

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

December 17, 2014 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Alex Cousins, Mark Dowdle,

Other Agency Staff: Carrie Nicholls, NRCS

Guests: None

1.0 Call To Order: Meeting called to order at 5:33 PM by Truman.

2.0 Discuss and Approve Agenda

MSC – Rourke/ O'Sullivan to approve agenda.

3.0 Discuss and Approve Meeting Minutes

MSC – O'Sullivan/Owens to approve minutes for regular meeting November 19, 2014.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Cousins reported a new bookkeeper, Dean Hevner, has been hired to begin January 5. Familiar with Sage MIP accounting software used by District. District accountant was involved in interview and vetting process. Directors reviewed financials. Cousins answered questions and will obtain clarification on one of the reports.

4.2 Discuss and Approve List of Warrants for November 2014

MSC – Owens/O'Sullivan to approve the list of warrants for November 2014 with a total of \$208,135.27.

5.0 Projects Report

Directors reviewed report; discussed projects. Cousins answered questions.

6.0 NRCS

Carrie Nicholls reported NRCS has shifted Trinity County into a different competitive funding pool with inland counties that have similar conservation issues, rather than with coastal counties. This should enable Trinity to compete on an equal footing for funding for EQIP projects. NRCS has also shifted to three or four funding cycles per year, rather than one, and the annual funding will be segmented accordingly. This helps alleviate bottlenecks. First cycle will begin in February. Landowners can still apply. Will need to have conservation plan in place to compete for funding. NRCS will be accepting applications throughout the year. NRCS team forester here today. Pushing to get prescribed burning as an NRCS approved practice in California. Presently seeking to establish a landowner base.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

7.0 Northwest California RC&D Council Report

None.

8.0 Community Forest/Stewardship Committee Report

Contained in Projects Report.

9.09.0 Trinity County Collaborative – USDA Report

No meeting in December.

10.0 Trinity County Trails Report

Well-attended and productive trails meeting in previous week. Discussion centered on “system” trails versus “non-system” trails. Some issues raised about user-created trails. District is mapping all trails, then will work with USFS to determine which will remain as part of trail system. Digital mapping going well. Will be providing interactive online accessible maps with much information for trail users to tap into.

11.0 Public Comment

None.

12.0 Discuss/Take Action on Draft Revision to Fiscal Policy for Subcontracts

Cousins explained reasons for clarification to existing policy. Rourke suggested change in wording. MSC – Rourke/Owens to approve proposed revision with the incorporation of the suggested change.

13.0 Discuss / Take Action on Friends of Trinity County Resource Conservation District

O’Sullivan reported Friends of TCRCRD held its first meeting and now has by-laws. It obtained its nonprofit status with California and its federal identification number. It is preparing to file with IRS and seeks help with the \$850 filing fee. One purpose of the entity is to help the District tap into private foundation grant opportunities. Cousins suggested the District could lend the nonprofit the filing fee amount. He noted a separate MOU is needed between the nonprofit and TCRCRD to clarify the relationship between the entities and what funding is for. O’Sullivan and Cousins will prepare loan agreement and MOU.

MSC – Lowden/Owens to approve lending Friends of TCRCRD the \$850 for IRS filing fee.

14.0 Discuss/Take Action on Election of Board Officers

MSC – Lowden/Owens to elect O’Sullivan as District Board Chair for 2015.

MSC – Lowden/O’Sullivan to elect Owens as District Board Vice Chair for 2015.

15.0 Discuss and Accept Fiscal Year 2013-2014 Independent Audit Report

Report not received. No action.

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

16.0 Board Reports and Correspondence

Rourke reported on FFA national forestry competition in Louisville, Kentucky. Trinity High School team, which took first place in California State competition, took 13th in national contest. Many different tree species to identify than those here. Two students placed gold, two placed silver. Rourke described the complexity of the challenging competition and the preparations undertaken by the team.

Owens reported Roderick Senior Center is not receiving its federal funding in a timely manner through the state agency that administers the program. This creates hardship for the Center.

O'Sullivan suggested working with regional state legislators to resolve issue. Owens reported Hayfork High agricultural students presented the Center with poinsettias raised in a student learning enterprise.

17.0 District Manager's Report

Cousins apprised Directors that sweatshirts embroidered with the District logo were available for them to purchase. The District just awarded each of its field crew members with embroidered sweatshirts to commend them for the productive and safe work season they had this year.

18.0 Adjourn

Adjourned at 6:28 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

January 21, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
 - 3.1 Discuss and Approve Minutes for December 17, 2014 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for December 2014
 - 4.3 Discuss and Approve Quarterly Budget Revision
 - 4.4 Discuss and Accept Fiscal Year 2013-2014 Audit Report
 - 4.5 Discuss Annual Budget Planning – Funding Outlook for 2015
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on Proposed Revision to District Salary Table
- 13.0 Discuss/Take Action on Friends of Trinity County Resource Conservation District
- 14.0 Discuss/Take Action on Proposed Revisions to Personnel Policy to reflect AB 1522 and SB 1034
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

January 21, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens and Patrick Truman

Board Members Absent: Mike Rourke

Associate Board Members Present: None

District Staff: Alex Cousins, Dean Hevner, Mark Dowdle,

Other Agency Staff: None

Guests: None

- 1.0 **Call To Order:** Meeting called to order at 5:31 PM by O'Sullivan.
- 2.0 **Discuss and Approve Agenda**

MSC – Truman/Owens to approve agenda.
- 3.0 **Discuss and Approve Meeting Minutes**

MSC – Truman/Lowden to approve minutes for regular meeting December 17, 2014.
- 4.0 **Financial Report**
 - 4.1 **Discuss Monthly Financial Report**

Cousins introduced new District bookkeeper, Dean Hevner. Directors reviewed financials. Cousins answered questions. Cousins reported District has again been named as a beneficiary to a trust. Cousins elicited opinions of Directors on printing of quarterly newsletter. District is moving to digital version and will be reducing quantity of newsletters printed and mailed. Mailing list for print version being compiled.
 - 4.2 **Discuss and Approve List of Warrants for December 2014**

MSC – Truman/Owens to approve the list of warrants for December 2014 with a total of \$143,647.32.
 - 4.3 **Discuss and Approve Quarterly Budget Revision**

No action.
 - 4.4 **Discuss and Accept Fiscal Year 2013-2014 Audit Report**

Draft audit has been received. District is providing some additional information and documentation to independent auditor. Final report will be presented at next meeting.
 - 4.5 **Discuss Annual Budget Planning – Funding Outlook for 2015**

Cousins will be working with Hevner to establish a wages/project allocation analysis that will correlate position funding to source projects. He will be working with O'Sullivan to compile data for District's funding outlook.
- 5.0 **Projects Report**

Directors reviewed report; discussed projects. Cousins answered questions.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.0 NRCS

Directors read report submitted by NRCS District Conservationist Heidi Harris.

7.0 Northwest California RC&D Council Report

None.

8.0 Community Forest/Stewardship Committee Report

None.

9.09.0 Trinity County Collaborative – USDA Report

Cousins report TCCG met previous week; voted to go to quarterly general meetings. Roadside shaded fuelbreak project moving forward to NEPA process. Have received some funding from USFS; working to determine what costs will be. The 1993 Strategic Plan for Bowerman Barn is being updated. Boat ramps at Minersville being repaired. Lake Trail plan is progressing. Red Fir project receiving attention. TCCG also involved with Burnt Ranch project. Group has learned it is a very slow process to guide projects into implementation. Group has decided to focus on projects it presently has and to work on getting those into the local Program of Work.

10.0 Trinity County Trails Report

Cousins reported grant funding has been received for trails crews to receive International Mountain Bike Association instruction on building and improving trails. The Weaverville trails system master plan is being updated to reflect most-appropriate routes. Cousins noted the World Endurance Mountain Bike Organization 24-hour championship is being held here because the trails are in such good condition. More than 40 riders, 20 of them international, have signed up so far. Sierra Nevada Brewery has signed on as official beer sponsor. WEMBO route is 12 miles. Website is www.weaverville.com Many opportunities to volunteer or to make money. Lowden asked that a list of volunteer tasks be provided to Lions Club.

11.0 Public Comment

None.

12.0 Discuss/Take Action on Proposed Revision to District Salary Table

Cousins explained proposed changes to salary table depicting Bookkeeper 1 and Bookkeeper 2 positions and noted a correction needed within proposed table.

MSC – Truman/Owens to approve proposed revisions as amended.

13.0 Discuss / Take Action on Friends of Trinity County Resource Conservation District

O’Sullivan explained MOU between TCRCD and Friends Of TCRCD entity.

MSC – Lowden/Truman to approve MOU.

14.0 Discuss/Take Action on Proposed Revisions to Personnel Policy to Reflect AB 1522 and SB 1034

MSC – Truman/Lowden to approve changes in policy to reflect mandates of AB 1522 and SB 1034.

15.0 Board Reports and Correspondence

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Directors discussed retirement of CARCD North Coast Area President Ron Roller. Truman will be representing CARCD at NACD meeting. Owens will be traveling to Washington, D.C. in March as a representative board member of TPUD.

16.0 District Manager's Report

None.

17.0 Adjourn

Adjourned at 6:33 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

February 18, 2015

[Pre-Meeting Photo of Board of Directors](#)

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for January 21, 2015 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for January 2015
- 4.3 Discuss and Approve Quarterly Budget Revision
- 4.4 Discuss and Accept Fiscal Year 2013-2014 Audit Report
- 4.5 Discuss Annual Budget Planning – Funding Outlook for 2015
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 6:00 P. M. Time Certain: PUBLIC HEARING: To solicit and receive public input for for the Development of a Grant Proposal for Funding from the 2014-2015 Off-Highway Motor Vehicle Recreation Division Grants and Agreements Program.
- 13.0 Discuss/Take Action on Nominations for Three Seats on the Board of Directors of the Special Distict Risk Management Authority
- 14.0 Board Reports/Correspondence: [Review of Director Information for 2014 Annual Report](#)
- 15.0 District Manager's Report
- 16.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

February 18, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Alex Cousins, Dean Hevner, Mark Dowdle,

Other Agency Staff: NRCS District Conservationist Heidi Harris,

Guests: None

- 1.0 **Call To Order:** Meeting called to order at 5:33 PM by O'Sullivan.
- 2.0 **Discuss and Approve Agenda**

MSC – Truman/Owens to approve agenda as amended, with Item 6 to precede Item 4.
- 3.0 **Discuss and Approve Meeting Minutes**

MSC –Lowden/Truman to approve minutes for regular meeting January 21, 2015.
- 6.0 **NRCS**

NRCS District Conservationist Heidi Harris reported her office will be submitting six conservation plans for ranking this week. Continuing to plan. Next opportunity to rank plans will be in June, with a final opportunity at the end of summer to utilize any leftover funds. Humboldt NRCS road planner is sharing expertise here, providing cross-training.
- 4.0 **Financial Report**
 - 4.1 **Discuss Monthly Financial Report**

Cousins reported new District bookkeeper, Dean Hevner, is very much up to speed and up to date. Hevner reported he has moved all receivables into MIP for complete consolidation of accounting systems. Other changes he made have refined the correlation of receivables to projects within MIP.
Directors reviewed financials. Cousins answered questions. He reported a large amount of invoiced receivables is anticipated prior to coming field season. Cousins noted difficulty with Tri-Counties Bank service since that firm acquired the District's former bank. He is considering moving the District account to another institution.
 - 4.2 **Discuss and Approve List of Warrants for January 2015**

MSC –Rourke/Owens to approve the list of warrants for January 2015 with a total of \$372,189.95.
 - 4.3 **Discuss and Approve Quarterly Budget Revision**

No action.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.4 Discuss and Accept Fiscal Year 2013-2014 Audit Report

Directors and Cousins discussed independent auditor's report for 2013-2014 and each of its three findings. Cousins reported on specific measures taken in the subsequent fiscal year to address each finding.

MSC – Truman/Owens to accept Fiscal Year 2013-2014 audit report.

4.5 Discuss Annual Budget Planning – Funding Outlook for 2015

Cousins reported he is working with staff to plan for allocation of positions based on funding and projects. He reported Beaver Slide Project has incurred ESA concerns and is now subject to a limited operating period of August 1 to October 15. That delay will affect District crews, who will need other projects to keep working, plus necessitate extension of subcontract with Trinity River Lumber Mill. Issue is what opportunities were passed over due to anticipated project.

12.0 6:00 P. M. Time Certain: PUBLIC HEARING: To solicit and receive public input for the Development of a Grant Proposal for Funding from the 2014-2015 Off-Highway Motor Vehicle Recreation Division Grants and Agreements Program.

No public input. Cousins explained proposal opportunity. He noted WRTC and Trinity County are discussing possible modifications to the Travel Management Plan.

5.0 Projects Report

Directors reviewed report; discussed projects. Cousins answered questions. He noted Trinity County will be dealing with constraints related to the status of fishers. Majority of the remaining population is in Trinity County with a small population remaining in Sierra Nevadas.

7.0 Northwest California RC&D Council Report

None.

8.0 Community Forest/Stewardship Committee Report

None.

9.09.0 Trinity County Collaborative – USDA Report

Cousins reported TCCG will meet on coming Friday. Have funding to implement pilot project. Hope to get analysis done and implement in 2016. Will visit project area with USFWS to refine appropriate treatments. Will be working closely with USFWS with regard to fishers.

10.0 Trinity County Trails Report

Cousins reported District is working on signage and mapping. Many signs needed. Discussed possible involvement of THS shop students in crafting signs with computerized routing machine. Rourke asked what format digital file for signs would be. Cousins shared brochure produced to promote Weaverville 24 endurance cycling event and explained structure of event committee. He noted good progress and reported on sponsors and participant sign-ups to date. Still many logistics to work out.

11.0 Public Comment

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

None.

13.0 Discuss / Take Action on Nominations for Three Seats on the Board of Directors of the Special District Risk Management Authority

No action taken.

14.0 Board Reports and Correspondence

Directors updated biographical information for annual report. Truman reported attending NACD annual conference.

16.0 District Manager's Report

Cousins reported attending NACD annual conference to see how RCDs fit into the national picture. He observed NACD is influential and closely integrated with USDA. Top managers of NRCS in attendance. Conference highlighted importance of conservation and ecological restoration in agriculture and pointed up opportunities for RCDs. Cousins met Mike Bean, editor of *Forestry Notes* and discussed WCF.

Cousins reported he will travel to Washington, D.C. as part of TPUD entourage to explain resource issues in Trinity County. Will meet with USDA Under Secretary Robert Bonnie while there. Cousins noted next North Coast Area CARCD meeting will be in Mendocino. Ten RCDs are working to develop a regional conservation strategy. Group wants to invite the director of California Department of Conservation, Mark Nechodem, to assist in connecting regional and state strategies. Cousins noted he is working with Bryan Taylor to facilitate expanded 4-H program use of Young Family Ranch. YFR board members supportive.

17.0 Adjourn

Adjourned at 6:49 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

March 18, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for February 18, 2015 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for February 2015
- 4.3 Discuss District Fleet and Vehicle Needs
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on Resolution 15-01 Approving and Authorizing Execution of Agreement D1410507 with the California Department of Fish and Wildlife for Prospect Creek Road Decommissioning
- 13.0 Discuss/Take Action on Resolution 15-02 Approving and Authorizing Execution of an Agreement with the California Department of Forestry and Fire Protection for the 2015 Update of the Trinity County Community Wildfire Protection Plan
- 14.0 Discuss/Take Action on California Special Districts Association Call for Nominations to Board of Directors Seat A for 2016-2018 Term
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

March 18, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens and Patrick Truman

Board Members Absent: Mike Rourke

Associate Board Members Present: None

District Staff: Alex Cousins, Dean Hevner, Mark Dowdle,

Other Agency Staff: NRCS District conservationist Heidi Harris

Guests: None

1.0 Call To Order: Meeting called to order at 5:35 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Truman/Lowden to approve agenda as amended, with update on budget planning to come under Financial Report

3.0 Discuss and Approve Meeting Minutes

MSC –Truman/Owens to approve minutes for regular meeting February 18, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Directors reviewed financial reports. Cousins noted the amount of receivables is reflective of District funding sources, with considerable time needed to receive funds from the state even when things flow smoothly. District is working to establish a line of credit with TriCounties Bank which purchased the bank the District had its line of credit with. Hevner answered questions and interpreted reports. He explained unrestricted assets are those purchased with fee-for-service revenues whereas restricted assets are those purchased through grants.

4.2 Discuss and Approve List of Warrants for February 2015

MSC –Truman/Owens to approve the list of warrants for February 2015 with a total of \$82,977.31.

4.3 Discuss District Fleet and Vehicle Needs

Cousins explained considerable expenditures are made to keep the Distic's aging vehicles operational. Vehicle maintenance is one of highest expenses for District, which has purchased used vehicles and paid for subsequent repairs. District tends to hang onto vehicles. Total expenditures would have purchased new vehicles. Cousins noted it would be cost effective for the District to purchase one or two vehicles new with three-year warranties. Hevner explained that despite charging appropriate mileage rates to projects, the District has lost \$54,000 on vehicles since 2012, whereas it profited \$14,000 on equipment in that time because the District had purchased new saws.

4.4 Discuss Annual Budget Planning – Funding Outlook for 2015

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT
Cousins reported he is working with staff to fine-tune the 2015 projects budget and will present it at the April board meeting.

5.0 Projects Report

Directors reviewed report. Cousins noted changing requirements and delays in receiving agreements from BOR are affecting budgeting.

6.0 NRCS

Heidi Harris reported three EQIP contracts were funded in the recent round, including one in Burnt Ranch that will help showcase efforts there. Her office is working on eight conservation plans to submit for the next competitive round of funding in June. NRCS Area 1 encompassing northern California received 100 percent increase in funding over the previous year for conservation contracts. Funding not spent this year can be rolled over into future contracts. NRCS districts can pull unused funds from other NRCS districts to fund local contracts. Harris noted management of NRCS facilities is under GSA and local office lease is not up until 2022. Harris reported she has been in Washington, D.C. with the California Agricultural Leadership Foundation selecting 20 well-connected individuals to comprise the D.C. Delegation to tour Area 1 in August, with Weaverville on their itinerary. These individuals are expected to influence policy and funding for northern California when they return to Washington, D.C.

7.0 Northwest California RC&D Council Report

None.

8.0 Community Forest/Stewardship Committee Report

O'Sullivan reported WCF steering committee worked on the annual operating plan during its recent meeting to prepare for work in the Forest. Forest stewardship agreement must go out to bid, rather than be renewed through informal procedure. BLM will provide information. WCF expansion could entail additional 2000 acres.

9.09.0 Trinity County Collaborative – USDA Report

None.

10.0 Trinity County Trails Report

Directors read trails report. O'Sullivan noted she is working with others to develop signage and determine optimal signage placement for trail system.

11.0 Public Comment

None.

12.0 Discuss / Take Action on Resolution 15-01 Approving and Authorizing Execution of Agreement D1410507 with the California Department of Fish and Wildlife for Prospect Creek Road Decommissioning

MSC –Truman/Lowden to approve Resolution 15-01. Roll call vote: All Ayes: Lowden, O'Sullivan, Owens and Truman.

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

13.0 Discuss / Take Action on Resolution 15-02 Approving and Authorizing Execution of an Agreement with the California Department of Forestry and Fire Protection for the 2015 Update of the Trinity County Community Wildfire Protection Plan

MSC –Truman/Owens to approve Resolution 15-02. Roll call vote: All Ayes: Lowden, O’Sullivan, Owens and Truman.

14.0 Discuss/Take Action on California Special Districts Association Call for Nominations to Board of Directors Seat A for 2016-2018 Term

No action taken.

15.0 Board Reports/Correspondence

O’Sullivan reported she resigned from the CARCD Forestry Committee.

16.0 District Manager’s Report

Cousins reported he traveled to Washington, D.C. the previous week with representatives from TPUD and met with U.S. Agriculture Secretary Tom Vilsack, Under Secretary Robert Bonnie, staff members and legislators while he was there. Owens noted the issues remain the same as 20 years ago, yet USDA now is much more positive and responsive.

17.0 Adjourn

Adjourned at 6:35 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

April 15, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for March 18, 2015 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for March 2015
- 4.3 Discuss Annual Budget Planning – Funding Outlook for 2015
- 4.4 Discuss and Approve Quarterly Budget Revision
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 GIS Mapping Projects Presentation by Kelly Sheen
- 8.0 Northwest California RC&D Council Report
- 9.0 Community Forest/Stewardship Committee Report
- 10.0 Trinity Collaborative Report
- 11.0 Trinity County Trails Report
- 12.0 Public Comment
- 13.0 Discuss/Take Action on Personnel Policy Requiring and Authorizing Appropriate Signed Approval for all District Personnel Time Sheets and Paid Time Off Requests
- 14.0 Discuss/Take Action on Authorizing Kelly Sheen as Additional Signatory on the District's Bank Account
- 15.0 Discuss/Take Action on Potential Benefits and Liabilities for District in Accepting Property as Beneficiary of Wills or Trusts
- 16.0 Discuss/Take Action on Resolution 15-02 Approving and Authorizing Execution of an Agreement with the California Department of Forestry and Fire Protection for the 2015 Update of the Trinity County Community Wildfire Protection Plan

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- 17.0 Discuss/Take Action on Vision and Standards for California Resource Conservation Districts and RCD Checklist
- 18.0 Discuss/Take Action on 2015 California Association of Resource Conservation Districts Membership Dues
- 19.0 Discuss North Coast Area CARCD Spring Meeting
- 20.0 Board Reports/Correspondence
- 21.0 District Manager's Report
- 22.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

April 15, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Alex Cousins, Dean Hevner, Mark Dowdle,

Other Agency Staff: None

Guests: None

1.0 Call To Order: Meeting called to order at 5:31 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Owens/Lowden to approve agenda as amended, with Resolution 15-03 moved to Item 16.1

3.0 Discuss and Approve Meeting Minutes

MSC –Truman/Lowden to approve minutes for regular meeting March 18, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Directors reviewed financial reports. Cousins noted the District is still holding a high level of receivables, most due from the State. The District submitted papers today to establish its line of credit following the merger of banks. Cousins stated the District is working to define fee-for-service from other forms of revenue agreements.

4.2 Discuss and Approve List of Warrants for March 2015

MSC –Truman/Owens to approve the list of warrants for March 2015 with a total of \$68,773.08.

4.3 Discuss Annual Budget Planning – Funding Outlook for 2015

Cousins shared the proposed budget revision reflecting new projects and amended agreements that result in an increase to FY 2014-2015 budget. Cousins answered questions. O'Sullivan expressed concern about recent grant agreements where full administrative costs were not included. Hevner provided his projection of total administrative costs not covered this fiscal year and noted the final amount may be less. Rourke asked about approving a revised budget that anticipates a negative balance at end of the fiscal year. Cousins noted District projects and their funding roll past end of fiscal year. The District makes decisions daily that affect or adjust projects. Cousins is working to ensure the District stops charging costs to its general fund that should most appropriately be charged to projects. Rourke stated District needs to build a reserve fund to borrow against. Cousins observed District would presently have a positive cash balance of approximately \$150,000 if outstanding receivables

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT
were paid up. Having a non-profit affiliate will be valuable in obtaining grants and engaging
the District in additional work. O'Sullivan reported she recently received a letter from IRS

confirming Friends of the Trinity County Resource Conservation District as a 501(c)(3) non-
profit entity.

4.4 Discuss and Approve Quarterly Budget Revision

MSC –Truman/Rourke to approve quarterly budget revision for a total FY 2014-2015 budget
amount of \$2,876,292.

5.0 Projects Report

Directors reviewed report. O'Sullivan noted Cynthia Tarwater has returned for the season. Cousins
reported District crews will resume work on Beaver Slide project in July. A trailer has been reserved
in southern Trinity to provide crew accommodation in southern Trinity so daily travel time and
mileage costs will be minimized.

6.0 NRCS

None.

7.0 GIS Mapping Projects Presentation by Kelly Sheen

District IT Manager Kelly Sheen provided directors with an update on the wide range of GIS work
and mapping projects his department has been engaged in over the past several years. Extensive data
sets and powerful software tools compiled during earlier projects make completing subsequent
projects more efficient. Sheen explained how the California Rural Regional Blueprint Program
through CalTrans is benefiting Trinity and other rural counties.

8.0 Northwest California RC&D Council Report

Truman reported the Council met last week in Arcata. It has secured a grant from TRRP to explore
replacing Weaverville Community Services District dam on East Weaver Creek.

9.0 Community Forest/Stewardship Committee Report

None.

9.010.0 Trinity County Collaborative – USDA Report

None.

11.0 Trinity County Trails Report

O'Sullivan continues working with others to develop signage and determine optimal signage
placement for Weaverville Basin trail system.

12.0 Public Comment

None.

13.0 Discuss / Take Action on Personnel Policy Requiring and Authorizing Appropriate Signed Approval for all District Personnel Time Sheets and Paid Time Off Requests

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC – Owens/Truman to approve proposed change in District Personnel Policy to require that the District Manager’s timesheet and paid time off request forms for compensation be approved and signed by a District director.

14.0 Discuss / Take Action Authorizing Kelly Sheen as Additional Signatory on the District’s Bank Account

MSC –Truman/Lowden to approve authorizing Kelly Sheen as Additional Signatory on the District’s Bank Account.

15.0 Discuss/Take Action on Potential Benefits and Liabilities for District in Accepting Property as Beneficiary of Wills or Trusts

Cousins noted recent instances in which the District is named as potential beneficiary of property. O’Sullivan noted there are expenses involved in accepting property and asked for ideas on ways the District can cover those costs while holding such property. Rourke suggested placing conditions on acceptance of properties and agreed the District ought to be prepared when it is approached. Truman noted it is hard to have a set policy as each instance differs. Cousins suggested consulting legal counsel to help guide formulation of a basic procedure. Rourke observed the District may want to use some properties while others could go to the non-profit FOTCRCD.

16.0 Discuss/Take Action on Resolution 15-02 Approving and Authorizing Execution of an Agreement with the California Department of Forestry and Fire Protection for the 2015 Update of the Trinity County Community Wildfire Protection Plan

MSC – Truman/Owens to approve Resolution 15-02 authorizing District Manager Alex Cousins to execute the standard agreement between the District and the California Department of Forestry and Fire Protection.

Roll-call vote: All ayes: Lowden, Owens, O’Sullivan, Truman and Rourke.

16.1 Discuss/Take Action on Resolution 15-03 Approving the District’s Application to Apply for Grant Funds from the State of California Department of Parks and Recreation Off-Highway Vehicle Grant Funds Program

MSC – Truman/Lowden to approve Resolution 15-03.

Roll-call vote: All ayes: Lowden, Owens, O’Sullivan, Truman and Rourke.

Chair O’Sullivan departed meeting. Vice Chair Owens assumed gavel.

17.0 Discuss/Take Action on Vision and Standards for California Resource Conservation District and RCD Checklist

Cousins explained objective of North Coast Area resource conservation districts is to have the RCD Checklist of Standards completed for each district before the May 8 deadline. The goal is to forge ahead and position North Coast Area RCDs to receive baseline funding from state. Cousins and

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

O'Sullivan will work to complete standards checklist for TCRCD and share with board at next meeting.

18.0 Discuss/Take Action on 2015 California Association of Resource Conservation Districts Membership Dues

MSC – Truman/Lowden to approve 2015 CARCD dues in the amount of \$4,000.

19.0 Discuss North Coast Area CARCD Spring Meeting

Cousins reported on North Coast Area meeting he attended with Director Lowden. Ron Roller stepped down as chair and Peter Broderick is new chair. John Lowrie, Assistant Director of the California Department of Conservation, Division of Land Resource Protection, was in attendance. SB-367 by State Senator Lois Wolk was discussed and could provide opportunities for RCDs. Proposed changes to Williamson Act could also benefit RCDs. North Coast RCDs are working to develop a strategy to take a regional approach in applying for funding. The Area will be more competitive by ensuring RCD standards criteria are met throughout the Area.

20.0 Board Reports/Correspondence

None.

21.0 District Manager's Report

Cousins reported field crews will begin work in early May. Condon is lining up work for them clearing illegal dump sites, then brush clearing and fuels reduction. PG&E is preparing a \$100,000 agreement for brush removal to protect utility resources. The District has hired a new revegetation technician and a new receptionist. Cousins will be on vacation during part of May and will not be at next monthly board meeting.

22.0 Adjourn

Adjourned at 7:20 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

May 20, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for April 15, 2015 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for April 2015
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on Resolution 15-04 Approving Application to California Department of Water Resources to Obtain a 2015 Integrated Regional Water Management Grant and to Enter into an Agreement to Receive a Grant for the Trinity County Water Quality Management and Conservation Program
- 13.0 Discuss/Take Action on Resolution 15-05 Authorizing Kelly Sheen as a Signatory to Enter into Agreements on Behalf of the District
- 14.0 Discuss/Take Action on Resolution 15-06 Authorizing Entering into a Cooperative Agreement with the California Department of Transportation (CALTRANS) and Designating a Representative to Sign the Agreement
- 15.0 Discuss/Take Action on Acquisition of District Vehicle
- 16.0 Discuss/Take Action on Personnel Policy to Incorporate Accrued Compensatory Time into Maximum Accrued Paid Time Off
- 17.0 Discuss/Take Action on Personnel Policy Pertaining to Leave Request Documentation

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- 18.0 Discuss/Take Action on Correction to District Salary Table
- 19.0 Discuss/Take Action on Vision and Standards for California Resource Conservation Districts and RCD Checklist
- 20.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps.
- 21.0 Board Reports/Correspondence
- 22.0 District Manager's Report
- 23.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

May 20, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Dean Hevner, Zack Blanchard, Mark Dowdle,

Other Agency Staff: None

Guests: None

1.0 Call To Order: Meeting called to order at 5:31 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Rourke/Owens to approve agenda as amended, with Item 12.0 pulled (Resolution to Approve Application to CDWR) and with Item 14.0 (Resolution To Authorize Entering into a Cooperative Agreement with CalTrans) renumbered as Resolution 15-04.

3.0 Discuss and Approve Meeting Minutes

MSC – Owens/Rourke to approve minutes for regular meeting April 15, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Directors reviewed financial reports. Hevner reviewed balance sheet.

4.2 Discuss and Approve List of Warrants for April 2015

MSC –Lowden/Truman to approve the list of warrants for April 2015 with a total of \$76,340.46.

5.0 Projects Report

Directors reviewed report. Blanchard reported the District Road Department has begun seasonal implementation of projects in the Salt Creek area and will also be doing road upgrades in the Plummer Creek area.

6.0 NRCS

Directors read report submitted by NRCS District Conservationist Heidi Harris.

7.0 Northwest California RC&D Council Report

Truman reported the Council is making progress on projects.

8.0 Community Forest/Stewardship Committee Report

MINUTES OF MAY 20, 2015

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

None.

9.09.0 Trinity County Collaborative – USDA Report

Dowdle reported Collaborative members participated in a teleconference with Sheri Elliot, the USFS Region 5 budget director at the general meeting May 15. Discussion focused on strategy pertaining to Joint Landscape Restoration Partnership funding opportunities that might become available.

10.0 Trinity County Trails Report

O'Sullivan reported signage will be going in next month.

11.0 Public Comment

None.

13.0 Discuss / Take Action on Resolution 15-05 Authorizing Kelly Sheen as a Signatory to Enter into Agreements on Behalf of the District

MSC – Owens/Truman to approve Resolution 15-05. Roll-call vote: All ayes: Lowden, Owens, O'Sullivan, Truman and Rourke.

14.0 Discuss / Take Action on Resolution 15-04 Authorizing Entering into a Cooperative Agreement with the California Department of Transportation (CALTRANS) and Designating a Representative to Sign the Agreement

MSC – Lowden/Owens to approve Resolution 15-04. Roll-call vote: All ayes: Lowden, Owens, O'Sullivan, Truman and Rourke.

15.0 Discuss/Take Action on Acquisition of District Vehicle

Blanchard explained planned use of proposed acquisition and presented quotes of options. He provided an analysis of annual project mileage charges apportioned to vehicle cost and explained \$21,000 was already allocated for the purchase through a project agreement. Truman noted it would be more cost effective to purchase a new vehicle with warranty. Rourke asked about any needed add-ons. Blanchard stated the new vehicle, at the quoted price would come with trailer brakes and tow package. O'Sullivan cited a need for District policy to replace older vehicles as it becomes feasible to do so, and to set aside funds for vehicle replacement and repair. Blanchard stated it is a goal to upgrade District's fleet to improve reliability and reduce maintenance expenses. Hevner discussed the procedure for apportioning vehicle costs to projects.

MSC – Rourke/Truman to approve the purchase of Option #1 with a price of \$29,600 plus tax, with terms of the purchase to be established through discussion by Hevner and Cousins.

16.0 Discuss/Take Action on Personnel Policy to Incorporate Accrued Compensatory Time into Maximum Accrued Paid Time Off

MSC – Rourke/Owens to approve change in Personnel Policy to incorporate any accrued compensatory time into the maximum ceiling of 240 hours established for accrued paid time off.

