

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

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**November 19th 2019**  
**CCRCD Meeting Minutes**

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

**DIRECTORS ABSENT:** Tom Hickok

**DIRECTORS TARDY:**

**ASSOCIATE DIRECTORS PRESENT:**

**ASSOCIATE DIRECTORS ABSENT:** George Green and Jennifer Sanders

**OTHERS PRESENT:** Liz Harper-CCRCD Executive Director, John Loudon- Board of Supervisors

Ben Felt, CCRCD President called the meeting to order at 3:17 pm in the Conference Room at Colusa Industrial Properties, 100 Sunrise Blvd., Colusa, CA

**ACCEPTANCE OF AGENDA:**

Gallagher requested to add a discussion item (F) Personnel Committee revisit transition period of financial assistance offered by retired ED and assess personnel needs of RCD. Harper requested to add a discussion items (G) Board appointments and succession planning, (H) Review County Auditor's 19/20 Cost Allocation Plan, (I) Review Resume

**PUBLIC/PARTNERS COMMUNICATIONS:**

John Loudon reported of Community Development Block Grant funds for residential and commerce were combined, and county is looking to revive Colusa's downtown movie theater. There is a board of 8 community members assessing cost of running the theater, where it can fit the needs of the community, and developing funding sources.

**APPROVAL OF MINUTES:**

A motion was made by Nall to approve the October 2nd, 2019 minutes. The motion was seconded by Gallagher and passed with 4 Ayes, 0 Noes, 1 absent, 2 Vacant.

**FINANCIAL REPORT:**

The Directors received a balance sheet for the period October 3<sup>rd</sup>- November 7<sup>th</sup>, 2019. The CCRCD's fund balances were as follows: checking account \$1,053.00, petty cash account \$73.82; CCRCD General Fund (03200) \$24,599.94 sales tax (03201) \$0; CCRCD Misc. Projects (032025) \$10,283.36; DOC Fund (032027) has a balance of \$0; Fire Safe Fund (032028) \$5,645.25 and Clearing Account fund (032001) \$0.

The Board was presented with nine (9) claims to be paid in November. Petty Cash in the amount of \$373.18 and CalCard in the amount of \$12.00, RCD of Tehama County in the amount of \$516.72, CA Special Districts Association in the amount of \$186.00, Jennifer Sanders in the amount of \$185.00. The remaining four (4) claims are for Elizabeth Harper in the amount of \$517.32, \$657.72, \$127.55, \$363.83.

A motion was made by Nall and seconded by Felt to approve using RCD General funds to pay for supplies for the high school students' planting day for monarch butterfly habitat. The motion carried 3 ayes, 0 noes, 1 absent, 1 abstain, and 2 vacant.

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 discussed a call with California Invasive Plant Council (Cal-IPC) on potential projects on Arundo removal beginning with applying for planning grant for a watershed-wide project. Harper shared the Healthy Forest grant opportunity through CalFire which could assist private in-holders with post-fire recovery in the Mendocino National Forest. Nall brought up a recent article in Ag Alert about invasive wild pigs and the significant damage done to natural and working lands suggesting the RCD look for ways to assist landowners.

Fiscal year budget for 2018-2019 was presented to the board comparing budget vs. actual. Harper worked with county on ledger discrepancies and found 4 claims accounted for in June were paid in July. The budget reflects those changes. Gallagher moved to approve FY 18/19 Budget v. Actual and was seconded by Nall. The motion passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

The board discussed moving to the CCRCD's accounting system to Quickbooks Online to avoid using external memory cards and hard drives for data transfer. The board supported the change to an online platform but was apprehensive about the monthly fees. Gallagher moved to approve converting the accounting system from Quickbooks on a desktop to Quickbooks Online for the \$40 a month fee pending approval from USDA's Information and Computer Technician. The motion was seconded by Garr and passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

Harper announced the upcoming training requirements for directors to complete in 2020. All new directors and associate directors will need to attend Ethics and Harassment training. In addition, presiding directors Hickok, Nall, Felt will need to attend these trainings in 2020. There will be a in-person day of training offered by Golden State Risk Management in April or May of 2020 that Harper will announce and make sure all interested and available directors RSVP for the event. If unable to attend, Harper will set up the training online for directors to complete on their own.

