

Colusa County
RESOURCE CONSERVATION DISTRICT

July 2nd, 2019
CCRCD Meeting Minutes

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

DIRECTORS ABSENT: NONE

ASSOCIATE DIRECTORS PRESENT: George Green,

ASSOCIATE DIRECTORS ABSENT: None

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

Ben Felt, CCRCD President called the meeting to order at 3:02 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 approved the RCD Budget request amounting to the previous fiscal year award. The county is off this month with nothing to report.

Emily Harmon reported on behalf of NRCS. Applications that were approved for funding are being followed up with and implementation plans are being set in motion.

There were no other reports by partners.

APPROVAL OF MINUTES:

A motion was made by Garr to approve the May 21st, 2019 minutes with no corrections. The motion was seconded by Hickok and passed with 5 Ayes, 0 Noes, 0 Absent, and 2 Vacant.

FINANCIAL REPORT:

The Directors received a balance sheet for the period May 22nd- June 30th, 2019. The CCRCD's fund balances were as follows: checking account \$1,400; petty cash account \$91.04; CCRCD General Fund (03200) \$32,745.03; sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$31,893.70; DOC Fund (032027) has a balance of \$1,662.14, Fire Safe Fund (032028) has a balance of \$4,904.26 and Clearing Account fund (032001) \$0.

The Board was presented with seven (7) claims to be paid in July. Petty Cash in the amount of \$8.96, Mileage and Travel Reimbursement for Harper in the amount of \$266.80, CalCard in the amount of \$2,101.85, CARCD Sac Valley Region of RCDs in the amount of \$100.00, Golden State Risk Management in the amount of \$4,614, RCD of Tehama County in the amount of \$408.00, Colusa Tax Service in the amount of \$650.00. The board was presented with one (1) Journal Entry payment to the County Clerk-

Recorder in the amount of \$432.80. 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, 0 Absent, and 2 Vacant.

CCRCD DISCUSSION AND ACTION ITEMS:

Harper announced the dates for the CARCD Conference from November 12-15th and encouraged directors to attend.

Larry Bain, CPA Auditor's agreement was reviewed. The motion to sign agreement with Larry Bains, CPA for FY 18/19, 19/20, 20/21 for \$3150 per year was made by Hickok and seconded by Garr. The motion passed 5 Ayes, 0 Noes, 0 Absent, and 2 Vacant.

A discussion on Board vacancies continued. Harper presented the board with the option to create a resolution with the Colusa County Board of Supervisors to appoint directors to the RCD Board in lieu of citizen elections. The board debated if citizen elected or Board of Supervisor appointment fit the role of the CCRCD. Pros of a resolution would be minimizing cost and administration of elections. Cons could potentially be the Board of Supervisors could change and appoint individuals that could have conflicting values of the CCRCD. If a resolution was passed by both directors and Board of Supervisors, vacancies could be appointed right away and future elections would be circumvented though director terms will follow the election cycle. A motion to create a Resolution with the Board of Supervisors to appoint CCRCD directors was made by Gallagher and seconded by Garr. The motion passed 5 Ayes, 0 Noes, 0 Absent, and 2 Vacant.

Harper presented the board with the Scope of Work for the Carbon Farm Planning project at Davis Ranches. The Scope of Work included roles, responsibilities of all contracted parties and a timeline of tasks. A motion to approve Scope of Work for the Carbon Farm Plan was made by Nall and seconded by Gallagher. The motion passed 5 Ayes, 0 Noes, 0 Absent, and 2 Vacant.

Harper has been going through and updating policies and procedures. The directors reviewed the CCRCD Document Retention Policy which had five formalized additions to the policy. The motion to approve the updates to the CCRCD Document Retention Policy was made by Gallagher and seconded by Nall. The motion passed 5 Ayes, 0 Noes, 0 Absent, and 2 Vacant.

Target Solutions is updated Anti-Harassment Training. Gallagher forward training certification on sexual harassment and Ethics to Harper. Garr received username and password to complete trainings online. All other directors will be due for training next year in 2020.

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.

- **NRCS Cooperative Agreement:** Harmon has been assisting NRCS with preparing applications for the June submissions from this year's first batching period. Then has been following up with awardees planning implementation. Harmon continues to perform contract maintenance which consists of certifying installed practices for micro irrigation systems and livestock watering systems.
- **HSP/SWEEP Assistance:** No current work being done.

- **Title III and CFSC:** Harper met with steering committee which included CalFire, USFWS, USFS, County's Sheriff Dept, County's Fire Authorities, Glenn Colusa Cattlemen, County Utilities and Board of Supervisors. Met with two individual fire authorities (Stonyford and Williams) to identify assets and project sites in the Western portion of the County. Sent information to RCD of Tehama County. A draft CWPP was created by Tom McCubbins of RCD of TC and Harper is working through it and outlining details needed for completion. Harper created maps of Fire Severity Zones and Planning Units.
- **Colusa Glenn Subwatershed Program-** Went to a field inspection in Colusa County to verify a well head had proper protection. Went to MAC Meeting which informed the coalition members about upcoming targets for nitrogen reporting and ground water protection.
- **Carbon Farm Planning-** Met with producers and Carbon Farm team and partners for kick off meeting. Created a Scope of work and budget for the project that was approved by the producer. Set up planning meeting with team and site visit. Harper and Krehbiel attended a Carbon Farm Workshop in Esparto and connected with Carbon Cycle Institute and others that will provide support through the CFP project. Harper and Harmon attended a workshop at CSU, Chico on Soil health and regenerative agriculture by Dr. Christine Jones.

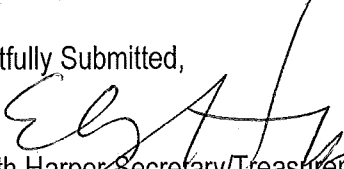
Harper went through lesson 2 of the Communications Academy focusing on three key messages the directors wants to communicate then focusing one message to a target audience. Harper presented to the board a flyer for the RCD using what she learned in the Communications Academy.

PUBLIC COMMENT:

ADJOURNMENT:

The meeting was adjourned at 4:35 pm by President Ben Felt. The next monthly meeting will be held at **3:00 PM on Tuesday, August 20, 2019** in the Conference Room at Colusa Industrial Properties, 100 Sunrise Blvd, Colusa.

Respectfully Submitted,


Elizabeth Harper, Secretary/Treasurer-Colusa Co. RCD