

Colusa County
RESOURCE CONSERVATION DISTRICT

May 21, 2019
CCRCD Meeting Minutes

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

DIRECTORS TARDY: Beth Nall arrived at 3:20 after partner reports, approval of minutes and financial report

ASSOCIATE DIRECTORS PRESENT: George Green,

ASSOCIATE DIRECTORS ABSENT: Jim LaGrande

OTHERS PRESENT: Liz Harper-CCRCD Executive Director, RCD, John Loudon, County, Emily Harmon-RCD

Ben Felt, CCRCD President called the meeting to order at 3:05 pm at, 100 Sunrise Blvd., CIP Conference Room, Colusa, CA

ACCEPTANCE OF AGENDA:

No changes or additions were requested.

PUBLIC/PARTNERS COMMUNICATIONS:

John Loudon reported on behalf of the Board of Supervisors that the county is in the process of budget discussions and allocation of funds. The CCRCD is still on the list for funding.

Emily Harmon reported on behalf of NRCS. Ben Martin is the Acting DC as Wendy takes annual leave. Batching period 3 is wrapping up in June with Colusa County field office submitting 43 applications to date and looking to fund 30 expecting upwards of a million dollars coming into the county which will include two new wetland easements keeping our county as number one in the state for WREs.

There were no other reports by partners.

APPROVAL OF MINUTES:

A motion was made by Gallagher to approve the April 16th, 2019 minutes with no corrections. The motion was seconded by Hickok and passed with 4 Ayes, 0 Noes and 1 absent.

FINANCIAL REPORT:

The Directors received a balance sheet for the period April 16th- May 21st, 2019. The CCRCD's fund balances were as follows: checking account \$1,113.09; petty cash account \$39.98; CCRCD General Fund (03200) \$18,886.62; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$23,188.37; DOC Fund (032027) has a balance of \$17,550.19 and Clearing Account fund (032001) \$0.

The Board was presented with four (4) claims to be paid in May. Petty Cash in the amount of \$340.57, Mileage and Travel Reimbursement for Harper in the amount of \$132.24, CalCard in the amount of \$587.00, and Travel and Mileage Reimbursement for Harmon in the amount of \$1,181.90. A motion was

made by Hickok and seconded by Garr to approve the financial report and claims as submitted. The motion passed with 4 ayes 0 noes, and 1 absent.

CCRCD DISCUSSION AND ACTION ITEMS:

Harper discussed in the beginning stages of reaching out to DWR for erosion and streambank stabilization issues that need to be address through watershed-scale projects. Harper is following up with interested parties to apply for Xerces' Pollinator Kits by the end of the month.

Auditor's proposals were revisited as Harper presented the board with three contract proposals with no additions. The annual auditor fees ranged from \$3150-\$5800. The board favored the less expensive rate yet value the protocol of hiring different auditors each contract term. The motion to continue with Larry Bains, CPA for FY 18/19,19/20, 20/21 for \$3150 per year was made by Gallagher and seconded by Hickok. The motion passed 5 ayes, 0 noes, and 0 absent.

A discussion on Board vacancies continued. Harper went to County Clerk to discuss next steps after receiving director applications to fill vacant seats for unfinished terms. Clerk determined that the RCD couldn't fill vacancies until Elections in 2020 according to government codes for Special Districts. Harper discussed this with Department of Conservation which lead her to the governing code for RCDs under Division, the Public Resources Code. This may allow for the Board of Supervisors to appoint directors to fill unexpired term vacancies. The CCRCD currently has two unexpired term vacancies and has received one Director application from Ted Kingsley. Associate Director George Green is positioned to take a Director seat after serving as AD for over two years. Green agreed to be a candidate for a CCRCD Director. With two candidates to recommend to the Board of Supervisors the motion was made to present the CCRCD board's candidates to the Board of Supervisors pending provisions from Division 9 and acceptance by the county's election official by Nall and seconded by Garr. The motion passed 5 ayes, 0 noes, and 0 absent.

