



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES**REGULAR BOARD MEETING**

July 19, 2023 * 5:30 PM

Board Members Present: (In Person) Mike Rourke, Mary Ellen Grigsby, Kent Collard, and John Ritz**(Zoom/Call-in): None****Board Members Absent: Josh Brown****Associate Board Members Present: None****District Staff: Kelly Sheen, Joan Caldwell, and Marla Walters****Other District Staff: (Attended through Zoom) None****Other Agency Staff: (Attended through Zoom) None****Guests: Chris Cole, District Conservationist, NCRS****1.0 Call to Order:** Meeting called to order at 5:30 PM by Mike Rourke.**2.0 Discuss and Approve Agenda**

MSC –Grigsby/Collard to approve the July 19, 2023 Agenda.

3.0 Discuss and Approve Meeting Minutes**3.1 Discuss and Approve Minutes for June 21, 2023 Regular Meeting**

MSC - Grigsby/Ritz to approve Minutes from the May 17, 2023 Regular Meeting.

3.2 Discuss and Approve Minutes for June 29, 2023 Special Meeting

MSC – Grigsby/Ritz to approve Minutes from the June 29, 2023 Special Meeting.

4.0 Financial Reports**4.1 Discuss Updated May Monthly Financial Report**

Caldwell noted the May financial report was positive almost \$37,000 and \$314,000 for the year to date. There is still more invoicing to do. The air medical benefits started accruing in May (\$75 per employee).

4.2 Discuss June Monthly Financial Report



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Caldwell noted some details about SMART Center employees – one left; another is a temp without benefits, leaving in September or early October. There is also still more invoicing to do for June. Further discussion took place about the anticipated reserve fund of approximately \$200,000. Sheen said that he will need to consult the Public Resources Code to see where investments are allowed.

4.3 Discuss and Approve List of Warrants for June, 2023

MSC –Collard/Grigsby to approve the list of warrants for June in the amount of \$636,337.37.

4.4 Discuss and Approve Audit for Fiscal Year 2021-2022

The audit report was distributed and reviewed. The Findings were discussed. One suggestion was to change our bank reconciliation practice; this has already been done. The other involved developing a policy regarding leases, which is similar to our captive assets policy.

MSC – Ritz/Collard to approve Audit for Fiscal Year 2021 – 2022.

5.0 Projects Report

The Projects Report was reviewed and discussed. Sheen added that he signed the USFS Stewardship Agreement and it has been officially executed as of June 23, 2023. It is a nine-year agreement. Significant is that we were allowed to reduce the Match requirement to 5%. Rourke asked about the McConnell project status; Sheen replied that Phase 1 is done. FEMA will handle the next phase. Grigsby complimented Skylar Fisher on her recent hazard mitigation presentation.

6.0 NRCS Report

Cole reported that they had received approximately \$300,000 in Joint Chiefs' funding, which will enable NCRS to take on some more projects. They have more projects now than they have ever had. He also said that The WRTC had applied for a three-year agreement with NCRS and \$750,000 was awarded for technical assistance projects and outreach.

7.0 Trinity Collaborative Report

Sheen reported on the Minersville Boat Ramp. They are now in the first phase, which is getting bids from qualified firms. An award to a contractor will take place in January. This is for the design work. The ramp will be done first, and then the parking lot. He also extended an invitation to the board to a barbeque that the Forest Service is hosting this Friday, July 21, from 12:30 to 2:00. It will take place at the Veterans' Hall in Weaverville. He further stated that the field tours have been productive.



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8.0 Discuss and Take Action on Policy Revision for Policy 2110 Budget Preparation

Sheen gave the background on the suggested budget revision policy, changing it from July to August. Discussion followed.

MSC -Grigsby/Ritz to revise Policy 2110, Budget Preparation.

9.0 Discuss/Take Action on CARCD Membership Dues Renewal for 2023-2024

Sheen explained the benefits of our belonging to CARCD (we can attend conferences, receive newsletters, etc.). These are not only for staff, but also the board. Our dues are \$5,000. He explained that although he emailed CARCD a current roster, they had not yet revised the bill. He will follow up on that. The payment is due 8/21/2023.

MSC – Collard/Ritz to pay CARCD Membership Dues in the amount of \$5,000.

10.0 Board Reports

Grigsby said that she had attended Skylar's Hazard Mitigation Meeting and the Rec meeting; both were good meetings.

11.0 District Manager's Report

Sheen first reported on the Steel Bridge house. One offer for \$250,000 had been received; he will respond to it on July 20. Water flow is still low. Discussion followed regarding possible options, i.e., putting more money into the property to improve the water situation. After discussion, it was decided to counter the offer at \$320,000, as is.

Sheen said that we are interviewing for an intern through GrizzlyCorps for Forest Health. Their primary responsibility will be the WCF Stewardship. We are also interviewing for an intern through the Watershed Stewards program. This person would be primarily to assist Anniysa.

A new performance evaluation tool has been launched for staff. It is similar to a "360 review" and we hope it will be a way to give feedback to our supervisors. Evaluations are due August 15. We also need to send out the survey for Sheen's evaluation; the meeting for that is on August 9 at 2:00 p.m. Grigsby requested updated financials and the evals two weeks before, if possible, so that there is time to review.

12.0 Closed Session: Government Code § 54957(b): District Manager Report



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13.0 Adjourn

Adjourned at 7:55 PM

Approved and adopted this ____ day of _____, 2023. I, the undersigned, hereby certify that the Minutes of July 19, 2023 were duly adopted by the following vote of the Board of Directors.

(Secretary Signature)