17.0 Discuss/Take Action on Personnel Policy Pertaining to Leave Request Documentation

MSC – Truman/Rourke to approve change in Personnel Policy eliminating requirement for leave request documentation. Rourke suggested bringing back a proposed change in policy regarding unplanned absences of three days or longer.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

18.0 Discuss/Take Action on Correction to District Salary Table

MSC – Owens/Truman to approve rounding errors in District Salary Table.

19.0 Discuss/Take Action on Vision and Standards for California Resource Conservation Districts and RCD Checklist

O’Sullivan explained the deadline (May 8) to address this for the North Coast Area of CARCD had already passed.

20.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps

MSC – Owens/Lowden to go into closed session.

MSC –Lowden/Truman to come out of closed session at 6:51 p.m.

O’Sullivan reported directors had established an interview schedule for the second week in July and will work on composition of an interview panel. The desire is to have new district manager onboard within a month of interviews, preferably within two weeks of selection. Put in place an interim management team comprised of Kelly Sheen, Pat Frost and Colleen O’Sullivan. Cousins will provide help with transition within Trinity County Collaborative Group and with providing an interim representative from the District to TCCG. Cousins will also provide assistance with other projects.

21.0 Board Reports/Correspondence

None.

22.0 District Manager’s Report

None.

23.0 Adjourn

Adjourned at 7:00 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

June 17, 2015

-
- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for May 20, 2015 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for May 2015
- 4.3 Discuss and Take Action on Fiscal Year 2015-2016 Budget
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on Resolution 15-06 for the Election of Directors to the Special District Risk Management Authority Board of Directors
- 13.0 Discuss/Take Action on Proposal to Eliminate the District's Conservation Fund (Account 8100100) and Transfer Conservation Fund Monies to the Non-Profit Friends of the Trinity County RCD (501(c)(3))
- 14.0 Discuss/Take Action on Appointment of Kelly Sheen to Interim District Manager
- 15.0 Discuss/Take Action on Composition of Interview Team and Process for Selection of District Manager Replacement
- 16.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps.
- 17.0 Board Reports/Correspondence
- 18.0 District Manager's Report
- 19.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items.
(Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

June 17, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Alex Cousins, Dean Hevner, Mark Dowdle,

Other Agency Staff: None

Guests: None

1.0 Call To Order: Meeting called to order at 5:34 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Lowden/Owens to approve agenda.

3.0 Discuss and Approve Meeting Minutes

MSC – Truman/Owens to approve minutes for regular meeting May 20, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Cousins reviewed balance sheet and reported the District to have a positive net balance. He noted the District recently issued substantial invoices. Cousins reviewed the revenue and expenditures report. O'Sullivan noted the additional categories Hevner created to better correlate expenses to projects. Hevner explained unbillable expenses.

4.2 Discuss and Approve List of Warrants for April 2015

MSC – Truman/Lowden to approve the list of warrants for May 2015 with a total of \$192,645.40.

4.3 Discuss and Take Action on Fiscal Year 2015-2016 Budget

Cousins presented proposed budget and noted a small positive net balance would result if projects perform as planned. He noted new projects have come to the District since formulation of this budget.

MSC – Rourke/Lowden to approve Fiscal Year 2015-2016 Budget with a total of \$2,129,598.

5.0 Projects Report

Directors read written report. O'Sullivan reported District will be submitting a proposal to BLM for another ten-year term for stewardship of the Weaverville Community Forest. This will be a competitive process to manage WCF. The effort to shape an agreement to spend USFS retained

MINUTES OF JUNE 17, 2015

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

receipts from WCF projects has stalled. District Ranger Tina Lynsky wants to meet to discuss projects for the WCF-USFS annual operating plan. O'Sullivan reminded directors of the June 27 fundraiser for YFR. Friends of TCRCDD is sponsoring the alcohol sales license for the event.

6.0 NRCS

None.

7.0 Northwest California RC&D Council Report

Truman reported the Council is receiving its independent audit for fiscal year 2012-2013 since it has reached the budgetary threshold that requires one. The Council is in the process of establishing its indirect costs with Department of Commerce as the majority of its current funding agreements are with NOAA.

8.0 Community Forest/Stewardship Committee Report

None.

9.09.0 Trinity County Collaborative – USDA Report

Cousins answered questions. He noted surveys are being done for the Roads and Plantations Shaded Fuelbreak project. Presently 2600 acres, 150-foot swath on sides of road plus plantation treatments. This will be a pilot project, then take what is learned and roll into larger project. Hope to have decision by mid-winter.

10.0 Trinity County Trails Report

None.

11.0 Public Comment

None.

12.0 Discuss/Take Action on Resolution 15-06 for the Election of Directors to the Special District Risk Management Authority Board of Directors

MSC – Lowden/Truman to vote for incumbents Ed Gray and Sandy Seifert-Raffelson. Roll-call vote. All ayes: Lowden, Owens, O'Sullivan, Truman and Rourke.

13.0 Discuss / Take Action on Proposal to Eliminate the District's Conservation Fund (Account 8100100) and Transfer Conservation Fund Monies to the Non-Profit Friends of the Trinity County RCD (501(c)(3))

O'Sullivan reported the balance is approximately \$1400. Lowden asked if scholarships could be funded through FOTCRCD. O'Sullivan noted funds received for scholarships could be held by FOTCRCD. She explained since FOTCRCD was non-governmental, its funds could be invested with an entity such as Humboldt Area Foundation.

MSC – Truman/Lowden to approve the proposed elimination of the Conservation Fund and the transfer of monies to the non-profit Friends of TCRCDD.

14.0 Discuss / Take Action on Appointment of Kelly Sheen to Interim District Manager

MSC – Rourke/Truman to approve the appointment of Kelly Sheen to interim district manager.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

15.0 Discuss/Take Action on Composition of Interview Team and Process for Selection of District Manager Replacement

O'Sullivan reported three applications to date. All directors indicated a desire to be involved in the interview process. Presence of quorum will require noticed public meeting. Rourke asked to have Cousins present if possible

16.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps.

MSC – Owens/Truman to go into closed session at 6:25 p.m.
MSC – Owens/Lowden to come out of closed session at 7:04 p.m.

O'Sullivan reported the board has requested Cousins to evaluate senior management prior to his departure.

17.0 Board Reports/Correspondence

None.

18.0 District Manager's Report

Cousins thanked board members for their support and for three good years as district manager.

19.0 Adjourn

Adjourned at 7:12 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

July 15, 2015

-
- | | | |
|------|---|----------------------|
| 1.0 | Call to Order | O'Sullivan 5:30 P.M. |
| 2.0 | Discuss and Approve Agenda | |
| 3.0 | Discuss and Approve Meeting Minutes | |
| 3.1 | Discuss and Approve Minutes for June 17, 2015 Regular Meeting | |
| 4.0 | Financial Report | |
| 4.1 | Discuss Monthly Financial Report | |
| 4.2 | Discuss and Approve List of Warrants for June 2015 | |
| 5.0 | Projects Report | |
| 6.0 | NRCS Report | |
| 7.0 | Northwest California RC&D Council Report | |
| 8.0 | Community Forest/Stewardship Committee Report | |
| 9.0 | Trinity Collaborative Report | |
| 10.0 | Trinity County Trails Report | |
| 11.0 | Public Comment | |
| 12.0 | Discuss/Take Action on Process for Selection of District Manager Replacement | |
| 13.0 | Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps. | |
| 14.0 | Board Reports/Correspondence | |
| 15.0 | District Manager's Report | |
| 16.0 | Adjourn | |

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

July 15, 2015 * 5:30 PM

Board Members Present: Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: Greg Lowden

Associate Board Members Present: None

District Staff: Kelly Sheen, Dean Hevner, Mark Dowdle,

Other Agency Staff: Heidi Harris, District Conservationist, NRCS

Guests: None

1.0 Call To Order: Meeting called to order at 5:35 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC –Owens/Truman to approve agenda.

3.0 Discuss and Approve Meeting Minutes

MSC – Truman/Owens to approve minutes for regular meeting June 17, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Hevner reported he is working on reviewing and reconciling all accounts and intends to have all completed in August. He reviewed District health benefit options with directors. Hevner and Truman answered questions about balance sheet in light of continuing projects. Explained balance sheet is a snapshot as there is no actual endpoint between fiscal periods.

4.2 Discuss and Approve List of Warrants for June 2015

MSC – Truman/Rourke to approve the list of warrants for June 2015 with a total of \$204,297.78.

5.0 Projects Report

Directors read written report. Sheen answered questions about RAC grant applications. Majority of funding sought was granted. Directors discussed proposal to BLM for another ten-year term for stewardship of the Weaverville Community Forest. This will be a competitive process to manage WCF.

6.0 NRCS

Heidi Harris explained projects for new Initiative funding available from NRCS require approval from State Conservationist and from agency headquarters. Focus of program is on oak woodland restoration. There is a push to partner with CalFire and other qualified burn prescribers to conduct prescribed burns in order to obtain long-term beneficial effects on oak woodlands. NRCS does no prescriptions for burning in California but can assist with site preparation and follow-up treatments. Considerable effort is being made to win a Two Chiefs agreement for landscape-scale fire

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

resiliency. This would also involve EQIP program. Harris noted difficulty in finding potential properties where landowners do not grow cannabis.

Harris has been meeting with USFS regarding large projects. NRCS Weaverville office continues to engage more large properties in southern Trinity and is beginning to see range work done out of this office. Harris reported on the itinerary of the California Agriculture Foundation-sponsored tour of the north state planned for Washington D.C. individuals who were chosen for their influence on agricultural policy making. Rourke proposed participants learn about TPUD, Trinity dam, hydropower and related issues as they depart to Redding. Heidi will contact Paul Hauser.

7.0 Northwest California RC&D Council Report

Truman reported the Council met last week and projects are progressing well.

8.0 Community Forest/Stewardship Committee Report

None.

9.09.0 Trinity County Collaborative – USDA Report

Sheen reported next TTC meeting is August 21. Board requested update at next regular meeting. Sheen explained large project area is west of Hayfork and some NEPA work has been completed. District has assisted in providing Northern Spotted Owl surveys, GIS and maps for botanical surveys to move project forward. Much activity is occurring in effort to obtain approvals and begin work on the ground next year. Owens reported some officials she met with in D.C. noted process is tedious and they are working to expedite it. Sheen explained present effort involves careful thought in planning in order to make the whole process faster. Project process is intended to serve as a model for Trinity and elsewhere.

10.0 Trinity County Trails Report

O'Sullivan reported Weaver Basin Trail System has new signs.

11.0 Public Comment

None.

12.0 Discuss/Take Action on Process for Selection of District Manager Replacement

O'Sullivan reported there are five applicants, three from California.

13.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager and Interim Steps.

MSC – Truman/Owens to go into closed session at 6:40 p.m.

MSC –Truman/Owens to come out of closed session at 6:50 p.m.

O'Sullivan reported the board discussed district manager recruitment.

14.0 Board Reports/Correspondence

Rourke reported with the USFS ranger regarding range allotment and discussed the Westside Project. It is going out to bid tomorrow and could possibly create work this year. Question is whether it will receive bids. Thinning is required with LSR to be left and there is much undesirable doghair. Work would open up land for grass and range, plus open up roads and access. This will create a

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

window of opportunity as all roads don't have to be re-closed. This is an opportunity to tie some routes back together for public access. Campsites should be made into developed campsites. There needs to be pressure on USFS to get these into the Program of Work. This could be an opportunity for TCRCD to do fuels reduction.

15.0 District Manager's Report

Sheen is leaving tomorrow for annual ESRI GIS conference in San Diego. Pat Frost and Colleen O'Sullivan will take charge in his absence. Field season is underway and projects are lined out. Sheen noted he and the District are fortunate to have HSU intern Patrick Flynn to keep GIS projects moving forward while Sheen takes on added duties as interim district manager. Sheen thanked the board for the opportunity to experience the responsibilities that come with this role and noted the challenges and high pressure that come with the position. Stressful but invigorating. He observed a need for improvements in internal communications and is working to improve those. Sheen said he plans to be with the District for the long term and would like to help diffuse the level of intensity for the incoming district manager.

16.0 Adjourn

Adjourned at 7:11 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors
Special Closed Meeting
Agenda

August 7, 2015

1.0 Call to Order O'Sullivan 10:00 A.M.

2.0 Discuss and Approve Agenda

3.0 Public Comment

Closed Session

4.0 Convene Closed Session (Per §54957, Ralph M. Brown Act) Public Employee Appointment: District Manager

5.0 Discuss and/or Take Action on Public Employee Appointment: District Manager

6.0 Adjourn from Closed Session

7.0 Report from Closed Session

8.0 Adjourn

*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items.
(Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

MINUTES

SPECIAL BOARD MEETING

August 7, 2015 * 10:00 AM

Board Members Present: Greg Lowden, Colleen O’Sullivan, Rose Owens and Patrick Truman

Board Members Absent: Mike Rourke

Associate Board Members Present: None

District Staff: Kelly Sheen

Other Agency Staff: None

Guests: Pat Frost

1.0 Call To Order: Meeting called to order at 9:58 AM by O’Sullivan.

2.0 Discuss and Approve Agenda

MSC – Lowden/Truman to approve agenda.

3.0 Public Comment

None

**4.0 Convene Closed Session (Per 54957, Ralph M Brown Act) Public Employee Appointment:
District Manager**

MSC – Lowden/Owens to go into closed session.

6.0 Adjourn Closed Session

MSC -- Truman/Owens to adjourn closed session at 11:21 AM

7.0 Report on Closed Session

O’Sullivan reports that an interview was conducted with candidate, Shiloe Braxton.

8.0 Adjourn

Adjourned at 11:22 AM

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors
Special Closed Meeting
Agenda

August 14, 2015

- 1.0 Call to Order O'Sullivan 11:00 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Public Comment

Closed Session

- 4.0 Convene Closed Session (Per §54957, Ralph M. Brown Act) Public Employee Appointment: District Manager
- 5.0 Discuss and/or Take Action on Public Employee Appointment: District Manager
- 6.0 Adjourn from Closed Session
- 7.0 Report from Closed Session
- 8.0 Adjourn

*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items.
(Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

MINUTES

SPECIAL BOARD MEETING

August 14, 2015 * 11:00 AM

Board Members Present: Greg Lowden, Colleen O’Sullivan and Patrick Truman

Board Members Absent: Mike Rourke, Rose Owens

Associate Board Members Present: None

District Staff: Kelly Sheen

Other Agency Staff: None

Guests: Pat Frost

- 1.0 Call To Order:** Meeting called to order at 11:00 AM by O’Sullivan.
- 2.0 Discuss and Approve Agenda**
MSC –Truman/Lowden to approve agenda.
- 3.0 Public Comment**
None
- 4.0 Convene Closed Session (Per 54957, Ralph M Brown Act) Public Employee Appointment:
District Manager**
MSC – Truman/Lowden to go into closed session at 11:02AM
- 6.0 Adjourn Closed Session**
MSC -- Truman/Lowden to adjourn closed session at 3:55 PM
- 7.0 Report on Closed Session**
O’Sullivan reports that two interviews were conducted with candidates.
- 8.0 Adjourn**
Adjourned at 3:57 PM

TCRCD Office
 5:30 PM
 #6 Horseshoe Lane,
 Weaverville, CA

Board of Directors Meeting

Agenda

August 19, 2015

- 1.0 Call to Order O’Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
 - 3.1 Discuss and Approve Minutes for July 15, 2015 Regular Meeting
 - 3.2 Discuss and Approve Minutes for August 7, 2015 Special Meeting
 - 3.3 Discuss and Approve Minutes for August 14, 2015 Special Meeting
- 4.0 Financial Report
 - 4.1 Discuss Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for July 2015
 - 4.3 Young Family Ranch Fundraiser Event Report
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss and/or Take Action on Director Travel to CARCD 70th Annual Conference November 18-21, 2015 in Yosemite
- 13.0 Discuss and/or Take Action on Appointment of District Delegate and Alternate Delegate to 2015 CARCD Annual Meeting November 18-21 in Yosemite
- 14.0 Discuss and/or Take Action on Nominations for 2015 CARCD Awards
- 15.0 Discuss and/or Take Action on Proposals for CARCD Resolutions to be Submitted to CARCD Executive Committee by September 1, 2015
- 16.0 Discuss and/or Take Action on CSDA Call for Nominations for CSDA Board of Directors Northern Network, Seat A

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- 17.0 Discuss and/or Take Action on Proposed Memorandum of Understanding with Trinity Alps Unified School District Regarding Activities and Events Related to the Weaverville 24 Bicycle Endurance Competitions
- 18.0 Discuss and/or Take Action on Memorandum of Understanding with Trinity County Chamber of Commerce Pertaining to Bicycle Endurance Events
- 19.0 Discuss and/or Take Action on Proposed Change to District Fiscal Policy Pertaining to Definition of Physical Assets
- 20.0 Discuss and/or Take Action on Resolution 15-06 to Reaffirm and Reauthorize a Cafeteria Plan of Employee Benefits Under Section 125 of Internal Revenue Code
- 21.0 Discuss and/or Take Action on Existing District Policy Pertaining to District Provision of Continued Health Insurance Coverage for a Period of Two Months Subsequent to Layoff of Regular Employees
- 22.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager
- 23.0 Board Reports/Correspondence
- 24.0 District Manager's Report
- 25.0 Adjourn

*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items.
(Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

August 19, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Dean Hevner, Mark Dowdle,

Other Agency Staff: None

Guests: Dennis Fox, Pat Frost

1.0 Call To Order: Meeting called to order at 5:31 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Lowden/Owens to approve agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 MSC – Owens/Rourke to approve minutes for regular meeting July 15, 2015.

3.2 MSC – Owens/Lowden to approve minutes for special meeting August 7, 2015

3.3 MSC – Truman/Lowden to approve minutes for special meeting August 14, 2015

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Hevner reported an auditor from Bureau of Reclamation is presently conducting program audits of two agreements the District has with that agency.

4.2 Discuss and Approve List of Warrants for July 2015

MSC – Rourke/Truman to approve the list of warrants for July 2015 with a total of \$167,531.59.

4.3 Young Family Ranch Fundraiser Event Report

Hevner reported net revenue from the event was \$1,987.61. Additional sales of beverage glasses embossed with Young Family Ranch logo could increase that amount.

5.0 Projects Report

Directors read written report then discussed issues related to limited access to project sites during current wildfire suppression activities. Sheen reported on the projects that will keep crews active all summer. Some large projects must be completed by October 30. Sheen explained crews will have increased work time during some weeks in order to complete projects on time. Lowden inquired about status of listing for the Pacific Fisher by USFWS. Pat Frost noted BLM considers the listing likely and is proceeding accordingly.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.0 NRCS

None.

7.0 Northwest California RC&D Council Report

Truman reported Mark Lancaster is engaged in wildfire suppression activities and Sandra Perez is heading up the Council in his absence.

8.0 Community Forest/Stewardship Committee Report

A proposal has been prepared and submitted to BLM for another ten-year stewardship agreement to manage the WCF. A meeting was held on revegetation plans for lands affected by the 2014 Oregon fire. Frost noted a WCF Steering Committee meeting will not be scheduled until the current wildfires have been suppressed.

9.09.0 Trinity County Collaborative – USDA Report

Frost reported an organization briefing paper has been prepared to promote the efforts and successes of the TCCG. The forestry group of the Collaborative has been invited to meet with Representative Jared Huffman next Monday at the District during the congressman’s tour of wildfire activity in Trinity County. Frost noted two discussion topics will be fire transfers and subsidization of biomass transport and utilization to develop an energy market for forest byproduct. The quarterly TCCG general meeting was postponed due to fire activity and is tentatively slated for September 18. That meeting will likely focus on need for changes to the USFS Program of Work due to wildfires. Rourke asked about status of the Westside timber sale. He noted the proposed Red Fir project burned.

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10.0 Trinity County Trails Report

O’Sullivan reported on trail meeting the previous week that focused on WEMBO event. Sheen reported Tracy McFadin has lined up a 14-person CCC crew for trail preparations and is trying to get the work done September 9. USFS Recreation Planner Angie Abel wants Mike McFadin onsite during trail work.

11.0 Public Comment

Dennis Fox discussed his suggestion that TCRCD submit a funding proposal to rehabilitate historic La Grange mining ditch to improve fisheries habitat in Weaver Creek with cooler water while developing a microhydro generator plant that could fund maintenance of the ditch.

12.0 Discuss/Take Action on Director Travel to CARCD 70th Annual Conference November 18-21, 2015 in Yosemite

MSC – Truman/Lowden to approve director travel to CARCD conference.

13.0 Discuss and/or Take Action on Appointment of District Delegate and Alternate Delegate to 2015 CARCD Annual Meeting November 18-21 in Yosemite

MSC – Owens/Lowden to appoint Patrick Truman as District delegate to CARCD 2015 annual meeting. No alternate appointed.

14.0 Discuss and/or Take Action on Nominations for 2015 CARCD Awards

No action. Directors clarified staff could make nominations.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

15.0 Discuss and/or Take Action on Proposals for CARCD Resolutions to be Submitted to CARCD Executive Committee by September 1, 2015

No action.

16.0 Discuss and/or Take Action on CSDA Call for Nominations for CSDA Board of Directors Northern Network, Seat A

No action.

17.0 Discuss and/or Take Action on Proposed Memorandum of Understanding with Trinity Alps Unified School District Regarding Activities and Events Related to the Weaverville 24 Bicycle Endurance Competitions

No action.

18.0 Discuss and/or Take Action on Memorandum of Understanding with Trinity County Chamber of Commerce Pertaining to Bicycle Endurance Events

O'Sullivan explained District's original role to help facilitate WEMBO Weaverville 24 events was to act as fiscal agent – serving as an established conduit for payables and receivables on behalf of the organizers. That role appears to have morphed with expectations for the District to serve as applicant for required permits and to provide insurance for the events. O'Sullivan expressed concern about exposure to liability in taking on expanded role and incurring expenses. She noted the Board was not fully informed about the extent of District involvement and the level of its exposure to liability. The agreement does not spell out responsible parties for various aspects. O'Sullivan expressed concern about cost recovery for the District and asked how it would be made whole. She reported she had received no response to communications she sent out about her concerns.

Sheen reported he and the WEMBO committee met with Lisa Wren of USFS today. He shared the District's concerns with committee members at that time. The committee agreed to take responsibility for USFS special use permit, but Wren insisted the District continue its role as original applicant and primary contact since the process was nearly complete and time was short. WEMBO committee will provide event insurance, naming the District primary insured. Chamber of Commerce will set up insurance coverage for use of Trinity Alps Unified School District facilities. Named as additional insured will be Trinity County, TAUSD and private landowners. Sheen explained this takes a load off the District and alleviates liability but he must remain as singular contact for USFS and ensure necessary documents provided.

Frost observed that in July, Wren changed permit application to reflect Sheen as interim district manager and point of contact. Tom Barnett raised issue of THS needs. This became responsibility of Chamber of Commerce. The new MOU will have more language to clearly indemnify TCRC. Frost estimated close to \$100,000 will pass through District and noted concerns about present MOU language (III.C) on reimbursement for District's costs to facilitate. Likely many invoices will have to be paid at end of event and District will receive 15 percent of whatever remains. More appropriate reimbursement would be 17 percent of gross pass-through to reimburse all District costs.

Frost reported he had proposed to Letton and WEMBO committee that from July 1 to end of project District should be compensated 10 percent of all bills paid. Then, at end of project, District should be first in line to receive up to 15 percent of total gross revenues as District doesn't receive any direct costs.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Rourke stated District should be removed from top of the two agreements: one between the Chamber of Commerce and Vic Armijo (Team Bigfoot) and the other between the Chamber of Commerce and Jeff Morris (Red Dirt Music).

Sheen reported he turned over the issue of an encroachment permit on East Weaver to the Chamber. Frost noted the matter of obtaining permission from private landowners was also turned over to the Chamber.

MSC – Rourke/Truman to authorize the District Manager to negotiate an agreement with the Chamber of Commerce to include compensation to the District.

Frost noted communication from Letton. Sheen explained District billed and received payment for map services to committee. He explained District could bill for direct expenses if had to, but would like to work it through an agreement. He noted Letton assured him costs would be met.

19.0 Discuss and/or Take Action on Proposed Change to District Fiscal Policy Pertaining to Definition of Physical Assets

Hevner explained present threshold is \$1,500. Proposal is to increase threshold to \$5,000 and above. That will reduce the number of items needing to be tracked to about 10, from a previous count of 60.

MSC – Owens/Truman to approve proposed change to District Fiscal Policy.

20.0 Discuss and/or Take Action on Resolution 15-06 to Reaffirm and Reauthorize a Cafeteria Plan of Employee Benefits Under Section 125 of Internal Revenue Code

MSC – Truman/Owens to approve Resolution 15-06. Roll call vote: All ayes: Lowden, Owens, O’Sullivan, Truman, Rourke.

21.0 Discuss and/or Take Action on Existing District Policy Pertaining to District Provision of Continued Health Insurance Coverage for a Period of Two Months Subsequent to Layoff of Regular Employees

Hevner explained he is looking at ways for the District to reduce overhead costs. Any time employee cost extends beyond end of employment, the cost goes to indirect costs. Cannot forward-bill to projects. Rourke noted this benefit has value to employees and inquired if there were a way to fund it. Sheen responded the benefit cost would need to be included upfront in contracts and agreements. Rourke suggested collecting funds in advance that are paid into a pool for when need arises. Sheen noted typical layoff has been about two months and that no other government entity offering this had been found. Rourke and Frost suggested looking to see how CalFire handled benefits for “permanent seasonal” employees. O’Sullivan noted the District is becoming more fiscally responsible.

MSC – Truman/Rourke to approve proposed change in District policy that would eliminate provision of continued health insurance coverage for a period of two months subsequent to layoff of regular employees.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

22.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Manager

MSC – Truman/Lowden to go into closed session at 18:55 hrs.

MSC – Truman/Owens to come out of closed session at 19:22 hrs.

O’Sullivan reports Board voted unanimously to offer the position of district manager to Shiloe Braxton and authorized O’Sullivan to negotiate terms of employment. O’Sullivan thanked board members and staff for their assistance in the process.

23.0 Board Reports/Correspondence

Rourke reported that despite the fires and the cancellation of the County Fair the Junior Livestock Auction was a successful event.

24.0 District Manager’s Report

Sheen reported his focus has been on administration of District business and the successful recruitment of a District Manager.

25.0 Adjourn

Adjourned at 7:35 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

September 16, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
 - 3.1 Discuss and Approve Minutes for August 19, 2015 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for August 2015
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Trinity County Trails Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on Resolution 15-07 Authorizing Shiloe Braxton as a Signatory to Enter into Agreements on Behalf of the District
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

September 16, 2015 * 5:30 PM

Board Members Present: Colleen O'Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: Greg Lowden

Associate Board Members Present: None

District Staff: Shiloe Braxton, Kelly Sheen, , Mark Dowdle,

Other Agency Staff: Heidi Harris, NRCS District Conservationist

Guests: None

1.0 Call To Order: Meeting called to order at 5:31 PM by O'Sullivan.

2.0 Discuss and Approve Agenda

MSC – Owens/Truman to approve agenda with the addition of agenda item of immediate need Government Code § 54954.2(b)(2) to address recruitment of bookkeeper. Unanimous vote.

3.0 Discuss and Approve Meeting Minutes

3.1 MSC – Truman/Owens to approve minutes for regular meeting August 19, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

O'Sullivan updated board on personnel changes. Sheen reported on present positive balance remaining after significant payables made. Positive cash flow. Sheen reported excellent working relationship with accountant Sue Tofflemire.

4.2 Discuss and Approve List of Warrants for July 2015

MSC – Truman/Rourke to approve the list of warrants for August 2015 with a total of \$126,973.59.

5.0 Projects Report

O'Sullivan reported new 10-year agreement with Bureau of Land Management for management of Weaverville Community Forest includes an initial \$20,000 of seed money for planning activities. Sheen noted BLM has provided more leeway for planning and implementation. O'Sullivan reported she and other volunteers teamed up two weeks ago to clean up creekside trash. Sheen reported the District should learn soon about a proposal to TRRP. The District is a potential subcontractor in each of two proposals submitted. Rourke inquired about fire effects on the Beaver Slide project. District seeking greater detail about fire effects on projects. O'Sullivan reported fuels reduction work done by District near Del Loma enabled firefighter to defend properties there.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.0 NRCS

Heidi Harris reported on tour of Humboldt and Trinity by selected Washington, D. C. dignitaries to learn up-close about this region's economy, conservation challenges and potential. She provided highlights and benefits of the tour.

Harris reported NRCS has 20 open contracts in Trinity, with half picked up in the most recent cycle. Recent change in competitive grouping has led to an increase in approvals to Trinity conservation proposals. Multiple funding cycles has helped reduced bottlenecking and enabled higher priority projects to be dealt with first. Will have four funding cycles in coming year. Harris noted the State Conservationist has been very responsive and attentive and helps make needed changes. Harris reported she has been participating in fire meetings, including BAER.

Rourke asked if NRCS could advertise locally to inform public about available post-fire programs. Harris reported on outreach meeting today regarding USDA Emergency Watershed Protection Program. Deputy State Conservationist Jim Spear later explained EWPP is restricted to narrow situations involving imminent risk to life and property. Funding must have cost-benefit ratio to what is being protected. Harris noted EQIP would be predominant NRCS program to help land occupants respond to fire impacts.

Harris reported there are several landowners who would like to use the District seed-drill but do have an appropriate tractor. Rourke noted the seed-drill needs some parts replaced. He explained the primary challenge to increased usage relates to transporting the drill and that calibration is critical for seed efficient dispersal. Delivering it, seeding three acres, cleaning it and returning it could cost \$500. Towing speed is not to exceed 25 mph. Rourke observed the drill is expensive equipment with much useful life remaining. O'Sullivan asked about need for it in Trinity County. Rourke responded there was, especially after the fires. He noted it is difficult to come up with a recipe that works, so trials are needed in different conditions and situations. He observed it is used in Shasta County to plant grain, not grass.

Harris asked if there would be meeting of North Coast Area at CARCD conference. Truman affirmed and said agenda to be forthcoming.

7.0 Northwest California RC&D Council Report

Truman reported the Council would meet in Arcata in October. Pacific Rim Association of RC&D Councils just met in Reno. Not many councils remaining since USDA pulled funding, yet organization remains strong and Truman is treasurer. Pacific Rim will be sponsoring the national conference of RC&D councils in July 2016.

8.0 Community Forest/Stewardship Committee Report

Addressed in Projects Report.

9.09.0 Trinity County Collaborative – USDA Report

Sheen reported the TCCG Forestry Group meeting will be on Friday.

10.0 Trinity County Trails Report

O'Sullivan reported on progress of new trail signage installations. She noted she has been chairing the trails committee as a volunteer and no longer wants to be doing it as volunteer. O'Sullivan reported she has been in discussion with USFS Recreation Planner Angela Abel about facilitating meetings more formally and had invited Abel to this board meeting.

Rourke noted trail meeting discussions focus on Weaver Basin Trail System and observed the strong relationship of the trails committee to Weaverville Community Forest. He noted it would

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

make more sense to have the trails group as a subcommittee of WCF Steering Committee.

O'Sullivan noted Jerry Hauke is on both plus the RAC. In that situation might be able to use funds from WCF agreement to facilitate. Sheen asked if it might be feasible to use retained receipts or stewardship funds to facilitate trails group. O'Sullivan noted most trails in WCF are on USFS lands, and most contracts for trails work are from USFS. Rourke observed if trails being planned in BLM lands of WCF, BLM funds may be applicable as well.

Rourke stated he wants the District to be involved with trail planning countywide. So far, the District has not taken the leadership or proactive role to do that. He asked how the District could get funds to do that. O'Sullivan asked how District could get USFS to take that on. Sheen noted WRTC has had strong involvement with trails in other parts of the county. District could develop closer relationship with WRTC as regards trails to broaden its reach. WRTC is working with Trinity County to assess Level III roads. District is presently working with WRTC to do GIS for analysis needed in advance of establishing OHV loops in county. Working together on that, but not at greater level.

Rourke explained he wants to direct staff to have the District take a leadership role in trails countywide. The District needs to become the advocate for trails. He noted OHV funds are being used to close roads; RAC funds also. Access and use are being further restricted. Rourke stated he wants District staff to bring together people from throughout the county to discuss trails, including OHV and equestrian uses, to become the core group interested in this. O'Sullivan suggested a proposal to RAC to fund that effort. Sheen noted the next RAC round is coming right up. O'Sullivan expressed concern about the influence of Weaverville group on a countywide effort.

Rourke suggested holding the RAC in Hayfork where residents observe routes being closed. He noted access could be addressed in BAER process, but with no advocate the opportunity will be ignored. Rourke stated the District needs to have a policy advocating for increased access that it could point to when working with USFS. He noted there is much work needing to be done in the South Fork that will offer many opportunities for increased access. USFS will have to open up roads, he explained, and re-evaluations will be taking place. There will be opportunities to look at things in the short term.

Rourke stated he would like to ask District staff to figure out how to get it done. O'Sullivan noted it will take nudging USFS and working with BLM and WRTC to get this going. Sheen stated he will check with Angie Abel to learn if she is handling recreation planning for the West Side or find out who is. O'Sullivan noted returned receipts from Browns Stage II can be used for trails, but only in WCF.

11.0 Public Comment

None.

12.0 Discuss/Take Action on Resolution 15-07 Authorizing Shiloe Braxton as a Signatory to Enter into Agreements on Behalf of the District

MSC – Truman/Rourke to adopt Resolution 15-07. Roll call vote: All ayes: Owens, O'Sullivan, Truman and Rourke.

13.0 Closed Session: Government Code § 54957(b): Discuss/Take Action on Recruitment of District Bookkeeper

MSC – Truman/Owens to go into closed session at 6:54 p.m.

MSC – Truman/Owens to come out of closed session at 7:16 p.m.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

O'Sullivan reports Board discussed bookkeeper position and recruitment for full-charge bookkeeper.

14.0 Board Reports/Correspondence

O'Sullivan noted Sheen has did an excellent job and provided strong leadership while serving as interim district manager. She stated he now is doing what she envisioned an assistant district manager would be doing. O'Sullivan reported she will bring to the board next month action items regarding assistant district manager position and job description, and revisions to the District organizational chart and pay scale.

15.0 District Manager's Report

Braxton reported he has been the recipient of a crash course from Sheen and Tracy McFadin the past week and there is much going on. Sheen reported he has been developing several contracts this past week and having Braxton review them. Braxton is working on contract templates that will contain clauses that were lacking in some agreements. Braxton noted he has not yet seen long-term budget projections on where the District will be six months to a year out. He noted the need to review the District's organization chart as well as its retirement plan.

16.0 Adjourn

Adjourned at 7:26 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

October 21, 2015

-
- | | | |
|------|--|----------------------|
| 1.0 | Call to Order | O'Sullivan 5:30 P.M. |
| 2.0 | Discuss and Approve Agenda | |
| 3.0 | Discuss and Approve Meeting Minutes | |
| 3.1 | Discuss and Approve Minutes for September 16, 2015 Regular Meeting | |
| 4.0 | Financial Report | |
| 4.1 | Discuss Monthly Financial Report | |
| 4.2 | Discuss and Approve List of Warrants for September 2015 | |
| 5.0 | Projects Report | |
| 6.0 | NRCS Report | |
| 7.0 | Northwest California RC&D Council Report | |
| 8.0 | Community Forest/Stewardship Committee Report | |
| 9.0 | Trinity Collaborative Report | |
| 10.0 | Public Comment | |
| 11.0 | Discuss/Take Action on Revision to District Organizational Chart | |
| 12.0 | Discuss/Take Action on Adjustments to District Salary Table | |
| 13.0 | Discuss/Take Action on Appointment of Assistant District Manager | |
| 14.0 | Discuss/Take Action on 2016 Membership in National Association of Conservation Districts | |
| 15.0 | Board Reports/Correspondence | |
| 16.0 | District Manager's Report | |
| 17.0 | Adjourn | |

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

October 21, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O’Sullivan, Rose Owens, Mike Rourke and Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

District Staff: Shiloe Braxton, Kelly Sheen, Trish Wardrip, Mark Dowdle

Other Agency Staff: Heidi Harris, NRCS District Conservationist

Guests: Dennis Fox, Scott Morris

1.0 Call To Order: Meeting called to order at 5:31 PM by O’Sullivan.

2.0 Discuss and Approve Agenda

MSC – Truman/Owens to approve agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 MSC – Rourke/Truman to approve minutes for regular meeting September 16, 2015.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

O’Sullivan introduced the District’s new bookkeeper, Trish Wardrip. Sheen reported on receivables and other finances and noted Tracy McFadin has been doing invoicing.

4.2 Discuss and Approve List of Warrants for July 2015

MSC – Truman/Lowden to approve the list of warrants for September 2015 with a total of \$208,988.62. Rourke inquired about payments District made on behalf of WEMBO event organizers. Sheen answered questions and reported he will meet on Friday with USFS accountant for final cost analysis.

6.0 NRCS

NRCS District Conservationist Heidi Harris gave details about the proposal submitted by the Trinity County Collaborative in response to the USDA Two Chiefs’ (USFS/NRCS) Joint Landscape Restoration Partnership proposal solicitation. NRCS, USFS, WRTC and others teamed up to craft the proposal. Harris is optimistic about its chances of being selected in the nationwide competition, in part because of strong awareness of TCCG at high levels of USDA.

Harris reported her office is also involved with a regional proposal to the Regional Conservation Partnership Program. This initiative for oak woodland restoration was accepted for the first round of competition and is progressing. It would be implemented in southern Trinity and parts of Mendocino and southeast Humboldt counties.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Harris said NRCS is in contact with landowners who had fire damage on their property. Most are in southern Trinity. She noted the Emergency Watershed Protection Program does not presently have applicability in Trinity County.

The first batching period for EQIP contracts under the new Farm Bill will occur in November. Harris noted her office has exceeded EQIP goals for Trinity County by 50 percent this year.

The North Coast Regional Water Quality Control Board is seeking applicants for board member. It is an excellent opportunity to learn how laws work. The board meets 10 times a year, mostly in Santa Rosa, and is seeking applicants from this area.

5.0 Projects Report

Rourke inquired about District involvement in any work on Burned Area Emergency Response (BAER) projects. Braxton described work USFS was requesting the District to implement and the short timeline involved. Tarwater has been working with USFS to develop a statement of work and budget. He noted Tarwater's crew is wrapping up projects elsewhere and shifting projects around to facilitate getting USFS BAER work done within needed timeframe.

7.0 Northwest California RC&D Council Report

Truman reported the Council met last week in Arcata. Projects are progressing well. Mark Lancaster suffered a broken leg recently, yet getting the job done.

8.0 Community Forest/Stewardship Committee Report

O'Sullivan reported on upcoming WCF steering committee meeting. Topics will include proposal to place WBT under the auspices of the WCF steering committee. She reported BLM is planning a salvage sale next spring for Little Browns Creek burn area.

9.09.0 Trinity County Collaborative – USDA Report

Braxton reported on recent TCCG meeting. First half focused on structure, followed by discussion about presentation on herbicide policy. TCCG needs to review its collective memory for previous discussions about this topic. Group discussed USDA Two Chiefs' Joint Landscape Restoration Partnership proposal. A TCCG forestry sub-group prepared another proposal, Firekill to Fuelbreak that received strong endorsement from the full TCCG.

10.0 Public Comment

Scott Morris thanked directors for all the years the District has supported trails development and maintenance. He stated he believes the trail system will gain from the changes. He noted he greatly appreciates where the trail system is now compared to 20 years ago. To have an international event here because of all those efforts is wonderful. The new signage is great and the maps are wonderful. He is enthused about the new acreage BLM has added to the Weaverville Community Forest.

11.0 Discuss/Take Action on Revision to District Organizational Chart

Sheen noted the District's organization chart has not been reviewed for some time. The position of assistant district manager had been part of the chart for years, but was taken off by the previous manager. The District has recently determined the position is needed in that the district manager post is more than a one-person job. Sheen presented a proposed organization chart revision that reflects present and anticipated needs by department. He noted it is becoming apparent USFS will be needing to turn to outside entities to fulfill its NEPA obligations for future projects. He stated

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

District staff would like to position the District to take a lead role in environmental compliance for USFS and others. The District could offer a full slate of resources to complete NEPA documentation. Sheen described how the District could collaborate with others to help USFS resolve its backlog of NEPA work. He explained the proposed organizational chart offers much more flexibility than the current chart and also anticipates changes in personnel. Braxton and Sheen answered questions posed by directors.

MSC – Truman/Rourke to adopt revised organizational chart as presented.

12.0 Discuss/Take Action on Adjustments to District Salary Table

Sheen presented existing salary table and proposed salary tables. He explained minimum wage will increase in January, triggering adjustments. One of the proposed salary tables reflects that required change. Sheen stated the last time cost-of-living adjustments were addressed by the board was 2006, and prior to that was 2001 or 2002. He noted that in preparing each of the two “optional” proposed tables, he tried to factor in the length of time since cost-of-living adjustments had been made. He commented several employees are well past the eighth step in their job range. Sheen explained that in Option 1 District Salary Table, he adjusted the base rate by four percent. Braxton noted 2.3 percent was the average increase in cost-of-living over the recent 10-year span. The Option 1 table reflected a four percent one-time adjustment in all steps of each range. Staff recommendation was to adopt the Option 1 District Salary Table. Owens asked if there were any new position headings. Sheen pointed out the new “Student Intern (College)” position and explained it reflects the higher caliber of work expected of college students.

MSC – Truman/Lowden to adopt Option 1 District Salary Table as presented.

13.0 Discuss/Take Action on Appointment of Assistant District Manager

MSC – Truman/Rourke to add closed session per immediate need to consider the appointment of personnel (Assistant District Manager) per Government Code §54957 and §54954.2(b)(2).
Roll call vote: All ayes: Lowden, Owens, O’Sullivan, Truman, Rourke.

MSC – Truman/Rourke to go into closed session to consider the appointment of personnel (Assistant District Manager) per Government Code §54957 [at 6:48 p.m.] Roll call vote: All ayes: Lowden, Owens, O’Sullivan, Truman, Rourke.

MSC – Truman/Lowden to appoint Kelly Sheen as Assistant District Manager.

Braxton noted the benefits of having an assistant district manager. He stated such shared management roles offer a good level of protection to the District by providing a system of checks and balances. Rourke commented having an assistant district manager was long overdue. O’Sullivan observed both Braxton and Sheen have solid understanding of the District’s financials.

MSC – Lowden/Owens to come out of closed session [7:04 p.m.]

O’Sullivan reported Board discussed recommendation of District Manager Shiloe Braxton to appoint Kelly Sheen as Assistant District Manager. Board voted to appoint Kelly Sheen as Assistant District Manager.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

14.0 Discuss/Take Action on 2016 Membership in National Association of Conservation Districts

MSC – Lowden/Truman to pay 2016 membership in National Association of Conservation Districts at the Gold Level of \$775.

15.0 Board Reports/Correspondence

O’Sullivan reported she would like to write a letter of thanks to Pat Frost for his assistance to the District during its management transition. Truman reported he and District Manager Shiloe Braxton will attend the annual meeting of California Association of Resource Conservation Districts in November. Owens asked staff to verify whether reimbursement for insurance is taxable and to ascertain whether the rate chart (from Anthem) with age categories is pertinent to such reimbursement. Lowden noted the WEMBO event appeared to be a success for Weaverville. WEMBO organizers and participants commented Weaverville was the best event host they had experienced

16.0 District Manager’s Report

Braxton reported on the recent Trinity Management Council meeting and concerns about education and outreach on behalf of TRRP. He will meet with TRRP Executive Director Robin Schrock tomorrow to see how the District can best address those needs. Braxton discussed obtaining public input for the five-year update to the Trinity County Community Wildfire Protection Plan. The busy fire season and management transitions put the project a couple of months behind schedule. Sheen noted the agreement for CWPP update is a two-year contract that ends in March 2017.

16.0 Adjourn

Adjourned at 7:38 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

November 18, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
 - 3.1 Discuss and Approve Minutes for October 21, 2015 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for October 2015
 - 4.3 Discuss and Approve Quarterly Budget Revision
 - 4.4 Discuss/Take Action on Resolution 15-08: Approving the Liquidation of the District's Investment Funds Held with Trinity County and Authorizing District Manager Shiloe Braxton to Transfer Said Funds to the Trinity County Resource Conservation District General Fund.
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on 2016 Membership Dues in the California Special Districts Association
- 12.0 Discuss/Take Action on California Special Districts Association 2015 Board Election, Northern Network
- 13.0 Discuss/Take Action to Dispose of Surplus District Vehicle
- 14.0 Discuss/Take Action to Approve Wireless Device Use Reimbursement for District Manager
- 15.0 Discuss/Take Action to Dissolve the Weaver Basin Trails Committee as Constituted as an Informal District Subcommittee and Endorse Its Subsumption by the Weaverville Community Forest Steering Committee

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- 16.0 Board Reports/Correspondence
- 17.0 District Manager's Report
- 18.0 Adjourn

*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items.
(Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

MINUTES

REGULAR BOARD MEETING

November 18, 2015 * 5:30 PM

Board Members Present: Greg Lowden, Colleen O’Sullivan, Rose Owens

Board Members Absent: Mike Rourke and Patrick Truman

Associate Board Members Present: None

District Staff: Kelly Sheen, Trish Wardrip, Mark Dowdle

Other Agency Staff: None

Guests: Scott Morris, Diana Livingston, Ken Dunn, Jerry Hauke, Gene Goodyear

1.0 Call To Order: Meeting called to order at 5:31 PM by O’Sullivan.

2.0 Discuss and Approve Agenda

MSC – Owens/Lowden to approve agenda with Item 15.0 moved ahead of Item 4.0.

3.0 Discuss and Approve Meeting Minutes

3.1 MSC – Lowden/Owens to approve minutes for regular meeting October 21, 2015.

15.0 Discuss/Take Action to Dissolve the Weaver Basin Trails Committee as Constituted as an Informal District Subcommittee and Endorse Its Subsumption by the Weaverville Community Forest Steering Committee

Sheen cited his longtime support of the Trails Committee through the extensive mapping services provided by the District since the mid-1990s. **Morris** explained the committee formed during development of the Weaverville Community Plan and that the District was deemed to be the best entity with which to create synergy. **O’Sullivan** observed the committee has been ad hoc; to be a formal committee of the District a board member would need to be assigned by the board to be involved. **Sheen** stated the committee has never actually been run as a District committee over the years. It has operated much more ad hoc than as an extension of the District.

As the Weaver Basin Trails System is within Weaverville Community Forest it would be most appropriate for the committee to be involved in the WCF Steering Committee, **Sheen** explained. The trails committee would have more say and input in that venue and be able to participate in funding opportunities available through the WCF Stewardship Agreement. **Sheen** explained such an arrangement could fund the technical services the District provides to the trail committee. Up to now the cost of those services has been absorbed by the District.

O’Sullivan explained structure of WCF Steering Committee and the kind of issues it addresses. A major focus is how to use retained receipts from WCF thinning projects. She noted the steering committee does not meet on regular basis and is informal. It does not require participation by a District board member and there is no chairman. **O’Sullivan** takes notes.

Sheen said there is always someone from the District present at Steering Committee meetings because of stewardship agreements District has with BLM and USFS. **O’Sullivan** explained the Steering Committee takes input from meeting participants and the District then formalizes those suggestions into proposals for funding under the stewardship agreements. **O’Sullivan** reported that when developing a recent proposal to utilize retained receipts, the District proposed \$5,000 per year for four years be provided for trails-related projects.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen explained the change now under consideration by the board is semantic. The District will not be denying the use of facilities or tools – all those things we have done at your behest. It is more efficient to have the trails committee as part of the WCF steering committee. It makes more sense; WCF is the umbrella for the WBT system.

O’Sullivan noted that if the trails committee had been a formal committee of the District, it would have been subject to all the requirements of the Brown Act.

Sheen observed that over the past 15-20 years there had not been as much involvement or activity with the Weaver Basin Trail System as the District was running very lean.

Morris stated he was disappointed after receiving Braxton’s email. When he read minutes of the last board meeting he became more confused. He noted the move was difficult to understand and it felt like the committee was getting kicked to the curb.

Hauke stated there had been no community discussion, then he received email from Braxton there would be no discussion.

Sheen stated the group is the community; those people who care about trails. The District has done its best over the years to facilitate and accommodate.

Hauke stated there needs to be discussion.

Dunn stated there has been no discussion.

Livingston noted it was the WBT system that drew her to Trinity County. She explained she worked on the successful WEMBO event and then this came up.

O’Sullivan concurred the District had been very clumsy in handling this issue. She stated there is a committee, there will still be a committee, but the District can no longer afford to provide support for free.

Morris stated this does not look good for this agency and that he cares about the District. He urged the use of a term other than “dissolve” to describe the pending action.

O’Sullivan explained subsumption meant folding the committee into the WCF Steering Committee as a subcommittee.

Dunn asked where was discussion about Brown Act and what would be needed to comply.

O’Sullivan responded that discussion is occurring now. The District does not have the funding for support. A formal committee would require a board member’s participation and that is not going to happen.

Hauke recalled he had gotten involved with the trails committee because of Lowden.

Lowden said there were small committees with board members on them when he first joined the board. After the trail committee was formed, trails was a regular agenda item to discuss signage and access. When the District entered into the WCF stewardship agreement, he did not have time to attend trails meetings. At some point trails was taken off agenda and subject was discussed under WCF report. Did not remember discussion about trails committee, but talked about trails.

Sheen stated the September board meeting had discussion about the strong focus on WBT system, being Weaverville-centric, when the District is countywide. Rourke had urged making focus more countywide; more inclusive of other trail efforts. Question was how to fund staff involvement. Rourke had suggested that the WBTC become directly involved with the WCF steering committee and no longer be facilitated by the District as a subcommittee of the Board.

Sheen noted the intent is not to collapse the momentum of the committee, but to redirect it to participate in the WCF Steering Committee on equal footing with other interests there.

Morris asked how the trails committee could still participate with the District to get coverage for volunteers.

Sheen explained because of stewardship of WCF, relationship with District wouldn’t change. It is semantics in how committee interfaces with District.

Hauke said Sheen’s words were hollow; dissolving the committee was dissolving the committee.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen reiterated the District could no longer afford to absorb the costs it had been asked to in the past.

O'Sullivan stated there had not been consistent representation by the District. It was difficult for staff to work on and the composition of the trails committee can sometimes be very difficult to work with. She explained the District has been looking at several areas of involvement and scrutinizing the costs of support.

Sheen noted Cousins committed the District to support WEMBO. The District probably spent \$10,000 in staff time providing that support – costs the District will never recoup.

Hauke suggested when next RAC proposals made, to ask for specific portion for staff support for mapping, wherever in county.

O'Sullivan stated the District does not get reimbursed from RAC for services it provides to the trails committee. District cannot afford to continue to underwrite trails committee.

Owens stated trails and the District are a good match – part of the District's mission -- and she would like to see more trails in the rest of the county. She was not in favor of dissolving the committee and had not had enough information.

Morris expressed concern that the trails committee had not been notified nor invited to participate in discussions about the trails committee.

Livingston raised issue of O'Sullivan being paid to do trails-related work and participate in trails meetings. Seems like placed in double-bind, then funding ran out. Expected O'Sullivan to chair the committee, then this happened.

Sheen noted O'Sullivan was not representing the District board when she was working on the trails and participating in the trails committee.

Dunn stated the District job of communicating its intent regarding the trails committee was mishandled from day one.

O'Sullivan asked for a motion.

Lowden responded the word "dissolve" was not accurate for the action being considered.

Dunn urged the board to step back from the proposal and said there needs to be more clarification.

Lowden said he would like to see the matter postponed until the full board and Braxton could be present for a full discussion. Owens concurred.

Morris said he supported that approach, as others with an interest in trails were not present.

O'Sullivan said the matter would be continued.

O'Sullivan stated a solution would be to obtain funding for a staff position to support trails. Yet grants for trails are pretty slim. She noted the formation of the non-profit Friends of TCRCD and explained it can apply for funding the District cannot. She acknowledged the communication leading up to this was bad. There were many changes recently. The underlying motivation for it is good.

O'Sullivan urged trails proponents to come up with ideas to present at the next meeting.

4.0 Financial Report

4.1 Discuss Monthly Financial Report

Sheen reported the District has been awaiting significant receivables which will place it solidly in the black. Wardrip has taken over invoicing and receivables are coming in. Sheen has been working closely with fiscal staff to free Braxton to work with District partners. Wardrip reported she is making all necessary preparations for the auditor.

4.2 Discuss and Approve List of Warrants for October 2015

MSC – Lowden/Owens to approve list of warrants in the amount of \$156,997.63.

4.3 Discuss and Approve Quarterly Budget Revision

Sheen reviewed proposed budget revision and noted new project pertaining to USFS Burned Area Emergency Response that Tarwater and team were undertaking before winter weather sets in. District had asked for and received an advance from USFS to fund the work. He noted Braxton proposed use of WCF retained receipts for WBT technical support. BLM is providing.

MSC – Owens/Lowden to approve the quarterly budget revision.

4.4 Discuss/Take Action on Resolution 15-08: Approving the Liquidation of the District's Investment Funds Held with Trinity County and Authorizing District Manager Shiloe Braxton to Transfer Said Funds to the Trinity County Resource Conservation District General Fund.

MSC – Owens/Lowden to approve Resolution 15-08. Roll call vote: all ayes: Lowden, Owens and O'Sullivan.

5.0 Projects Report

Directors reviewed report Sheen answered questions.

6.0 NRCS Report

None.

7.0 Northwest California RC&D Council Report

None.

8.0 Community Forest/Stewardship Committee Report

None.

9.0 Trinity Collaborative Report

None.

10.0 Public Comment

None.

11.0 Discuss/Take Action on 2016 Membership Dues in the California Special Districts Association

MSC – Lowden/Owens to approve 2016 membership dues in CSDA in the amount of \$4,274.

12.0 Discuss/Take Action on California Special Districts Association 2015 Board Election, Northern Network

MSC – Lowden/Owens to cast District vote for Mark Peterson.

13.0 Discuss/Take Action to Dispose of Surplus District Vehicle

MSC – Owens/Lowden to approval disposal of surplus district vehicle.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

14.0 Discuss/Take Action to Approve Wireless Device Use Reimbursement for District Manager
MSC – Owens/Lowden to approve wireless device use reimbursement for District Manager.

16.0 Board Reports/Correspondence
None.

17.0 District Manager's Report
None.

18.0 Adjourn
Adjourned at 7:08 p.m.

TCRCD Office

5:30 PM

#6 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

December 16, 2015

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
 - 3.1 Discuss and Approve Minutes for November 18, 2015 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for November 2015
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action to Dissolve the Weaver Basin Trails Committee as Constituted as an Informal District Subcommittee and Endorse Its Subsumption by the Weaverville Community Forest Steering Committee
- 12.0 Discuss/Take Action on Proposed Revision to District Personnel Policy Pertaining to Wait Period Prior to Coverage by District Health Benefits
- 13.0 Discuss/Take Action on Election of Board Officers
- 14.0 Board Reports/Correspondence
- 15.0 District Manager's Report
- 16.0 Adjourn

Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)