

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

November 29, 2017 \* 5:30 PM

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

**Board Members Absent:** None

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Trish Wardrip and Angela Snyder

**Other Agency Staff:** Jen Ganoung - (NRCS)

**Guests:** None

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Morgan Rourke/Mike Rourke to approve modified Agenda. All agreed to conduct a closed session after Item 14.0 and move Item 12.0 to follow Item 6.0.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for October 2017 Regular Meeting**

No discussion.

MSC - Truman/Lowden to approve minutes from October 18, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on financials and noted that the \$5,000 left on LOC will be paid off in December 2017.

**4.2 Discuss and Approve List of Warrants for October, 2017**

MSC- Morgan Rourke/Truman to approve list of warrants for September in the amount of \$153,065.71

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Sheen reported on Ian Erickson's revegetation fee for service project and noted that the landowner came in and gave much appreciation for the production of the project. It was a \$28,000 project with plenty of overhead. Sheen described the work done on the landowner's property and noted it was very successful. Wardrip suggested adding this information to the TCRCDD newsletter.

### **6.0 NRCS Report**

Jen Ganoung introduced herself as the Soil Conservationist for NRCS office in Redding. Ganoung explained that she is filling in for the NRCS District Conservationist; Heidi Harris who recently resigned on November 9, 2017. Ganoung also announced Carrie Nichols resignation on October 24, 2017. Ganoung noted NRCS is working with RC&D to get some part time work with forestry planning. Ganoung reported Anna Carson is currently their Education and Outreach Coordinator and they are working on a 3-year renewal contract for Anna. Ganoung announced that she will be in DC with Harris as a part of a leadership program and they will be getting together with other North Coast offices consisting of Trinity, Siskiyou, Humboldt, Mendocino, Lake and Del Norte county offices. They are trying to formulate a "Community Plan" in which they will assist each other with workloads when needed, but they are currently lacking staff. Ganoung reported on their three batching periods with ranking deadlines in January, April and June 2018.

### **12.0 Presentation: West Weaver Creek Rehab Project- Donna Rupp**

Rupp presented a detailed report on the District's West Weaver Creek Rehabilitation Project. She noted the site location, implementation plan along with the future monitoring plan. Rupp also showed a map of property ownership (totaling three private properties) and presented everyone with Environmental Science Associates' (ESA) requirements and expectations. Rupp reported this project as being a huge learning experience for her and one she really enjoyed.

### **7.0 Northwest California RC&D Council**

Nothing to report.

### **8.0 Community Forest/Stewardship Committee Report**

O'Sullivan announced the Weaverville Community Forest meeting for November 30, 2017.

### **9.0 Trinity Collaborative Report**

Sheen reported on NRA Committee meeting with Leslie Yen for the Shasta-Trinity National Forest held November 3, 2017. Sheen noted the East Weaver campground was discussed at the meeting. They also discussed funding for Minersville boat ramps being paved. Sheen reported another meeting on November 8, 2017 called a program of work meeting. They discussed the Shasta-Trinity program of work as it relates to Collaborative projects. Sheen reported that in October, Pat Frost gave a 5-year formal review of the Collaborative to the Board of Supervisors followed by the Joint Chief's update on funding. Sheen noted the next Collaborative meeting would be held at the Weaverville Fire Hall on November 15, 2017 at 10am.

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### **10.0 Public Comment**

None.

### **11.0 Discuss/Take action on California Special Districts Association's Annual Membership Fees**

Truman explained the importance of CSDA membership.

MSC- Truman/Lowden to renew CSDA's annual membership.

### **13.0 Board Reports/Correspondence**

Truman reported the CARCD 72<sup>nd</sup> Annual Conference in Sacramento went really well. Sheen noted they had a panel for water issues and the networking aspect of the conference was fantastic. Sheen enjoyed being able to meet neighboring Districts.

### **14.0 District Manager's Report**

Sheen reminded the Board of the Strategic Plan meeting scheduled for January 17, 2018 at 4PM with the next board meeting to follow at 5PM. Sheen requested extra participation from the Board. Sheen noted the stakeholders results should be in by the second week of January and will be presented to the Board at the next meeting. Sheen also reported on the YFR Board helping the District facilitate getting the Moon Lee ditch piped.

### **15.0 Closed Session**

MSC- Mike Rourke/Morgan Rourke to go into closed session at 7:10 PM.

MSC- Morgan Rourke/Lowden to come out of closed session at 7:25 PM.

Nothing to report.

### **16.0 Adjourn**

Adjourned at 7:30 PM.

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

## Board of Directors Meeting

### *Agenda*

January 17, 2018

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- 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 29, 2017 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss November/December Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for November/December, 2017
  - 4.3 Discuss and Approve Semi-Annual Budget
  - 4.4 Discuss/Take Action on Appraisal of District Facilities
- 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
  - 10.1 Presentation by Anna Carson introducing "Trinity County's Frontier Day"
- 11.0 Discuss/Take Action on Resolution 18-01: A Resolution Authorizing Entering into a Funding Agreement With the State Water Resources Control Board and Authorizing and Designating a Representative for the Trinity River Watershed Roadside Fuel Reduction Project.
- 12.0 Discuss/Take Action on Resolution 18-02: Resolution of the Governing Body of the Trinity County Resource Conservation District, Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals while Providing their Services
- 13.0 Discuss/Take Action on District Salary Chart to Reflect January 2018's Minimum Wage Increase
- 14.0 Board Reports/Correspondence
  - AB1234 Reminder
  - Distribution of Form 700 Report Information – Filing Deadline April 1, 2018
- 15.0 District Manager's Report
- 16.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Compensation
- 17.0 Adjourn

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*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 17, 2018 \* 5:30 PM

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

**Board Members Absent:** Morgan Rourke

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Trish Wardrip and Angela Snyder

**Other Agency Staff:** Jenna Ganoung and Jim Spear - (NRCS)

**Guests:** Anna Carson

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**1.0 Call To Order:** Meeting called to order at 5:40 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Mike Rourke/Lowden to approve Agenda and additional item to Agenda. Item 4.5 Election of Officers was added to Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for November 2017 Regular Meeting**

No discussion.

MSC - Truman/Lowden to approve minutes from November 29, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Directors reviewed financials. Wardrip reported on Line of Credit and answered questions from the Board.

**4.2 Discuss and Approve List of Warrants for November 2017**

MSC- Lowden/Truman to approve list of warrants for November in the amount of \$195,074.57.

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### **4.2 Discuss and Approve List of Warrants for December 2017**

MSC- Lowden/Mike Rourke to approve list of warrants for December in the amount of \$136,582.35.

### **4.3 Discuss and Approve Semi-Annual Budget**

Directors reviewed budget spreadsheets and Wardrip answered questions.

MSC- Truman/Mike Rourke to approve Semi-Annual Budget for a total budget of \$2,154,073.

### **4.4 Discuss/Take Action on Appraisal of District Facilities**

Sheen reported on appraisal. Sheen noted in March of 2017 the District did receive appraisal for the two buildings up front and the four buildings out back for \$450,000.00. Seller was aiming to bring number down to \$425,000.00. Sheen noted the buildings needing some work. Sheen noted Seller mentioning a 15-year loan that would result in about \$2,700 monthly payments and Seller would carry the note. With further discussion, Directors supported the decision to move forward with negotiations.

### **4.5 Election of Officers**

O'Sullivan requested to resign from Board Chairperson for a year.

MSC- Lowden/Truman to nominate Mike Rourke as Chairperson.

MSC- Truman/Lowden to nominate O'Sullivan as vice-chairperson.

## **5.0 Projects Report**

Directors reviewed report. Mike Rourke inquired on a new proposal submitted for BOR-TRRP Soil Amendment Threshold Project for \$26,345 and asked if it will entail monitoring. Sheen noted Ian Erickson would be involved in the Revegetation aspect of it and was unsure as to the detail of the work. Sheen noted he would look into it and get back to the board with an answer for the next meeting.

## **6.0 NRCS Report**

Jim Spear announced their main priority is to staff their office. Spear expressed his thankfulness for Jenna Ganoung stepping up and acting as their District Conservationist for Trinity County. Spear announced they were able to fill a few positions in the Smith River area- One of which was from North Dakota. Spear listed the positions they are in need of. He noted they lost four engineers, one from Eureka, Redding, Red Bluff and Colusa. They also lost a District Conservationist and a Forester. Spear noted they have not been given authority by USDA to fill any positions; otherwise, their priority would be to fill the District Conservationist position. Spear noted they are down over one hundred positions in the state of California, which totals 1/3 across the nation. Now, they have to look to their partners to get work accomplished. Spear noted they are exploring different opportunities in terms of filling seats. Spear noted the TCRCD has a lot of capabilities and expertise

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they may need to use. Jenna Ganoung mentioned their use of Technical Service Providers and IDIQ. Ganoung noted a Registered Professional Forester is required for forest management and to have a TSP, they need to have an EQIP contract in place. Ganoung reported on their Conservation Activity Plan and TSPs. Mike Rourke offered to find them assistants from the community for their projects. Spear mentioned another tool they have used to fill in the gaps of employment is called ASES. This tool is used for retired public (55 years of age and older) who want to work. Ganoung announced a couple of programs they are working on. One is the Joint Chiefs high priority involving Upper Mad River and South Fork Trinity. The other is RCPP in Mendocino, Humboldt and Trinity Counties for Oak Restoration projects. They are using IDIQ planning for a forester and are hoping to have a couple lined out in April. One person has completed EQIP and they plan to hire soon.

### **7.0 Northwest California RC&D Council**

Nothing to report.

### **8.0 Community Forest/Stewardship Committee Report**

O'Sullivan announced Weaverville Community Forest had a meeting the week of January 8, 2018 and they are working on the Annual Operating Plan.

### **9.0 Trinity Collaborative Report**

Sheen noted preparation for the upcoming February 16 full Collaborative meeting. Sheen noted he was attempting to set up a meeting with Terri Simon-Jackson prior to the February meeting to address issues with the STNF program of work.

### **10.0 Public Comment**

#### **10.1 Presentation by Anna Carson introducing "Trinity County's Frontier Day"**

Anna Carson presented everyone with a date of May 12, 2018 set for an event representing an early 1900s theme that will be held in downtown Weaverville. Carson proposes to sponsor the soon to be annual event that celebrates our town's historical culture while revitalizing our downtown business economy. The objectives of this event is to generate commerce in our historical downtown and business district, to create an annual event at the beginning of tourist season that stages Weaverville as a destination and place of interest, to increase the knowledge of, connection to and participation of community members to our historical roots. Other objectives are to highlight living history through time-era attire, storytelling, music, blacksmithing, baking, gold panning, walking tours of Chinese ditch trails, mule trails, animal husbandry, land stewardship and to also combine multiple agencies, organizations, civil leaders and generations to deepen our community's connection to people and place. Carson listed several community partners and sponsors and noted that all stakeholders and interested parties are invited to discuss interest, feasibility, strategy and process for event planning.

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**11.0 Discuss/Take Action on Resolution 18-01: A Resolution Authorizing Entering into a Funding Agreement with the State Water Resources Control Board and Authorizing and Designating a Representative for the Trinity River Watershed Roadside Fuel Reduction Project**

MSC- Truman/Mike Rourke to approve Resolution 18-01.

Roll Call Vote- All Ayes: Lowden, O'Sullivan, Truman and Mike Rourke

No noes

No abstentions

**12.0 Discuss/Take Action on Resolution 18-02: Resolution of the Governing Body of the Trinity County Resource Conservation District, Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Worker's Compensation Coverage for said Certain Individuals while Providing their Services**

Directors reviewed SDRMA's Workers' Compensation Resolution letter and decided they need more information before they pass Resolution 18-02.

No Action was taken.

**13.0 Discuss/Take Action on District Salary Chart to Reflect January 2018's Minimum Wage Increase**

Sheen presented the District's 2018 Salary Chart to the Board and explained where corrections were made with regard to certain formulas in the spreadsheet. Sheen also noted the District's positions within the chart that were effected by the 2018 California Minimum Wage Increase.

MSC- Truman/Lowden to approve changes to the District's Salary Chart to reflect January 2018's California Minimum Wage Increase

**14.0 Board Reports/Correspondence**

Reminders went out for Ethics Training (AB1234) and Form 700s were passed out for completion prior to April 1, 2018.

**15.0 District Manager's Report**

Nothing additional to report.

**16.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Compensation**

Director Morgan Rourke was absent. Closed Session was not held and was scheduled for February 21, 2018's board meeting.

**17.0 Adjourned at 7:32 PM.**



TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

February 21, 2018

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- 1.0 Call to Order Mike Rourke 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 17, 2018 Special Meeting
  - 3.2 Discuss and Approve Minutes for January 17, 2018 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss January Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for January, 2018
- 5.0 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 2017-2018 Off-Highway Motor Vehicle Recreation Division Grants and Agreements Program.
- 6.0 Public Comment
- 7.0 Projects Report
- 8.0 NRCS Report
- 9.0 Northwest California RC&D Council Report
- 10.0 Community Forest/Stewardship Committee Report
- 11.0 Trinity Collaborative Report
- 12.0 Discuss/Take Action on District Items for Sale
- 13.0 Discuss/Take Action on Resolution 18-02: Resolution of the Governing Body of the Trinity County Resource Conservation District, Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals while Providing their Services
- 14.0 Board Reports/Correspondence
  - 2018 Reappointments Reminder (Greg Lowden and Patrick Truman)
- 15.0 District Manager's Report
- 16.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Compensation
- 17.0 Adjourn

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

February 21, 2018 \* 5:30 PM

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

**Board Members Absent:** None

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Trish Wardrip, Zack Blanchard and Angela Snyder

**Other Agency Staff:** Jenna Ganoung (NRCS)

**Guests:** None

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/O’Sullivan to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for January 17, 2018 Special Meeting**

No discussion.

MSC - Lowden/Truman to approve minutes from January special meeting.

**3.2 Discuss and Approve Minutes for January 17, 2018 Regular Meeting**

No discussion.

MSC- Lowden/Morgan Rourke to approve minutes from January regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on financials. Wardrip reported the revenue, total expenses and reported on loss for January 2018.

Mike Rourke inquired on mileage expense reflecting \$20,000 and asked what the District is paying that mileage on. Rourke also asked if it is a reimbursement that project vehicles are being expensed to mileage. Wardrip answered yes.

**4.2 Discuss and Approve List of Warrants for January 2018**

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MSC- Lowden/Morgan Rourke to approve list of warrants for January in the amount of \$81,017.31.

### 6.0 Public Comment

None.

### 7.0 Projects Report

Sheen reported on Soil Amendment and noted the project was to study different soil amendment treatments. Sheen noted James Lee out of Hoopa was working on the project, but passed it on to Ian Erickson. Since, this project has been dropped due to the inability to secure funding. Sheen noted a new revegetation project should start within the next 2-3 weeks. Zack Blanchard noted that with talking to Ian Erickson, the majority of the project would be revegetating spoiled piles.

### 8.0 NRCS Report

NRCS acting District Conservationist Jenna Ganoung announced the refusal of Carrie Nichols in accepting the forestry position through CARC&D Council. The agreement is still at state level. Ganoung noted three options for Forest Management Plans, One; using TSPs (Technical Service Providers), the second option, using CFIP (CalFire) and the third is to use the IDIQ (Indefinite Decision Indefinite Quantity) tool. Ganoung noted there might be potential for a Forester out of Redding to help with the Trinity workload. Ganoung also noted they are still on an internal hiring freeze so there will continue to be shuffling of staff to fill in gaps. Ganoung noted that NRCS, FSA and RMA are currently being reconstructed into one USDA. This is being referred to as the Farm Production and Conservation Mission (FPAC). Ganoung referred everyone to go to [myfpac.usda.gov](http://myfpac.usda.gov) for more information in that regard. Ganoung stated NRCS is continuing to operate on a 'Continuing Resolution' until March 23, 2018. Ganoung announced Batching Period 2 with a ranking deadline of April 6, 2018 and Batching Period 3 with a ranking deadline of June 22, 2018. Ganoung reported on the Conservation Stewardship Program (CSP) and noted Application deadline is March 2, 2018. Ganoung noted the Regional Conservation Partnership Program (RCPP) has been stalled due to fund codes. Ganoung announced NRCS receiving applications for Progressive forestry plans, RCPP, Joint Chiefs, General EQIP and CSP that are in process for future batching.

### 5.0 6:00 PM Time Certain: PUBLIC HEARING: To Solicit and Receive Public Input for the Development of a Grant Proposal for Funding from the 2017-2018 Off-Highway Motor Vehicle Recreation Division Grants and Agreements Program

#### Discussion began at 6:00 PM.

Zack Blanchard announced that he and Cynthia Tarwater are developing three projects to submit to OHV for funding. The first project is in Rattlesnake Creek on the south side, across from the highway. This project will require maintenance and brushing for a total of \$35,000. The second project is in the Weaverville Basin area- Glennison Gap, Weaver Bally. Blanchard noted they currently have a planning grant. They hope to have everything developed next year. Blanchard noted they are talking to USFS to acquire TRRP funding. The third project is a restoration project in Gimmel, which will require decommissioning nine roads across the creek from Wildwood Road. There are twenty-seven stream crossings totaling 4.7 miles. Blanchard also reported on three out of nine roads being unauthorized roads and are not trailheads. Mike Rourke inquired on the District seeking input from some of the groups that go out there and ride. Blanchard noted he has sought input in the past, but did not this time. Blanchard noted he

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would get ahold of Shasta Dirt Riders and start seeking input. Blanchard also reported that talking with the Shasta Dirt Riders in the past; they wanted to develop more trails out there.

Mike Rourke noted the District should analyze what can be part of the trails system, what the District plans to maintain and what can be taken off the list altogether.

**Discussion ended at 6:11 PM with no public attendance.**

### **9.0 Northwest California RC&D Council Report**

Nothing new to report.

### **10.0 Community Forest/Stewardship Committee Report**

O'Sullivan reported on the field trip set for the week of February 26, for the Steering Committee and noted that it will be hosted/run by Kelly McElroy.

### **11.0 Trinity Collaborative Report**

Sheen reported on the Full Collaborative meeting that was held Friday, February 16, 2018. Sheen noted the meeting went very well and was the beginning process of changing the structure of future meetings. Sheen noted the Collaborative would like to have time for input from the 6-Rivers and Shasta-Trinity. Sheen noted the first meeting was a full discussion and in the beginning phases. The next meeting will entail discussion on what will be planned and implemented. Sheen also noted the Collaborative's goal to prioritize which projects they want to support.

Sheen reported on video footage from Paul Hauser with Trinity PUD to document the power lines.

Sheen commented on the meeting being very productive and noted it was very well received.

Rourke inquired on our longevity. Sheen noted it is well supported and noted that Terry Simon-Jackson and 6-Rivers attended the December 2017 meeting. Sheen noted the change in tact on what they cover and what they do at their meetings has helped keep the attendance up.

### **12.0 Discuss/Take Action on District Items for Sale**

Sheen reported on the District's 40' refrigerator trailer being on DWR grounds at Hamilton Ponds. Sheen noted he was contacted by TRRP to move it. Sheen explained to the board there is no longer a need for the refrigerator trailer and three other trailers the District owns.

MSC- Truman/O'Sullivan to approve the sale of the following District Items:

1. Single axle stake-bed trailer
2. Single axle covered military trailer
3. 40' Refrigerator trailer
4. Double axel equipment trailer with water tank and Honda pump

### **13.0 Discuss/Take Action on Resolution 18-02: Resolution of the Governing Body of the Trinity County Resource Conservation District, Declaring that Governing Body Members and Volunteers shall be Deemed to be Employees of the District for the Purpose of Providing Workers' Compensation Coverage for said Certain Individuals while Providing their Services**

Sheen shared information from SDRMA about the details on Worker's Compensation Coverage. Sheen answered several questions from the Board. Rourke asked everyone if this type of coverage is something the rest of the Board feels the District should pursue. Everyone agreed.

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MSC- Truman/O'Sullivan to approve Resolution 18-02 with all boxes checked.  
Roll call vote: All Ayes: Morgan Rourke, O'Sullivan, Mike Rourke, Truman and Lowden.

### **14.0 Board Reports/Correspondence**

Truman reported on what is going on with the CARCD in 2018. Truman also shared a CARCD 2018 Legislative Report.

### **15.0 District Manager's Report**

Sheen noted that in having conversations with various people about Madd River, District Ranger Nancy Curin is very keen to getting guys back out on the Kelsey project. Sheen noted that after many years of not having work with 6-Rivers, the District is currently putting together a master agreement. Sheen mentioned the need for GIS, fuels and roads crews. Sheen noted the entire ranger district is inside Trinity County- near Ruth. Sheen received the draft to review and noted the project should be starting sometime in spring.

Mike Rourke inquired on the District needing more people for the extra work. Sheen noted he has put a call in to Brian Taylor with Trinity Lumber and noted this project is a fee for service type of project. Sheen noted that logistically, everything is in place. Rourke reported that there is empty space in barracks near project area that may not be used. Rourke also advised Sheen to look in to the possibility of using the barracks.

Sheen reported on the analysis of fuels projects that he did with Ian Erickson. Sheen reported he and Erickson discussed whether they are able to gain another worker for fuels projects with the amount of funding. Sheen also noted he and Erickson discussed the importance of prioritizing projects. Without the Beaverslide project, there is about six months of crew time and enough funding for almost an entire year. Sheen also commented on the Master Agreement with 6-Rivers that should give the crew a lot of work in the future.

### **16.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Compensation**

MSC- O'Sullivan/Truman to go in to closed session at 6:58 PM.

MSC- O'Sullivan/Truman to come out of closed session at 7:25 PM.

Report: Moved District Manager's hourly wage to Range 307, Step 14: (\$37.35/hour).

### **17.0 Adjourn**

Adjourned at 7:25 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

March 21, 2018

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- 1.0 Call to Order Mike Rourke 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 21, 2018 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss January Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for February, 2018
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on CSDA Board of Directors Call for Nominations Seat A
- 12.0 Discuss/Take Action on Resolution 18-03: Approving the Applicant to Apply for Grant Fund for the State of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds.
- 13.0 Discuss/Take Action on CARCD's RCD Board Leadership "Boot Camp"
- 14.0 Board Reports/Correspondence
- 15.0 District Manager's Report
- 16.0 Adjourn

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

March 21, 2018 \* 5:30 PM

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

**Board Members Absent: Mike Rourke**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen and Angela Snyder**

**Other Agency Staff: Jenna Ganoung (NRCS)**

**Guests: None**

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

**2.0 Discuss and Approve Agenda**

MSC – Lowden/Truman to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for February 21, 2018 Regular Meeting**

No discussion.

MSC - Lowden/Truman to approve minutes from February regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

No discussion.

**4.2 Discuss and Approve List of Warrants for February 2018**

MSC- Morgan Rourke/Lowden to approve list of warrants for February in the amount of \$193,314.28.

**5.0 Projects Report**

Sheen reported on many grants being awarded. Sheen noted that Tracy McFadin has been working well with project coordinators to obtain information needed for grant applications. Sheen reported that on Friday March 23, he and Donna Rupp would be meeting with Azalie Welsh; a graduate student interested in completing her Masters thesis based on research being conducted in the WCF. They plan to give a tour and have many tasks for her to work on.

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### **6.0 NRCS Report**

Ganoung reported the Regional Conservation Partnership Program (RCPP) glitch has been fixed. NRCS received approval to fund Anna Carson for two additional years. Ganoung noted that the forestry position has not been filled, but Carson will be assisting with the outreach and education portion. Ganoung noted the next deadline for the next group of projects is Friday March 30.

### **7.0 NRCS**

Nothing to report.

### **8.0 Community Forest/Stewardship Committee Report**

Sheen reported the first RCD project agreement on USFS land in the WCF, Browns Phase II, will be funded by retained receipts in the amount of \$50,000 for roads and \$20,000 for trails.

### **9.0 Trinity Collaborative Report**

Sheen noted he is preparing for Cannabis committee and NRA committee meetings and the beginning preparations and Agenda building for full TCCG meeting on April 20, 2018. Sheen noted the Collaborative asked the Board of Supervisors to submit a letter to USDA Secretary Sonny Perdu to help with staffing issues the USFS is having because of a department wide hiring freeze. Sheen noted Secretary Perdu responded with a letter that talked about departmental restructuring and so forth. The letter will be posted on the TCCG website.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on CSDA Board of Directors Call for Nominations Seat A**

No interest, no discussion.

### **12.0 Discuss/Take Action on Resolution 18-03: Approving the Applicant to Apply for Grant Funds for the State of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds**

MSC- Truman/Lowden to approve Resolution 18-03.

### **13.0 Discuss/Take Action on CARCD's RCD Board Leadership "Boot Camp"**

Short discussion. No action taken.

### **14.0 Board Reports/Correspondence**

None.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### 15.0 District Manager's Report

Sheen noted that our Education and Outreach Project Coordinator; Elizabeth Sandoval was contacted by Range and Natural Resources Camp in Half Moon Bay. Sheen noted this year's fee to attend camp is \$450. Sheen noted that Larry Ferrero and the District has in the past funded and transported kids down to this camp. Sheen asked the Board if this is something they would like to continue to pursue. O'Sullivan asked how this would be paid for. Sheen noted it would be paid from the District's General Funds account. Morgan Rourke noted that if we can get kids to go to this event, then definitely. Sheen noted the dates would be in the summer when school is out from June 17-22. Sheen noted he would have Sandoval contact the Range and Natural Resources Camp and confirm.

Sheen reported on the District being served by approximately 150 different claims regarding the District liability in the cause of the Helena Fire. Sheen noted the District did have ground and pole clearing projects with Trinity PUD but it was more than two years ago when these projects took place, and they were not in the vicinity of the fire. Sheen noted the District would have to go through the denial process and send denial letters to the law firms.

Truman suggested that anyone involved in the denial process to track time and cost dealing with these claims.

Sheen reported the Audit is complete in draft form but it will be presented to the Board at the next meeting on April 18, 2018.

Sheen reported on attending the North Coast Durable Collaborative meeting on February 27 in Ukiah and noted they agreed to moving forward with possibly producing a Joint Powers Agreement. Sheen noted CARCD has funded lots of the logistical parts of this process and noted the funding would be through the Department of Conservation. Morgan Rourke inquired on how it would benefit the District if we were to proceed. Sheen explained that groups of organizations that create these types of agreements and authorities are able to go after larger pots of money, such as State bond funds. Sheen explained that West Weaver Creek was a \$400,000 project that the District would not have received if it was not a part of such group, now called the North Coast Regional Partnership. Sheen noted the North Coast Durable Collaborative would allow regional RCDs to go after money as a group and share resources. Sheen gave an example of a shared resource and noted a forester from a different RCD within the regional group.

Morgan Rourke asked if Sheen foresees the District being able to receive funding. Sheen answered with yes, explained that the District is a larger RCD who is able to help other counties, and noted there are certain services that could be shared.

### 16.0 Adjourn

Adjourned at 6:03 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

April 18, 2018

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- 1.0 Call to Order Mike Rourke 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 21, 2018 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for March, 2018
  - 4.3 Discuss and Approve Audit
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss and Review Progress on District's 2018-2023 Strategic Plan
- 12.0 Board Reports/Correspondence
- 13.0 District Manager's Report
- 14.0 Adjourn

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*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 18, 2018 \* 5:30 PM**

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

**Board Members Absent: None**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen and Trish Wardrip**

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call To Order:** Meeting called to order at 5:32 PM by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/O’Sullivan to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for March 21, 2018 Regular Meeting**

No discussion.

MSC – O’Sullivan/Morgan Rourke to approve minutes from March regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip noted that expenses are slightly higher than last month due to the field crews returning to work.

**4.2 Discuss and Approve List of Warrants for March 2018**

MSC- Truman/Morgan Rourke to approve list of warrants for March in the amount of \$57,428.34.

**4.3 Discuss and Approve Audit**

MSC- Truman/Lowden to approve and accept audit as presented for fiscal year 2016-17.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Sheen reported that the District received word that their proposal for pole clearing with PG&E will not be awarded.

### **6.0 NRCS Report**

Nothing to report.

### **7.0 Northwest California RC&D Council**

Truman reported that he will be attending their quarterly board meeting in Humboldt County next Wednesday, April 25<sup>th</sup>, 2018.

### **8.0 Community Forest/Stewardship Committee Report**

Nothing to report.

### **9.0 Trinity Collaborative Report**

Sheen noted he is preparing for the upcoming full regular meeting this Friday, April 20, 2018 and he will report on the Cannabis and NRA committee meetings.

### **10.0 Public Comment**

None.

### **11.0 Discuss and Review progress on District's 2018-2023 Strategic Plan**

Board was given draft copy of the District's 2018-2023 Strategic Plan for review and comment at the next regular board meeting, May 16<sup>th</sup>, 2018.

### **12.0 Board Reports/Correspondence**

Truman inquired on the status of the purchase of the Horseshoe complex and Sheen reported that he is still in the negotiation phase with the current owner.

### **13.0 District Manager's Report**

Sheen noted that it has been a busy month with the field crews coming back. He also noted that he expects the executed Master agreement with Six Rivers any time.

### **16.0 Adjourn**

Adjourned at 7:05 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

May 16, 2018

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- 1.0 Call to Order Mike Rourke 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 18, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for April, 2018
- 4.3 Discuss and Approve 2017-2018 Nine-Month Budget Adjustment
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on Adoption of Board Policy Section of the District's Policy Handbook
- 12.0 Board Reports/Correspondence
- 13.0 District Manager's Report
- 14.0 Adjourn

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*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 16, 2018 \* 5:30 PM

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

**Board Members Absent: None**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Trish Wardrip and Angela Snyder**

**Other Agency Staff: None**

**Guests: Ron Rolleri with Sanoma RCD**

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Lowden to approve Amended Agenda. All agreed add new items under 5.0 and 6.0, and to move Item 13.0 after Item 4.3.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for April 18, 2018 Regular Meeting**

No discussion.

MSC – Truman/Lowden to approve minutes from April regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip discussed financials and answered questions. Wardrip noted receiving journal entries from Larry Bain, CPA regarding deferred revenue. Wardrip noted the District’s Books now matching Bain’s financials.

**4.2 Discuss and Approve List of Warrants for April 2018**

MSC- Truman/O’Sullivan to approve list of warrants for March in the amount of \$161,809.46.

**4.3 Discuss and Approve 2017-2018 Nine-Month Budget Adjustment**

MSC- Truman/Morgan Rourke to approve the nine-month adjustment in the amount of \$1,933,027.00.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **13.0 Discuss/Take Action on Adoption of Board Policy Section of the District's Policy Handbook**

Wardrip passed out a CSDA Template and explained that the District is in the process of updating the District's Policy Handbook. Wardrip requested suggestions to be emailed to her before the next board meeting on June 20, 2018. Wardrip noted her desire to have the Board Policy section finalized at the next board meeting.

### **5.0 Discuss/Take Action on Disposal of District's 1975 Aljo Camping Trailer**

Sheen reported receiving a call from Cathleen Nolton with the USFS regarding their need to expand capabilities for fire camps on their premises. Sheen noted the District has a pile of large 20' pipes and a trailer at their site and they would like us to remove the trailer from their premises as soon as possible. Sheen noted the opportunity of either paying to have the trailer torn apart and dumped or simply giving the trailer away for free as long as it is picked up as soon as possible.

MSC- Truman/O'Sullivan to approve of the disposal of District's 1975 Aljo Camping Trailer.

### **6.0 Discuss/Take Action on TCRCF's 2018 Scholarship Fund**

Sheen noted that through donations from District Staff and others, the District has acquired \$500 for 2018's Scholarship Fund. The board members and Sheen discussed the qualities and skills each applicant has and decided the award should go to Hanali Dara Gaeuman.

MSC- O'Sullivan/Truman to approve TCRCF's 2018 Scholarship Fund Application from Miss Gaeuman.

### **7.0 Projects Reports**

Mike Rourke inquired about how our newest GIS Tech is doing. Sheen commented that he is doing very well. Sheen reported he is writing the Active Transportation Plan and is working with our Education and Outreach Coordinator compiling and building the plan from scratch. Sheen noted that between ATP and GIS, our GIS Tech is doing great.

### **8.0 NRCS**

Sheen reported in Ganoung's absence and noted that Jim Spear delivered news to Ganoung announcing the NRCS has been approved to advertise up to 10 vacancies in California for the Month of May. One of the vacancies is the Weaverville/Douglas City. Sheen reported that being a temporary promotion for Ganoung and noted he will be writing a letter of support for Ganoung.

### **9.0 Northwest California RC&D Council**

Nothing new to report.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **10.0 Community Forest/Stewardship Committee Report**

Sheen reported being in contact with the Berkley graduate student. Sheen noted this intern was accepted to Berkley Masters of Forestry Program. Sheen reported her thesis is on the Weaverville Community Forest and will be working with our Watershed Coordinator. One project is working with the BLM expansion. Sheen commented on the intern also working with the Native American Tribe (Nor-Rel-Muk). Sheen noted discussion on the projects she's interested in and what the District has funding for. Sheen noted the intern is moving to Bar 717 and that she is interested in Nor-Rel-Muk's collecting botanical forest products.

### **11.0 Trinity Collaborative Report**

Sheen noted on June 15, 2018, Pat Frost, our facilitator will be on vacation. Sheen reported a meeting set with Scott Russel, who will be here Friday May 25, to discuss and get him up to speed on all things collaborative.

Sheen noted the Gang of 8 meeting with Clarence Rose last week. Rose gave a report and they discussed hiring practices, staffing specialists for NEPA and practical dynamics.

Rourke inquired on the Sonoma RCD's fire victims. Ron Rolleri, representing the Sonoma RCD, noted they are coordinating with all other agencies. Rolleri mentioned there has been a lot of hiring contractors and of coordinating. He also noted they are working with the State, City, County and Federal funding sources. Rolleri noted the main thing is bridges and roads repairs. He noted the Sonoma (Gold Ridge) RCD coordinates all of the permitting and they have three ground water bases they are in the middle of managing. There are five water districts and three cities. Rourke asked if Sonoma is the point of Contact. Rolleri mentioned they are all sharing responsibilities.

Rolleri reported forty-one bridges burned in the fires and culverts melted away. Rolleri noted they are well trusted for coordination. He noted these fires were a repeat of what happened years ago so now they are changing the ordinances.

### **12.0 Public Comment**

None.

### **14.0 Board Reports/Correspondence**

None.

### **15.0 District Manager's Report**

Sheen reported on the District's need to hire a Fuels Project Coordinator. Sheen noted the preference of having someone who can write proposals and reports as well as get out in the field like the crew. Sheen noted they are currently reviewing job descriptions and interviews will start late June, early July. Sheen mentioned doing a fuels analysis last month and they are hoping for a seasonal Conservation Technician. Sheen noted the goal is to have someone who the District can hire full time after working a season.

### **16.0 Adjourn**

Adjourned at 7:05 PM.



TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

# 1 Board of Directors Meeting

## *Agenda*

June 20, 2018

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- 1.0 Call to Order Mike Rourke 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 16, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for May, 2018
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss and Review District's 5-Year Strategic Plan
- 12.0 Discuss/Take Action on Adoption of Section IV; Board Policies, of the District Policies Handbook
- 13.0 Discuss/Take Action on the Disposal of District Vehicles
- 14.0 Discuss/Take Action on the Acquisition of a District Vehicle
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Adjourn

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*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 20, 2018 \* 5:30 PM**

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

**Board Members Absent: Morgan Rourke**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Trish Wardrip and Angela Snyder**

**Other Agency Staff: Jenna Ganoung, NRCS**

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:32 PM by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Lowden to approve Agenda. All agreed to move item 12.0 after Item 4.2.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for May 16, 2018 Regular Meeting**

No discussion.

MSC – Lowden/O’Sullivan to approve minutes from May regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip discussed financials and answered questions. Wardrip reported on receivables and Trinity River Conservation Camp. Wardrip noted the West Weaver project is finally closed and all contractors are paid off. Wardrip also made note of the District trying to dispose of two vehicles prior to June 30, 2018.

**4.2 Discuss and Approve List of Warrants for April 2018**

MSC- Truman/O’Sullivan to approve list of warrants for May in the amount of \$71,255.32.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **12.0 Discuss/Take Action on Adoption of Section IV; Board Policies of the District's Policy Handbook**

Directors reviewed policies. Wardrip answered questions and gave explanations. All agreed to adopt entire policy.

MSC- O'Sullivan/Lowden to adopt the entire Section IV; Board Policies of the District Policies Handbook.

### **5.0 Project Report**

Sheen reported on obtaining a new roads project in the Buck Fire footprint and commented on it being a legacy project. Sheen noted the Buck Fire is on the East Fork side of the South Fork area and reported it as a project the District has had for a while.

Sheen reported the Shasta-T was budgeted at \$2.1 million for fire restoration on the Buck and Helena Fire but they could not figure out how to spend the funds in a timely manner. Sheen noted the District's Roads Project Coordinator inquired on the funds and offered help in the spending process.

Mike Rourke inquired on the scope of work for the Big French Slide rehab project. Sheen reported the work will begin this season and the funding will be for the site itself and four spoil sites. Sheen noted this project is a three-year project and will consist mostly of revegetation work.

### **6.0 NRCS Report**

Ganoung announced that she will be in a training in Willows during the month of July, so she will not be attending the July board meeting. Ganoung touched base on still needing a forester and noted that there are twenty-five other vacancies throughout the state. Ganoung reported that she made it on the panel for the District Conservationist position for Weaverville, CA.

### **7.0 Northwest California RC&D Council**

Truman noted the RC&D Council's Board Meeting was held in Arcata in May 2018. Truman reported he attended the meeting with a couple of people from the RC&D Council and had the chance to spend five hours with the District 3 Supervisor, Bobbi Chadwick, who seemed very interested in everything.

### **8.0 Community Forest/Stewardship Committee Report**

O'Sullivan reported that she helped organize the fall meeting.

\*Corrections made at July 7, 2018 board meeting:

#### **3.1 Discuss and Approve Minutes for June 20, 2018 Regular Meeting**

O'Sullivan made note that 8.0 Community Forest/Stewardship Committee Report should read: *"O'Sullivan reported that she will help organize the fall meeting."*

MSC – Lowden/Truman to approve corrected minutes from June regular meeting.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **9.0 Trinity Collaborative Report**

Sheen reported the National Recreation Area meeting was held June 6 at the Young Family Ranch. Sheen also reported that the District had a RAC Grant to assist with the construction of the Bowerman Barn Interpretive Trail and creation of a new interpretive trail map and web-based story map to that is more informative than the paper versions for the trail system. Sheen noted that it is a lot easier to use and the only thing you would have to do now, is go to the bowermanbarn.org website and click on the link for the story map.

Sheen reported on the Full Collaborative meeting that was held Friday, June 15 and noted it went well. The biggest issue presented was the Lands Bill, which is Congressman Huffman's Wilderness expansion bill. Sheen gave an explanation of how the Bill was formed.

Sheen reported on the Wild and Scenic River Designation, and reported that it is still a living document.

Sheen also reported the new Forest Supervisor attended and covered a large area of the discussion. They spoke about the Collaborative, Weaverville Community Forest and others involved, and discussed some political aspects of the Collaborative, while reiterating what the Collaborative is really about.

Sheen commented on the success regarding the support the Collaborative has on projects and noted the progress with the Pilot Project that is still moving forward.

The Forest Supervisor expressed that he is very supportive of the Collaborative moving forward and wants to work with the group. He is on board with the Collaborative process, transparency and moving projects forward on the ground. Sheen noted there was great feedback at this meeting, there was a lot covered and that it went very well. Unfortunately, this District only has funds to last 1-2 more months and we have asked for a modification, but unsure the status of the modification which will limit the time Sheen can focus on project or the District will have to support the Collaborative mediation.

### **10.0 Public Comment**

No comment

### **11.0 Discuss and Review District's 5-Year Strategic Plan**

Sheen reported on the Strategic Plan's progress and noted he is feeling like it is close to final. Sheen asked that the Board review the Plan and would like their feedback, questions or concerns at the next board meeting. Sheen would like to get the Strategic Plan on July's Agenda for Adoption.

### **13.0 Discuss/Take Action on Disposal of District Vehicles**

Sheen noted the District is trying to get rid of money pits and commented that the fleet is underutilized. District has two extra trucks that are not being used.

MSC- O'Sullivan/Lowden to authorize sale of District vehicles.

### **14.0 Discuss/Take Action on Acquisition of a District Vehicle**

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen noted the Reveg Department has a water trailer and dump trailer and other heavy pieces of equipment that needs to be towed. Sheen noted the District needs a reliable vehicle to pull and to be able to stop the equipment being pulled and also noted the new truck will be used for four or five different projects.

MSC- Truman/Lowden to move forward with financing a 2018 Ford F-250 4x4 from Corning Ford in the amount of \$35,927.89.

### **15.0 Board Reports/Correspondence**

Sheen passed out a letter he wrote to Assembly member Jim Wood and CA State Senator Mike McGuire discussing issues with reimbursing the TCRCO for the expenses incurred on agreements with certain state entities. The Board noted the letter was well written and commented on neighboring representatives that has the same issues as our District. Truman suggested sending a copy to the State Association.

### **16.0 District Manager's Report**

Sheen reported he attended a regular area-double meeting May 25. Sheen noted the Durable Collaborative would like to make progress in moving forward the Joint Powers Agreement. Sheen mentioned Karen Burr, Executive Director of the CARCO, attended and inquired on ways they can help the District with their needs regarding reimbursements from the State. It was noted that these issues should be addressed to State Representatives directly.

Sheen reported on a presentation put on by a Forester from UCCE and noted the importance of having a Joint Powers Agreement in place to be able to share resources.

Sheen reported on the Beaverslide roadside fuelbreak project with SRNF is in hand and ready to go, but the larger Beaverslide project for the Trinity River Lumber Company will be on hold until next year due to the owls and other wildlife issues. The Kelsey Smallwood Removal project with SRNF should be in hand this week and work will begin in mid-July or August. Sheen explained the Kelsey project as a small-diameter wood removal project and explained the type of work involved.

Sheen reported on the renewal of the GIS contract with Trinity County and explained the type of work involved with GIS.

### **17.0 Adjourn**

Adjourned at 8:12 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

July 18, 2018

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- 1.0 Call to Order Mike Rourke 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 20, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for June, 2018
- 4.3 Discuss and Approve 2018/2019 Budget
- 4.4 Discuss/Take Action on Appraisal of District Facilities
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on Adoption of District's 5-Year Strategic Plan
- 12.0 [Discuss/Take Action on Applications and Letters of Intent to Fill Two Seats with Four-Year Terms on District Board](#)
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Adjourn

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*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.)*

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Amended~Agenda*

July 18, 2018

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- 1.0 Call to Order Mike Rourke 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 20, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for June, 2018
- 4.3 Discuss and Approve 2018/2019 Budget
- 4.4 Discuss/Take Action on Appraisal of District Facilities
- 4.5 Discuss/Take Action on Vehicle Purchase**
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on Adoption of District's 5-Year Strategic Plan
- 12.0 Discuss/Take Action on Applications and Letters of Intent to Fill Two Seats with Four-Year Terms on District Board**
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Adjourn

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*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 19, 2018 \* 5:30 PM

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

**Board Members Absent: Mike Rourke**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Trish Wardrip and Angela Snyder**

**Other Agency Staff:**

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:30 by Vice-Chairman Colleen O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Lowden/Truman to approve Agenda with amendments. All agreed to omit Item 4.3 (2018/2019 Budget) and to add Items 4.5 (Vehicle Purchase) and 12.0 (Letters of Interest to Fill Two Seats with Four-Year Terms on District Board).

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for June 20, 2018 Regular Meeting**

O’Sullivan made note that 8.0 Community Forest/Stewardship Committee Report should read: *“O’Sullivan reported that she will help organize the fall meeting.”*

MSC – Lowden/Truman to approve corrected minutes from June regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip discussed financials and answered Morgan Rourke’s questions. Rourke inquired on the monthly rental expenses. Wardrip noted the \$1700.00 expense is for the monthly rent of the RCD facility and reported that the equipment rental expense is for the equipment being rented for various projects.

Wardrip reported on current revenue, receivables, payables, deferred revenue and the District’s Liabilities.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.2 Discuss and Approve List of Warrants for June 2018**

Wardrip noted the District will be able to pay off ESA PWA.

MSC- Truman/Lowden to approve list of warrants for June in the amount of \$154,812.27.

### **4.3 Discuss and Approve 2018/2019 Budget**

All agreed to move Item 4.3 to August 15, 2018 meeting.

### **4.4 Discuss/Take Action on Appraisal of District Facilities**

Sheen reported the property owner accepted offer for \$400,000.00 for entire property with the same basic terms.

O'Sullivan inquired on where the District would get the down payment. Sheen mentioned the District just received a large payment for the Big French Creek project.

O'Sullivan asked if the negotiation over the terms of the agreement is final. Sheen noted that he will get sale paperwork that would open escrow and quotes for property insurance together to present to the Board at the next meeting.

No Action Taken.

### **4.5 Discuss/Take Action on Vehicle Purchase**

Sheen noted the District has needed a commuter vehicle for a while and noted a van is more ideal for Summer Day Camp to transport the campers to and from fieldtrips, along with using the van for other business trips. Sheen reported several other ideas on how the District could utilize the van.

Morgan Rourke reported he uses the middle sized van that sits 10-passengers for his school students. Rourke commented on the 10-passenger van being just as fuel efficient as the smaller one, along with having many other great features. Rourke strongly recommends the middle-sized 10-passenger van.

Sheen reported he feels the District would benefit more from the smaller, 7-passenger van. Sheen noted the District does not always transport that many people and the District would use the smaller van as a commuter vehicle to run errands around town, drive one to four people at the most, to conferences and use the van for field trips three weeks out of the year.

Lowden inquired on renting the van out to other agencies if the District decides on the 10-passenger van. Sheen and Wardrip noted that avenue has never been explored, therefore it is something they would have to look in to for an answer.

Rourke inquired on how the van would be paid for and Sheen mentioned it would be paid for with billable mileage through projects.

Rourke inquired on different funding sources. Sheen reported the District has applied for grants from Redding Rancheria, Humboldt Area Foundation and McConnell Fund and have been rejected every time.

Truman noted he does not see the District using the larger van. Lowden commented on agreeing with both ideas. O'Sullivan mentioned being in favor of the smaller van.

MSC- Truman/Lowden to approve purchase of 2018 Ford Transit Connect (7-passenger van) in the amount of \$26,242.35.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Roll Call Vote- Ayes: O'Sullivan, Truman and Lowden  
Noes: Morgan Rourke  
Abstentions: Morgan Rourke

### **5.0 Project Report**

Sheen noted the \$422,000.00 Helena-Buck project with the USFS is a done deal for the District's Roads crew and they intend to start this year.

The Roads crew just received another signed agreement from OHV for road upgrades of damaged culverts in the same fire areas.

Rourke inquired on the More Kids In The Woods grant. Sheen noted it is a project coinciding with Summer Day Camp in conjunction with Ascend Wilderness personnel getting the Summer Day Campers out on field trips to learn about the wilderness.

Rourke inquired on the revegetation work he noticed in Hayfork. Sheen noted the crew is in the vicinity of the wetlands and they are working on a creek rehabilitation project involving a lot of revegetation. Sheen noted that monarch butterfly habitat plants are being planted out there and they are a lot different than what we normally plant.

### **6.0 NRCS Report**

Ganoung was not present. Ganoung sent an email reporting on Staffing and Agency updates and noted that the Cooperative Agreement with the CARC&D Council to hire for forestry assistance was approved to be fully funded at \$75,000 for three years. Ganoung noted that California was approved for 60 more NRCS positions to be advertised over the next three months. The planner position in the Weaverville Field Office was requested to be filled but was not selected for July. Ganoung also noted that she was selected for The District Conservationist position in the Weaverville office effective 7/22/2018. Ganoung gave updates on NRCS Farm Bill Program, Eligible Applications/Pending Funding, FY 2018 Funded Contracts, and FY 2018 Certified Practices/Funds to date. Ganoung noted the next presumed funding deadline will be January 2019.

### **7.0 Northwest California RC&D Council**

Nothing new to report.

### **8.0 Community Forest/Stewardship Committee Report**

Nothing new to report.

### **9.0 Trinity Collaborative Report**

Nothing new to report.

### **10.0 Public Comment**

No comment.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **11.0 Discuss/Take Action on Adoption of District's 5-Year Strategic Plan**

O'Sullivan gave it a thumbs up and commented that it is well written.

MSC- Truman/Morgan Rourke to approve adoption of District's 5-Year Strategic Plan.

### **12.0 Discuss/Take Action on Applications and Letters of Intent to Fill Two Seats with Four-Year Terms on District Board**

MSC- Morgan Rourke/O'Sullivan to accept letters and make a recommendation to the Board of Supervisors to appoint Greg Lowden and Patrick Truman as TCRCDD's Board of Directors.

### **13.0 Board Reports/Correspondence**

Morgan Rourke reported on his parents visiting King Salmon, Alaska to spend time fishing in Alaska.

### **14.0 District Manager's Report**

Sheen reported that the new truck the District is financing arrived today and will be in service tomorrow. Sheen noted the green F-250 is going to need the head cylinder gaskets replaced before being sold. Sheen reported that June was a very busy month and noted the last two fee for service projects for the fuels crew has really helped out the cash flow and close the FY 2017/2018 loss. Sheen reported on having a conversation with a Caltrans representative who previously worked with Western Shasta RCD and was informed that their policy for reimbursement of contractors is to pay within 30 days of invoice date otherwise they start incurring fees. His understanding is that all state departments have a similar directive, but that it's up to the Special Districts to notify an Agency that is late in the payment process.

Sheen noted he has not heard back from Assemblyman Wood or Senator McGuire regarding the letter he sent them both last month about this issue. He noted he plans to get the letter and information sent out to ListServe with CARCD. Sheen noted he will look in to it with other state partners as well.

### **17.0 Adjourn**

Adjourned at 7:00 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

August 15, 2018

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- 1.0 Call to Order Mike Rourke 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 18, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for July, 2018
- 4.3 Discuss and Approve 2018/2019 Budget
- 4.4 Discuss/Take Action on Appraisal of District Facilities
- 4.5 Discuss/Take Action on RFP for Audit engagement 2017-18
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Board Reports/Correspondence
- 12.0 District Manager's Report
- 13.0 Adjourn

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*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 15, 2018 \* 5:30 PM

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

**Board Members Absent:** Mike Rourke

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Trish Wardrip and Angela Snyder

**Other Agency Staff:** Jenna Ganoung

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:30 by Vice-Chairman Colleen O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Morgan Rourke to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for July 18, 2018 Regular Meeting**

MSC – Mike Rourke/Lowden to approve minutes from July regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reviewed statement of revenues and expenditures and reported the District to have a positive net balance and is expecting more revenue for this period. O’Sullivan inquired on the van purchase. Wardrip reported it being an asset purchase that has hit the balance sheet under the equipment/vehicle section.

**4.2 Discuss and Approve List of Warrants for July 2018**

Wardrip noted the District was able to pay SDRMA insurance all up front this year instead of the normal monthly payments with interest.

MSC – Truman/Morgan Rourke to approve the list of warrants for July 2018 in the amount of \$221,168.27.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**4.3 Discuss and Approve 2018-2019 Budget**

Wardrip presented the proposed budget and reported it being in the black by \$448. Wardrip commented on each project coordinator's budgets and answered questions.

MSC – Truman/Morgan Rourke to approve Fiscal Year 2018-2019 Budget in the amount of \$1,734,852.

**4.4 Discuss/Take Action on Appraisal of District Facilities**

Sheen reported that with the fire issues this month, he has been unable to get in contact with the property owner. All agreed to move this item to September's meeting.

No Action Taken.

**4.5 Discuss/Take Action on RFP for Audit Engagement 2017-2018**

Wardrip explained that the District's current auditor is unavailable to perform the 2017-18 audit. She explained that the auditor comes in at least ninety days after the Fiscal Year closes. Wardrip noted the need to act fast in finding a new auditor for the District.

No Action Taken.

**5.0 Project Report**

Nothing new to report.

**6.0 NRCS Report**

Ganoung presented the Board with the following report:

**Staffing & Agency Updates**

The NRCS Forester position in Weaverville will be advertised in August. It will be a GS-9 with promote on potential to a GS-11. TBD if it will be Government-wide or Open to Public. Cooperative Agreement with RC&DC to hire for part-time Forester is expected to be posted on EZFedGrants soon.

Forestry Contribution Agreement Proposals; There were 3 bids submitted from across CA to enter into contribution agreements with NRCS to provide forestry assistance to field offices. Two of the three may impact Weaverville office, one submitted by CARCD & another submitted by American Forestry Foundation. If approved, this will likely commence in FY19.

Carlos Suarez returns to CA from his detail in Puerto Rico on August 20.

**NRCS Farm Bill Program Updates:**

**Carr Fire** – There doesn't appear to be many private parcels (except for SPI) on the Trinity side, but our office is available for recovery assistance. ID/IQ is available for site visits & immediate erosion concerns. The Secretary of Agriculture & Interior toured Carr Fire area last Monday, August 13. A

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Watershed Emergency Response Team, coordinated by CA Office of Emergency Services (CalOES) was formulated to address recovery efforts; Julia Grim is serving as the NRCS Liaison. Soil Burn Severity maps will be created & teams will mobilize to collect field data.

**Joint Chiefs** – Planning for a new FY19 proposal to cover Southern Trinity/Mad River & Weaverville Basin area.

### **FY 2018 Funded Contracts -**

#### EQIP:

Forestry: \$76,694 to 246.8 acres (includes Joint Chiefs & Technical Service Provider assistance)

Roads: \$6,670 (Includes Helena Fire rehab)

Cropland: \$2,019 to 1.6 acres

IDIQ Forestry Plans - 442 acres

Forest Management Plans are being completed by Black Fox Timber (McCloud, CA)

### **Eligible Applications/Pending Funding -**

#### EQIP:

Forestry: \$5,402 to 39 acres

**Number of Active Contracts:** 15, 1 pending approval **FY 2018 Certified Practices/Funds to date =**

~\$73k towards ~130ac of forestry fire resiliency & forest health projects

~\$14k towards road improvement projects

~\$10k towards rangeland improvement projects

**Next presumed funding deadline will be February/March, 2019.**

## **7.0 Northwest California RC&D Council**

O'Sullivan announced that she is a new employee of the Northwest CA RC&D Council and will be working on a 4x4 parcel for a client, which includes amending the Specific Unit Development guidelines for the zoning on the parcel.

## **8.0 Community Forest/Stewardship Committee Report**

O'Sullivan announced the next meeting will be on August 20, 2018 at the RCD's Conference Room to discuss the WCF grant status and additional funding opportunities.

## **9.0 Trinity Collaborative Report**

Sheen announced the next meeting will be Friday, August 17, 2018 at the Weaverville Fire Hall. Sheen noted most Agencies will not be in attendance for this meeting due to the Carr Fire. Sheen noted the anchor topic for the meeting is regarding the 2018 Joint Chief's funding cycle. Sheen noted that a new JC proposal will be focusing more on the Trinity River Management Unit. The discussion will be on ways to get funding for thinning, trails, roads and bringing in funding for the Weaverville Community Forest on Federal side. Sheen reported the prescription on the Pilot project is within a 300 ft. buffer around plantations. Sheen noted that Dan Dill, Ranger for the Mad River District of the SRNF, has proposed for a new project to expand that to 600 ft., which will be a significant change and much more economically viable. Sheen noted the Collaborative facilitation

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

funding from last year is running low, so a modification is in place for additional funding in the amount of \$30,000.

### **10.0 Public Comment**

No comment.

### **11.0 Board Reports/Correspondence**

Morgan Rourke announced the Trinity County Fair was good this year. Rourke noted the fair had a lot of livestock and that the auction and the amount of community support was excellent.

### **12.0 District Manager's Report**

Sheen reported that the State Water Resources Control Board contract is now signed and finalized. This will be a larger scale project with roads identified in Douglas City, Junction City, Lewiston and Down River areas. Sheen noted that some county roads are overgrown and not as maintained as highways.

Sheen also noted another grant that has been awarded for \$55,000 for roads maintenance in the South Fork and noted this is from BOR funding through the Trinity River Restoration Program. Sheen announced the Fuels Crew will be starting fuels reduction work next week in Ruth. It will be about two months' worth of roadside work for the crew. This project will consist of pulling small logs out of forest area and delivering to the USFS to help out public communities to purchase firewood at a very low price. This project will continue for three weeks and then there will be about five weeks of fuel break construction west of the airport.

Sheen reported on the 1st 48 roadside fuels reduction project, which is still in development. This project will consist of more small wood removal, roadwork and will be located in the Mad River Ranger District.

Sheen discussed his plans to meet with our Revegetation/Fuels Project Coordinator to look at next year's projects. Sheen noted that there is about five years' worth of work for the Revegetation Department and there is two years' worth of work for Fuels.

### **13.0 Adjourn**

Adjourned at 6:36 PM.



TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### Amended Agenda

September 19, 2018

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- 1.0 Call to Order Mike Rourke 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 15, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for August, 2018
- 4.3 Discuss/Take Action on Appraisal of District Facilities
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on Approving Travel to CARCD Conference in San Diego, CA
- 12.0 [Discuss/Take Action on the Disposal of District Vehicles](#)
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Adjourn

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*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 19, 2018 \* 5:30 PM

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

**Board Members Absent:**

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Trish Wardrip and Angela Snyder

**Other Agency Staff:** Jenna Ganoung

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:34 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/O’Sullivan to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for August 15, 2018 Regular Meeting**

MSC – O’Sullivan/Morgan Rourke to approve minutes from August regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on August revenue and total expenses. Wardrip reported net revenue year to date is at \$52,384.

**4.2 Discuss and Approve List of Warrants for August 2018**

MSC – O’Sullivan/Truman to approve the list of warrants for August 2018 in the amount of \$151,004.52.

**4.3 Discuss/Take Action on Appraisal of District Facilities**

Sheen reported there has not been any specific movement with information regarding the purchase of the property. Sheen noted the seller’s terms and discussion ensued.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC- Morgan Rourke/O'Sullivan to postpone until purchasing terms are more favorable for the District.

### 5.0 Project Report

Mike Rourke inquired on the Gimmell Restoration Project under the 5.6 Section of the reports (New Agreements Awarded- Signed Agreement is pending). Sheen noted the project is east of Wildwood and Hwy 36 on USFS ground. The project entails road decommissioning and noxious weeds surveying.

Rourke inquired on the Watershed Center (WRTC) Hayfork Creek Revegetation and Monarch Habitat projects under the same section and Sheen mentioned these projects are unfortunately being dropped due to a contracting complication on the part of the WRTC.

Rourke inquired on the 1<sup>st</sup> 48 Collaborative Project and asked if it is a separate group. Sheen noted that it is the Trinity County Collaborative Group (TCCG). It is called the 1<sup>st</sup> 48 because it is the 1<sup>st</sup> project develop and approved by the TCCG and it is on the 48 Road in the Mad River Ranger District. This project is the latest project partnering with the Six Rivers National Forest to establish a network of linear shaded fuel breaks and plantation thinning on USFS lands. Sheen explained that the project is designed to have similar prescriptions as the TCCG Pilot Project in Indian Valley. The contract has been submitted and is in the final stages of approval. This project entails road and culvert upgrades and roadside fuels and plantation thinning services.

Rourke asked Sheen to explain the Kelsey Small Wood Removal project. Sheen explained this project is largely funded by the Joint Chiefs funding and noted they are doing a great deal of maintenance for roadside fuels. The WRTC will be doing the cutting fuel break. The RCD Fuels crew will be pulling the wood up to the road. USFS will then sell the firewood to the community. Sheen mentioned that Nancy Curran was impressed with the ingenuity of the District's Fuels crew and their ideas to pull these logs up the hill to the roadside so efficiently. Sheen noted this project is complete and the fuels crew has moved on to the Beaverslide project doing cutting for the next two to three weeks.

Rourke inquired on the GIS Managers report and asked what a *parcel viewer update* is. Sheen noted this is something the GIS Manager does monthly. He makes parcel configuration changes (splits, merges, lot line adjustments) to the parcel fabric as recorded by the Clerk/Recorder/Assessors Office every month and uploads the revised data to the County's online parcel viewer.

### 6.0 NRCS Report

Ganoung announced the NRCS Forester position in Weaverville is scheduled to be advertised by September 21. It will be a GS-9 with promotion potential to a GS-11 & open Government-wide. Cooperative Agreement with RC&D Council (RC&DC) to hire a part-time Forester was signed by RC&DC and sent to the state office for signature and is expected to be active within the next couple weeks.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

There is a fire workshop in Redding at the Shasta College next Tuesday, September 25. Ganoung announced that Carlos Suarez, State Conservationist, and Jim Spear, Area Conservationist, will be visiting Trinity County on Thursday, October 4. Ganoung gave updates on the NRCS Farm Bill, Joint Chiefs and 2018 funded contracts.

### **7.0 Northwest California RC&D Council**

Truman reported that Mark Lancaster has returned from eighteen days of visiting South Africa.

### **8.0 Community Forest/Stewardship Committee Report**

O'Sullivan noted the next public meeting is set for October 25.

### **9.0 Trinity Collaborative Report**

Sheen announced there has been minimal activity from the Collaborative since August due to the lack of funding. The only thing officially moving along is the Joint Chiefs' proposal for \$3,800,000 for Browns, Musser Hill burns and other projects throughout the county. This is a collaboration between the Trinity River Management Unit, South Fork Management Unit, the Mad River Ranger District, and NRCS. Sheen reported \$1,000,000 will go to the TRMU, \$900,000 for the SFMU, \$1,500,000 for Mad River, and \$400,000 to NRCS with the idea that a lot of this funding will go into projects for fire protection in and around most of our major communities.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on Approving Travel to CARCD Conference in San Diego, CA**

Truman announced November 13-17 he and Sheen will be in San Diego for the CARCD Conference.

MSC- O'Sullivan/Morgan Rourke to authorize travel to CARCD Conference in San Diego and to appoint Truman as delegate.

### **12.0 Discuss/Take Action on the Disposal of District Vehicles**

Sheen reported the District is trying to minimize fleet and noted the District was authorized in June 2018 to eliminate two vehicles, but we need to get rid of three. Sheen reported the sale of the truck #4316 and noted the need to get rid of truck #9401 and truck #9291 due to safety issues. The intent is to replace these vehicles with another truck for next crew season in February 2019.

MSC- Truman/Lowden to approve disposal of 1997 Dodge Ram (truck # 9291) and 2000 F-350 (truck #9401).

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**13.0 Board Reports/Correspondence**

None.

**14.0 District Manager's Report**

Sheen reported the District is going into audit season and our bookkeeper has squared away last fiscal year. Sheen noted, based on our budget, this fiscal year will be the first time in six or seven years that the District will have a balanced budget. Sheen noted the District's bookkeeper put together a nice comparison of where we were and where we are now and he feels the District is moving in a positive direction with finances.

O'Sullivan reported on an incident where a member of the public confused the District and the work the District does with another agency. O'Sullivan reiterated the importance of the District publicizing who we are and what we do for the community. Sheen noted the District does have funding in the DOC grant for outreach and marketing. The District definitely needs to come up with its own branding. Sheen noted we do intend to address the issues we are having with the misconception of the RCD work.

**15.0 Adjourn**

Adjourned at 7:10 PM.

TCRCD Office  
Conference Room

5:30PM

20 Horseshoe Ln., Ste. 2B  
Weaverville, CA

# Board of Directors Meeting Agenda

October 17, 2018

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- 1.0 Call to Order Mike Rourke 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 19, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for August, 2018
- 4.3 Discuss and Approve Quarterly Budget Adjustment at 9/30/2018
- 4.4 Recommend Selection of an Audit Firm for Annual Financial Audit of the District for the FY ending June 30, 2018, 2019 and 2020
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on Resolution 18-04: Resolution of the Board of Directors of the Trinity County Resource Conservation District Approving and Authorizing the Execution of an Agreement with the California Department of Forestry and Fire Protection for the Trinity County Hazardous Fuels Reduction Project #5GG17205
- 12.0 Discuss/Take Action on National Association of Conservation District's Annual Meeting and Membership Fees
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Evaluation
- 16.0 Adjourn

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*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 17, 2018 \* 5:30 PM

**Board Members Present: Mike Rourke, Colleen O’Sullivan and Patrick Truman**

**Board Members Absent: Greg Lowden and Morgan Rourke**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Trish Wardrip and Angela Snyder**

**Other Agency Staff: Jenna Ganoung**

**Guests:**

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**1.0 Call to Order:** Meeting called to order at 5:33 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – O’Sullivan/Truman to approve Agenda with correction to Item 4.2. Item 4.2 should read *Discuss and Approve List of Warrants for September, 2018.*

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for September 19, 2018 Regular Meeting**

MSC – O’Sullivan/Truman to approve minutes from September regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on financials and answered questions.

**4.2 Discuss and Approve List of Warrants for September 2018**

MSC – O’Sullivan/Truman to approve the list of warrants for September 2018 in the amount of \$185,351.30.

**4.3 Discuss and Approve Quarterly Budget Adjustment at 9/30/2018**

Wardrip discussed and answered questions regarding budget adjustment.

MSC – Truman/O’Sullivan to approve quarterly budget adjustment in the amount of \$1,704,808.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**4.4 Recommend Selection of an Audit Firm for Annual Financial Audit of the District for the FY ending June 30, 2018, 2019 and 2020**

MSC – Truman/O’Sullivan to approve hire of Audit Firm Chavan & Associates, LLP for Annual Financial Audit of the District.

**5.0 Project Report**

None.

**6.0 NRCS Report**

Ganoung announced the Cooperative Agreement with RC&DC to hire for a part-time Forester was approved & is now active.

Jim Spear, Former Weaverville District Conservationist (DC) & current Assistant to the State Conservationist in Area 1, announced retirement. Will be transferring to Riverside, CA October 28 and retiring in January 2019.

Ganoung reported that limited funding will be made available through Catastrophic Fire and Joint Chiefs (Fire Restoration & Resiliency) and Regional Conservation Partnership Program (RCPP) Oak Restoration programs this fall.

Joint Chiefs – NRCS, in partnership with USFS, Watershed Center and Trinity Collaborative; submitted a FY19 proposal expanding fire resiliency projects in existing Joint Chiefs area (South Fork & Mad River watersheds), and also including community wildfire protection of Trinity communities.

**7.0 Northwest California RC&D Council**

Nothing new to report.

**8.0 Community Forest/Stewardship Committee Report**

O’Sullivan noted next public meeting is set for October 25, with a meeting to follow near the end of November.

**9.0 Trinity Collaborative Report**

Sheen announced upcoming Collaborative meeting on Friday, October 19 at the *new* Fire Hall in Hayfork.

**10.0 Public Comment**

None.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**11.0 Discuss/Take Action on Resolution 18-04: Resolution of the Board of Directors of the Trinity County Resource Conservation District Approving and Authorizing the Execution of an Agreement with the California Department of Forestry and Fire Protection for the Trinity County Hazardous Fuels Reduction Project #5GG17205**

MSC- Truman/O'Sullivan to approve Resolution 18-04.

Roll Call Vote- All Ayes: Mike Rourke, O'Sullivan and Truman

No noes

No abstentions

**12.0 Discuss/Take Action on National Association of Conservation District's Annual Meeting and Membership Fees**

MSC- O'Sullivan/Truman to approve payment on NACD's annual fees in the amount of \$775 (Gold-Membership).

**13.0 Board Reports/Correspondence**

Rourke announced that he will be leaving on October 21 to go to Indianapolis for the National Forestry Finals.

**14.0 District Manager's Report**

None.

**15.0 Closed Session: Government Code § 54957(b): District Manager Kelly Sheen's Evaluation**

MSC – Truman/O'Sullivan to move into Closed Session at 6:40PM.

MSC – Truman/O'Sullivan to move out of Closed Session at 8:35PM.

Report: The Board of Directors performed the District Manager's evaluation.

**16.0 Adjourn**

Adjourned at 8:35PM.

TCRCD Office  
Conference Room

5:30PM

20 Horseshoe Ln., Ste. 2B  
Weaverville, CA

## Board of Directors Meeting

### *Amended* Agenda

November 28, 2018

- 
- 1.0 Call to Order Mike Rourke 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 17, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for October, 2018
- 5.0 Discuss and Approve District Policy Revision Committee
- 6.0 Projects Report
- 7.0 NRCS Report
- 8.0 Northwest California RC&D Council
- 9.0 Community Forest/Stewardship Committee Report
- 10.0 Trinity Collaborative Report
- 11.0 Public Comment
- 12.0 Discuss/Take Action on California Special Districts Association's Annual Membership Fees
- 13.0 Discuss/Take Action on District's December Holiday Schedule
- 14.0 Discuss/Take Action on District Salary Chart to Reflect January 2019's Minimum Wage Increase
- 15.0 Discuss/Take Action on Resolution 18-05: TRINITY COUNTY RESOURCE CONSERVATION DISTRICT WILL FILE AN APPLICATION TO ENTER INTO AGREEMENT WITH THE STATE OF CALIFORNIA TO CARRY OUT THE "TRINITY COUNTY COMMUNITY WILDFIRE PROTECTION PLAN UPDATE 2020 PROJECT #18-FP-SHU-1039"**
- 16.0 Discuss/Take Action on Resolution 18-06: TRINITY COUNTY RESOURCE CONSERVATION DISTRICT WILL FILE AN APPLICATION TO ENTER INTO AGREEMENT WITH THE STATE OF CALIFORNIA TO CARRY OUT THE "TRINITY COUNTY HAZARDOUS FUELS REDUCTION PROJECT #18-FP-SHU-1000"**
- 17.0 Board Reports/Correspondence
- 18.0 District Manager's Report
- 19.0 Closed Session: Government Code § 54957(b): District Manager's Report**
- 20.0 Adjourn

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*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.)*