The board discussed a meeting location and time change to accommodate the tradition of the no-host holiday dinner at Louis Ciaros in Williams. Garr moved to change December's meeting location to Louis Ciaros in Williams at 5pm with 6pm no-host dinner to follow. The motion was seconded by Felt and passed with 4 ayes, 0 noes, 1 absent, and 2 vacant.

Gallagher added the agenda item to review Executive Director transition. Harper reported that financial management training is going well, and confident of being able to take-over in the new year. The board thought it best for the personnel subcommittee to review budget and personnel needs to assess the direction the Executive Director needs to take in developing a job description, pay rate, full-time equivalent position. Harper reported the income streams from projects and the County's contribution for FY 19/20 and the board recognizes there is not enough funding for hiring a new person. Gallagher moved to end the Executive Director's transitional time on December 31<sup>st</sup>, 2019 and for Harper to take on the financial management and to create a revised budget for the current fiscal year for the personnel subcommittee to review for hiring the appropriate assistance. The motion was seconded by Garr and was carried 4 ayes, 0 noes, 1 absent, and 2 vacant.

The board discussed Director succession planning and upcoming appointments. Harper informed the board of the current vacancies and the upcoming terms ending for directors. Harper encouraged directors to think about their own term limit and succession plan. December's meeting the board will appoint leadership positions President, Vice President and Secretary/Treasurer.

Harper announced the new Cost Allocation Plan for Fiscal Year 19/20 from the County's Auditors office. These fees now appear on the RCD's ledger yet are not responsible for paying them. There are funds available to offset the cost of the RCD's fees for the auditors accounting services.

Harper circulated a resume that was recently dropped off at the RCD. The directors were encouraged to see local interest in working for the RCD.

### **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 attended the CARCD conference last week and 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. Glenn's District Conservationist is impressed with Harmon's planning ability and adapting to new responsibilities. Harmon continues to work on contract maintenance and planning in Colusa County.
- **SWEEP Assistance:** Grant solicitation opened October 21<sup>st</sup>, 2019. There was \$17,490 left in the budget for outreach, education and technical assistance. Harper attended 3 workshops in the Sacramento Valley Region and hosted a workshop in Colusa County. Several growers were reached. 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:** Harper planned, coordinated and hosted the Community and Land owner Stakeholder Meeting where CCRCD presented the draft Community Wildfire Protection Plan in Stonyford. The Western Colusa County planning unit was the focus of the evening. A survey was passed out for community members to fill out and return by December 31<sup>st</sup>, 2019. All technical advisors that helped develop the CWPP attended and were supportive throughout the project proposals and public comments.
- **Colusa Glenn Subwatershed Program:** Harper performed 6 per-inspections in Colusa and Glenn counties and 2 state inspections in Colusa County. Harper attended a training on the data management tool that is the reporting online platform for members.
- **Carbon Farm Planning:** Received feedback on draft from Carbon Cycle Institute and working to complete the last crop type.
- **Healthy Soils Demonstration Site:** Collected soil samples for 25 sites at three depths for lab analysis.

- **Regional Carbon Farm Hub Planning Project:** Hub submitted draft proposal, reviewed others, and had a final meeting on proposal at the CARCD conference. CCI hosted an all-day retreat to assist regions to refine their proposals. The final proposal is due January 31<sup>st</sup>, 2020.

Durable Collaboration Retreat was extremely productive, laying the ground work for future collaborations. The focus for the region is carbon sequestration and management. Durable Collaboration calls will continue into the new year to further flesh out action steps to solidify regional projects.

The Sacramento Valley Regional meeting was informative. Director Nall attended with ED Harper and NRC Harmon and NRCS DC Wendy Krehbiel. The agenda consisted of hearing from the Department of Conservation announcing an upcoming water coordinator grant, NRCS intention of reviving local work groups, and CARCD's advocacy work and projects, namely funding to continue regional planning through the durable collaboration.

CARCD Conference was informative. Harper reported that RCDs have a unique roll in local conservation and hopes to grow the Colusa County RCD to fit local landowner needs.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

The meeting was adjourned at 5:15 pm by President Ben Felt. The next monthly meeting will be held at 5:00 PM on Tuesday, December 17th, 2019 at Louis Cairos in Williams, Ca.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD