

Colusa County
RESOURCE CONSERVATION DISTRICT
February 19th, 2026

100 Sunrise Blvd., Colusa, CA. 95932
CCRCD Meeting Minutes

DIRECTORS PRESENT: Walt Seaver, Beth Nall, Allen Gobel, Alex Struckmeyer, Lorraine Marsh, Gary Evans

DIRECTORS ABSENT: Tom Hickok (resigned effective February 13th, 2026)

OTHERS PRESENT: Liz Harper-Price- CCRCD Executive Director, Shawn Humphrey- CCRCD Financial Assistant, Tucker Bennett- CCRCD Program Manager, Kurt Vaughn-Wildfire Resilience Program Manager, Shelby Hebert- Wildfire Resilience Program Coordinator, Margot Flynn- Sacramento Valley Soil Hub Coordinator

The meeting was called to order at 8:34am

PUBLIC COMMENT

No public comment.

CONSENT CALENDAR

ACCEPTANCE OF AGENDA:

The agenda was accepted as presented.

APPROVAL OF MINUTES:

The minutes for the meeting on January 20th, 2025, were presented. Gobel moved to approve the January minutes and the February agenda. The motion was seconded by Seaver. The motion carried with 6 Ayes, 0 Noes, 0 Absent, 0 Abstain, 1 Vacant.

FINANCIAL REPORT:

- A. The Directors received balance sheets for January 20th to February 19th, 2026. The CCRCD's fund balances were as follows: Umpqua checking account \$4,650; Petty Cash account \$90.32; CCRCD General Fund (464) \$76,362.75; CCRCD Misc. Projects (473) \$97,545.39; The DOC fund (475) \$440,540.08; CalFire fund (477) \$1,513.31; Clearing Account fund (465) \$0.00 and NEW Pollinator Habitat Program Fund (466) \$0.00;
- B. The claims to be paid in February were US Bank CalCard at \$2,649.83; Petty Cash at \$9.68; Kurt Vaughn at \$1,522.40; Elizabeth Harper Price at \$275.04; County Counsel at \$352.82; Clyde Hladky at \$1,282.08; Carbon Cycle Institute at \$1700.00; Yolo County RCD at \$357.50; Amy Stork Consulting at \$3,200.00; Smith & Newell at \$1,125.00
- C. Gobel moved to approve the claims and fund balance report. The motion was seconded by Struckmeyer. The motion carried with 6 Ayes, 0 Noes, Absent, 0 Abstain, 1 Vacant.

PUBLIC/PARTNERS COMMUNICATIONS:

No reports due to special meeting accommodations for the strategic planning retreat.

GENERAL BUSINESS ACTION ITEMS:

#1: Review and Selection of Fire Evacuation Guide Proposals

Staff provided background on the requirement, under the County Coordinator sub-agreement, for the CCRCD to develop a Community Fire Evacuation and Emergency Response Guide in coordination with County agencies, fire districts, emergency responders, and community partners. An RFP for professional graphic design services was issued, and proposals were received for board consideration.

The board reviewed all submitted proposals and discussed qualifications, scope of work, and associated costs. The staff emphasized the importance of securing a skilled graphic designer and producing a professionally printed guide and will be funded through the current grant. Staff (Hebert) presented an overview of each proposal and outlined the cost differences and deliverables.

After discussion, the board agreed to move forward with contracting with **LK James** at a cost of **\$3,200**, with the condition that the scope also include:

- Development of a **brand kit** (fonts, colors, and related design assets for future CCRCD media), and
- Preparation of a **website/online-formatted version** of the guide.

Direction was provided to proceed with contracting based on these additions. Struckmeyer moved to approve the professional service agreement; Gobel seconded the motion.

Motion passed: 6 Ayes, 0 Noes, 0 Absent, 0 Abstentions, 1 Vacant.

The meeting was adjourned at 9:14am. The next meeting will be Tuesday, March 17th, 2026, at 3:00pm in the CIP Conference Room at 100 Sunrise Blvd., Colusa, CA 95932.

Respectfully Submitted,

Elizabeth Harper Price-Secretary/Treasurer-Colusa Co. RCD