The Personnel Subcommittee presented a summary of their meeting with Harper on Harmon's annual reviews, Harper's self-evaluation, the budget for FY 19/20. Gallagher, spokeswoman from the Personnel Subcommittee, relayed that Harmon has met or exceeded expectations and has grown in improvement areas identified in her mid-year review determining the subcommittee's recommendation of a wage increase by \$1.00/hour. Gallagher went on to say, Harper presented the subcommittee with a letter outlining the accomplishments of the last year especially the increase of more projects being brought into the county through the RCD determining the recommendation of a wage increase of \$1.00/hour. The motion was made to approve wage increase for both Harmon and Harper of \$1.00/hour for FY 19/20 by Garr and seconded by Hickok. The motion passed 5 ayes, 0 noes, and 0 absent.

The Budget for fiscal year July 2019-June 2020 was reviewed showing current and potential project funding sources and expenditures. The motion to approve the FY19/20 budget was made by Garr and seconded by Gallagher. The motion passed 5 ayes, 0 noes, 0 absent.

Golden State Risk Management's sexual harassment and ethics training day was May 9th at Granzella's from 9am-3pm. Harper attended. Garr unable to attend and will need to complete online training through Target Solutions. Target Solutions is updating Anti-Harassment Training and will be up in June. Gallagher will forward training certification on sexual harassment to Harper and will complete ethics training online through Target Solutions. All other directors will be due for training next year in 2020.

Umpqua Bank Signature Card was signed by directors and Executive Director. Letter to Umpqua identifying Directors and ED to be on the account for banking purposes was signed by Garr. Harper will turn in to Umpqua and get further instructions for board.

The board discussed Harper's decision to sign on comment letter to improve upon CDFA's Request for Proposal on the Technical Assistant Grant (AB2377) and on AB1086 to fix several issues with the SWEEP program. President Felt expressed the role and responsibility of the ED is to participate in actions that would benefit the county and the CCRCD. The motion to approve measures that the ED supported was made by Gallagher and seconded by Nall. The motion passed with 5 ayes, 0 noes, and 0 absent.

The EWP that the CCRCD sponsored was evaluated by NRCS and deemed an unfit project under the Emergency Watershed Project program for several reasons most notably the project cost would outweigh the assets protected by a flood event.

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;** Final payment received.
- **NRCS Cooperative Agreement:** Harmon went to Lincoln, NE from April 16th- May 3rd to learn about NRCS Conservation Planning. This training took her through an in-depth step-by step process of conservation planning leaning new tools and getting more efficient with making maps, filling out planning documentation. Harmon returned and is completing applications for the current batching period and continues with contract maintenance.
- **HSP/SWEEP Assistance:** Invoice 1 payments received. Involved in CDFA listening sessions regarding TA Grants and the SWEEP program to improve both.
- **Title III and CFSC:** Went to the Stonyford Community Meeting to present on CWPP, had a meeting with Fire Chiefs, had our first CWPP planning meeting, hired a third-party technical writer and consultant, had 3 phone conversations with RCD of Tehama County- was able to use the signed MOU already in place between our counties' RCDs and developed a Scope of Work. I am meeting with Local Fire Authorities and community members in the coming month for more project intel.
- **Colusa Glenn Subwatershed Program-** Went to DMT meeting with Land IQ on fine-tuning the program to fit each subwatershed's needs. Made phone calls to members missing reports.
- **Carbon Farm Planning-** Created an application. Received one application from Davis Ranches. Applications due May 24th.

Sacramento Valley Regional Meeting on May 17th, 2019 was in Red Bluff. Durable Collaboration teams presented Concept proposals. Harper presented with the Carbon Management Team which was well received and asked to further develop the paper to begin passing around to state agencies. Communication Academy- Directors wanted more time to work on lesson 1. Harper passed out the RCD Communications Platform developed by CARCD with Solid Ground Consulting to help not only develop key messaging for CCRCD Directors to use but for general assistance in knowing what RCDs are capable of,

and how to talk about the RCD with different audiences. Nall commented on how the handout can help develop her “elevator pitch” for CCRCD.

PUBLIC COMMENT:

ADJOURNMENT:

The meeting was adjourned at 5:00 pm by President Ben Felt. The next monthly meeting will be held at **3:00 PM on Tuesday, June 18th, 2019** in the Conference Room at Colusa Industrial Properties, 100 Sunrise Blvd, Colusa.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD