

Colusa County
RESOURCE CONSERVATION DISTRICT
August 20th, 2024

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

DIRECTORS PRESENT: Beth Nall, Walt Seaver, Allen Gobel, Tom Hickok

DIRECTORS ABSENT: Nas Chaudhary, Alex Struckmeyer, Ben King

ASSOCIATE DIRECTORS ABSENT: Jennifer Sanders

OTHERS PRESENT: Liz Harper- CCRCD Executive Director, Madison Martin- Office Manager, Owen Hemming- NRCS District Conservationist, Alisha Chan- NRCS Planner, Madison Rico- Communications Coordinator, Daniel Rodriguez- Outreach Coordinator, Tucker Bennett- Natural Resource Coordinator Anastacia Allen- County of Colusa Agriculture Commissioner, Merced Corona- Supervisor

The meeting was called to order at 3:00 pm

CONSENT CALENDAR

ACCEPTANCE OF AGENDA: Item C was added to the Financial Report- FORD F250.

APPROVAL OF MINUTES:

The minutes for the meeting on July 16th, 2024, were presented. Gobel moved to approve the minutes and agenda with the edit of removing a repeat sentence in the minutes. The motion was seconded by Nall. The motion carried with 4 Ayes, 0 Noes, 3 Absent, 0 Abstain, 0 Vacant.

FINANCIAL REPORT:

- A. The Directors received balance sheets for July 16th-August 15th, 2024. The CCRCD's fund balances were as follows: Umpqua checking account \$1,050.00; Petty Cash account \$100.00 CCRCD General Fund (464) \$110,173.62; CCRCD Misc. Projects (473) \$60,407.66; The DOC fund (475) \$183,953.14; CalFire fund (477) \$81,149.63; and Clearing Account fund (465) \$0.
- B. The Board was presented with 8 claims to be paid in August. Eduardo Blancas-Alcantara for \$120.60; Clyde Hladky for \$1,238.40; and US Bank for \$2,048.27; Daniel Rodriguez for \$170.98; Petty Cash for \$350.00; Madison Rico for \$26.80; Stephen Smith for \$2,290.00; California Association of RCDs for \$3,315.10.
- C. FORD F250 bids from three dealerships for a base model with off-road package.

Nall moved to approve the claims, fund balance report and purchase of the Ford F250 for August 2024. Gobel seconded the motion. The motion carried with 4 Ayes, 0 Noes, 3 Absent, 0 Abstain, 0 Vacant.

PUBLIC/PARTNERS COMMUNICATIONS:

- A. District Conservationist, Owen Hemming presented to the board and introduced their new planner, Alisha. Owen also explained how wildlife funding is decreasing while funding for climate smart is increasing. Owen discussed the future grants and grant application due dates that are approaching.
- B. Agriculture Commissioner, Anastacia Allen, gave a report for the County's Ag Department. She shared with the board her visit from the Sacramento Water Board and discussed the Sites Reservoir. The state budget and upcoming assembly bills were also discussed.
- C. Supervisor Corona had nothing to report.

General Business Action Items:

#1 Discuss and Appoint New Secretary/Treasurer for the CCRCD Board of Directors

It was recommended for the new office manager, Madison Martin to take over secretary and treasurer duties for meetings. The duties include taking minutes, preparing board packets, and preparing and reporting on financial reports. Board Directors discussed who should hold the title of Secretary and Treasurer. Gobel recommended reaching out to Golden State to answer any questions about who can legally hold the secretary and treasurer title.

The discussion will continue and has been deferred to next month's meeting after staff consults with other RCDs and Golden State.

#2: CARCD Membership Dues

Executive Director Liz Harper discussed the membership dues with the board. Liz went over membership benefits including monthly newsletters, online portals, and block grants. The membership dues can be either 1% or 2% of funding for the membership fee. CARCD is able to write and administer Block Grants to many RCDs and to be a member in good standing allows Colusa County RCD to receive a part of their awarded grants. 1% was in favor of contributing among the directors.

Director Gobel moved to approve the membership dues at 1%, \$3,315.10. Director Hickok seconded the motion. The motion carried with 4 Ayes, 0 Noes, 3 Absent, 0 Abstain, 0 Vacant.

#3 Board member terms and recruitment strategy

There are four Board of Director terms ending, Walt Seaver, Beth Nall, Nas Chaudhary and Tom Hickok. Each term will be for four years. Executive Director Liz Harper discussed and reviewed recruitment strategies, recommending being mindful of having diverse perspectives around the table. The requirements for a potential director must include being land or homeowner in Colusa County. There was a suggestion to recruit a rangeland or cattle owner to be a board representative. Approaching the cattlemen and women association of Colusa County for a potential Director was recommended.

#4 Audit for fiscal year 2022/2023 Report and Findings

A draft was provided and reviewed in the agenda packet to the board. There were three audit findings.

1. The auditors found that there was no depreciation list included. Our corrective action plan is to have the new Office Manager create a schedule for the auditors, updating them with new purchases, and acting as a fixed assets list. The depreciation schedule needs to be updated annually and completed by September 17th, 2024.
2. The auditors found an unapproved Budget adjustment. Our corrective action plan is to have the CCRCD not have expenses exceeding the approved budget. If there is a need to make a budget adjustment, the board will be presented with one to cover new expenses. No funds will be paid until the board approves the budget revisions. Budgets will be reviewed and updated semi-annually and as needed prior to any modification.
3. The auditors found deficiencies in Control Structure design. Our corrective action plan will be to review internal control policies and practices. The CCRCD has hired an Office manager to maintain all financial records. The Office Manager is to be trained by the auditor's office.

Board Member Gobel motioned to accept and approve the action plan and was seconded by Board Member Nall. The motion carried with 4 Ayes, 0 Noes, 3 Absent, 0 Abstain, 0 Vacant.

#5 CCRCD Vehicle Agreement

The RCD has bought a Ford F250, and a vehicle use agreement was provided to the board. All employees must complete an initial probationary period of 3 months to receive approval to drive the district vehicle, along with completing training by both GSRMA and the District. All employees must operate the vehicle responsibly to the best of their ability.

CCRCD REPORTS:

Informational/ Discussion Items

Director Requirements: Ethics and Anti-Harassment Meeting

A link to a training for ethics and anti-harassment has been emailed to directors to complete. Once the training is completed, they will receive a certificate that RCD will keep in the records.

CCRCD Staff Reports and Project Updates

The staff reports and project updates were tabled and will be presented at the next board meeting by Eduardo.

Director and Staff Training

Board Member Gobel asked if there was workplace violence in place? Executive Director Liz Harper answered yes, that CCRCD had staff training last week conducting a workplace violence prevention and managing stress. Eduardo is the safety program manager.

The meeting was adjourned at 5:10 pm. The next meeting will be Tuesday, September 17th, 2024, at 3pm at the CIP Conference Room at 100 Sunrise Blvd., Colusa, CA 95932.

Respectfully Submitted,

Elizabeth Harper-Secretary/Treasurer-Colusa Co. RCD