 5 ayes 0 noes, and 0 absent

A discussion on EWP Sponsorship for Debra Chase on Freshwater Rd delved into project details, pictures of damage, and what funds the CCRCD would need. The flood event happened February 14th, 2019 after several storms with heavy rainfall. The berm protecting her home from flows on Freshwater Creek eroded significantly in two sections causing flooding in her basement and around her home. From the presentation from Lyle detailed above in Partner Reports the board weighed the liability of sponsorship. Gallagher moved to approved sending a sponsorship letter to the NRCS State Conservationist to create a Damage Survey Report and seconded by Hickok. The motion passed with 5 ayes 0 noes, and 0 absent

Form 700s were passed out, reviewed, signed and received back by all directors and staff. Form 700s will be turned in before April 2nd, 2019.

The board reviewed the Request For Proposal letter for auditing services for three fiscal years starting on FY 18/19 and ending with FY 20/21. A motion to approve the RFP was made by Nall and seconded by Gallagher. The motion passed with 5 ayes 0 noes, and 0 absent

Discussion and of update Board Member Application Packets was moved from the February meeting to the March meeting due to insufficient amount of time. Board members were given Director Application packets to review. A motion to approve the Director Application was made by Nall and seconded by Hickok. The motion passed with 5 ayes 0 noes, and 0 absent

Discussion of Board Make-up and Recruitment Strategy was moved from the February meeting to the March meeting due to insufficient amount of time. The Board Make-up and Recruitment Strategy was introduced by Harper with her hope that the two vacancies be filled with directors that round out the talents and skills of our board. The board agreed to continue to have discussions on board make-up until

vacancies are filled. Two needs were identified as missing on our board being legal council and cultural diversity.

Harper introduced the Colusa County Community Development- Request for Consultation on a River Partners project 11 miles north of Colusa along the Sacramento River. The project will re-establish flood plains. The board was very interested in the project details and had no comment to submit.

Lundberg Farm Tour- Cover Cropping Field Day is scheduled for March 22nd 10-12pm for all directors that are interested. Harper encouraged Directors to attend as soil health is becoming an increasing focus for RCDs.

Target Solutions training days will take place April 10th and May 9th at Granzella's from 9am-3pm. Training topics will include: Unlawful Harassment Prevention and Ethics Training. Garr, Harper and Gallagher need to receive training this year. All other directors will be due for training next year in 2020.

A discussion on added agenda item, changing meeting times considered working schedules of all directors, weighing the benefits to partners, directors and staff by having it earlier in the day. A motion to move the meeting time to 3pm on every third Tuesday was made by Garr and seconded by Gallagher. The motion passed with 5 ayes 0 noes, and 0 absent

A review of added agenda item updated Irrigated Lands Regulatory Program's Scope of Work for Harper's fee-for-service helping members with reporting. The changes were contact information was updated to reflect new ED and mileage was added to acceptable expenses. The motion to accept changes on updated SOW was made by Gallagher and seconded by Nall. The motion passed with 5 ayes 0 noes, and 0 absent

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;** Grant ended, working on Final report. All tasks accomplished.
- **NRCS Cooperative Agreement:** Harmon continues to work on contract maintenance and conservation planning in Glenn and Colusa Counties. The Three-week conservation planning intensive was rescheduled for April 16th to May 2nd. She is currently updating the Bear Valley Wildflower index that Jack Alderson created in 2010.
- **HSP/SWEEP Assistance:** Harper has assisted about 21 entities with questions on HSP and SWEEP and 15 entities for technical assistance and 2 submitted applications. Submitted one Healthy Soils Demonstration Site application for cover crops in rotational crops in partnership with UC Extension and NRCS.
- **Title III and CFSC:** Attended grant award Workshop Tuesday 19th 2019 and submitted first payment request for \$5,000. Created contact list and contacted CalFire, BLM and US Forest Service. Began calling Fire Chiefs and awaiting return calls. Trying to set a date in near future for initial meeting (March 28th or early April). Behind in projected work plan tasks.

- **Colusa Glenn Subwatershed Program-** Harper made phone calls to landowners needing to submit Nitrogen Summary Report. Went to NCWA Annual Meeting, Attended Sac Valley Coalition Meeting where they presented on collaborations between NRCS, RCDs and Water Districts in Yolo County to vegetate ditches to capture sediment, pesticide and N runoff) and a Nitrogen Use Efficiency in Wheat.

Durable Collaboration Retreat was hosted in Colusa. Sac Valley RCD staff from Butte, Tehama, Western Shasta, Lake, Yolo, Glenn and Colusa were present. Three areas of where regional collaboration were identified: Carbon Management from Farm to Forest, Water Systems Management, and Education & Outreach. A Sac Valley MOU is in the works to formalize the region's commitment to large scale, multi-county projects.

Communication Academy- Harper has almost completed 6 lessons. She finds the material presented energizing and worth working on the communication platform and action plan piece by piece at future board meetings. Harper has completed two activities with cover defining three key messages of the RCD and determining a target audience that would benefit from knowing more about the CCRCD.

Harper announced that Carbon Farming will be coming to Colusa County. The CARCD selected the CCRCD to receive funds to create a Carbon Farm Plan.

PUBLIC COMMENT: None

ADJOURNMENT:

The meeting was adjourned at 7:17 pm by President Ben Felt. The next monthly meeting will be held at **3:00 PM on Tuesday**, April 16th, 2019 in Ben Felts Office at Colusa Industrial Properties, 100 Sunrise Blvd, Suite A-3, Colusa.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD