

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

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**December 17<sup>th</sup>, 2019**  
**CCRCD Meeting Minutes**

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

**DIRECTORS ABSENT:** Kim Gallagher

**ASSOCIATE DIRECTORS PRESENT:** Jennifer Sanders

**ASSOCIATE DIRECTORS ABSENT:** George Green

**OTHERS PRESENT:** Liz Harper-CCRCD Executive Director, John Loudon- Board of Supervisors, Nancy Loudon- Interno Real Estate, Ted and Angie Kingsley- Kingsley Farms

Ben Felt, CCRCD President called the meeting to order at 5:13pm at Louis Cairos, 588 N. Seventh Street, Williams, California

**ACCEPTANCE OF AGENDA:**

No additions or revisions to the agenda.

**PUBLIC/PARTNERS COMMUNICATIONS:**

John Loudon reported the County of Colusa is revising the Hemp policy to include a buffer for grows to rural households not only city limits. January 7<sup>th</sup> the Board of Supervisors will present the policy to the public for discussion.

**APPROVAL OF MINUTES:**

A motion was made by Nall to approve the November 19<sup>th</sup>, 2019 minutes. The motion was seconded by Garr and passed with 4 Ayes, 0 Noes, 1 absent, 2 Vacant.

**FINANCIAL REPORT:**

The Directors received a balance sheet for the period November 8<sup>th</sup>- December 17<sup>th</sup>, 2019. The CCRCD's fund balances were as follows: checking account \$1,400.00, petty cash account \$100.00; CCRCD General Fund (03200) \$21,178.91 sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$8,174.48; DOC Fund (032027) has a balance of \$0; Fire Safe Fund (032028) \$5,332.50 and Clearing Account fund (032001) \$0.

The Board was presented with five (5) claims to be paid in December. CalCard in the amount of \$606.00, Glenn County RCD in the amount of \$215.72, Chamber of Commerce in the amount of \$50.00, Emily Harmon in the amount of \$91.64 and Elizabeth Harper in the amount of \$145.00.

A motion was made by Gallagher and seconded by Garr to approve November Financial Statement and all claims. The motion passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

**CCRCD DISCUSSION AND ACTION ITEMS:**

Harper announced that the CCRCD applied for a CalFire Forest Health Grant.

Harper presented the board with the increased fee of Quickbooks Online due to the "class" destination was not available of the "Essentials" subscription. Harper subscribed to the "Plus" package increasing the fee from @ \$12.00 to \$33.27 for the first three months (half off for the first 3 months) After 3

months the fee will go to \$70.00. The annual cost will be \$755.00. Director Nall voiced that fee for Quickbooks was too high and encouraged other board members and staff to brainstorm an affordable accounting system. Nall mentioned the software was much more reasonable for a one-time purchase to have on a computer. Harper discussed the reason for the online migration was due to NRCS's computer policies regarding use of external hard drives and downloading software. The web application was the affordable solution until the monthly rate doubled. Options included spending money to improve RCD's administrative capacity with a new laptop, printer and WIFI internet. This could address multiple administration needs and set the course for easier growth when RCD hires a new employee. Hickok moved to continue with monthly subscription until a more economical solution is found. The motion was seconded by Garr. The motion passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

Harper announced her acceptance into a Diversity, Equity, and Inclusion Leadership Cohort and presented the financial and time commitment of the program. The first retreat will conflict with the scheduled January board meeting. The board reviewed the dates of her absences and the upfront costs of participation with full travel reimbursement after the program ends. Board discussed January dates to meet. Nall moved to approved Harper's participation in the DEI "Environment 42 Leadership Cohort" and changing the meeting date to Tuesday, January 14<sup>th</sup> at 3pm. The motion was seconded by Garr. The motion passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

Harper went over website compliance requirements by January 2020. RCD is working with Sitehatchery, the web developer, to meet all the requirements by the end of the year.

The date has been set for FY 18/19 Audit, February 10<sup>th</sup>, 2020. Turner was due to end Financial Assistance by the year end of 2019 yet is unable to come again in December during the holiday season. Harper requested the board extend Turner's assistance into January to assist with Audit prep. Nall moved to approve Turner's assistance with audit preparation in the month of January. The motion was seconded by Hickok and carried 4 ayes, 0 noes, 1 absent, and 2 vacant.

2020 Nominations for CCRCD's Officers were discussed. Hickok moved to nominate the current slate of officers. The motion was seconded by Garr and was carried 4 ayes, 0 noes, 1 absent, and 2 vacant.

#### **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 continues to work in Glenn and Colusa Counties. Harmon is actively filling in for the Glenn County NRCS Soil Conservationist while she is out on maternity leave. Harmon continues to work on contract maintenance and planning in Colusa County.
- **SWEEP Assistance:** Grant solicitation closed December 16<sup>th</sup>, 2019. There was \$17,490 left in the budget for outreach, education and technical assistance. CCRCD has contracted with Tehama County to ensure producers in Colusa County are receiving technical assistance. Kevin Greer is the point of contact for technical assistance and project design.
- **Title III and CFSC:** CWPP draft is still in the works to include community comments and suggestions. Harper submitted 3<sup>rd</sup> Quarter report and invoice to CA Fire Safe Council and Colusa County. Surveys due and comment period ends December 31<sup>st</sup>, 2019.

- **Colusa Glenn Subwatershed Program:** Attended NMP CEU meeting, board meeting and CGSP member meeting in Orland December 9<sup>th</sup>, 2019. Attended, assisted with presentation and answered questions at Colusa County Growers Meeting on December 11<sup>th</sup>, 2019. Attended NCWA's Future of Groundwater meeting December 16<sup>th</sup> in Marysville. Harper has assisted several early reporters.
- **Carbon Farm Planning:** December 31<sup>st</sup> extension to finish CFP.
- **Healthy Soils Demonstration Site:** Harper is working with Allan Fulton, UC Irrigation Specialist, and Sarah Light, UC Ag Advisor to make and install soil moisture sensor probes to monitor soil moisture throughout the site.
- **Regional Carbon Farm Hub Planning Project:** Hub submitted 2<sup>nd</sup> Draft proposal. The final draft will be due January 31<sup>st</sup>.

CARCD Conference report from Sanders impressed upon the board that RCDs are trying to collaborate more on projects, pooling resources and building capacity as a network rather than working in isolation in each district. Sanders enjoyed the conference and reported that she felt CCRCDC had several projects were representative of the RCDs across the state.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

The meeting was adjourned at 6:11pm. The next meeting will be Tuesday, January 14<sup>th</sup>, 2020 at 100 Sunrise Blvd, CIP Conference Room.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD