



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

July 17, 2024 \* 5:30 PM

**Board Members Present:** (In Person) Mike Rourke, Kent Collard, Josh Brown, Mary Ellen Grigsby

**Board Members Absent:** John Ritz

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Joan Caldwell, Marla Walters, and Shay Callahan

**Other Agency Staff:** None

**Guests:** Ren Winter

**1.0 Call to Order:** The meeting was called to order at 5:34 PM by M. Rourke.

**2.0 Discuss/Take Action on Approval of Agenda**

MSC – K. Collard/J. Brown to approve the Agenda, but items 6.0 and 7.0 were moved up to take place after 3.0.

The motion passed unanimously.

**3.0 Discuss and Approve Meeting Minutes**

3.1 Discuss and Approve Minutes of the June 19, 2024 Meeting

Correction: J. Brown noted he was not present at the June 19 meeting.

MSC – M. Grigsby/J. Brown to approve the Corrected Minutes of the June 19, 2024 Meeting.

The motion passed unanimously.

**6.0 Discuss/Take Action: Bid Opening and Contractor Selection: Reading and Indian Creek Expansion Fuels Reduction Trinity County**

Bids were opened, reviewed, and given to S. Callahan to review and prepare a report.



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### **7.0 Discuss/Take Action: Bid Opening and Contractor Selection: Lake Forest Slate Creek Fuels Reduction Trinity County**

Bids were opened, reviewed, and given to S. Callahan to review and prepare a report.

### **4.0 Financial Reports**

#### 4.1 Discuss Updated May Monthly Financial Report

Caldwell noted that we are still \$69K in the red for the month of May.

#### 4.2 Discuss June Monthly Financial Report

J. Caldwell noted that not all invoicing is done. Discussion regarding the overhead with CAL FIRE was discussed (12%). M. Grigsby inquired as to whether re-negotiation of the overhead is an option. K. Sheen replied that it is not. Those grants will be monitored as to future cash flows and overall bottom line.

#### 4.3 Discuss/Approve List of Warrants for June 2024

MSC: K. Collard/J. Brown to approve the June 2024 warrants in the amount of \$491,140.58.

The motion passed unanimously.

#### 4.4 Discuss/Approve Audit for Fiscal Year 2023 – 2024

J. Caldwell described the process of the audit, followed by the single audit, and NICRA application for the Board's benefit. No "observations" were noted this year.

MSC: M. Grigsby/K. Collard to accept the Audit for Fiscal Year 2023-2024.

The motion passed unanimously.

### **5.0 Projects Reports**

The Projects Report was reviewed and discussed. K. Sheen addressed more specifically the recent timber sale. M. Grigsby would like to see the "story maps" referenced in the report posted on our website.

### **8.0 Discuss/Take Action: Notice of Exemption, Middle Trinity Fuels, Phase I**

K. Sheen more specifically described the area in question.



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MSC: K. Collard/J. Brown to accept the staff recommendation on signing the Notice of Exemption for Middle Trinity Fuels, Phase 1.

The motion passed unanimously; K. Sheen signed the document.

### **9.0 NRCS Report**

No report.

### **10.0 Trinity Collaborative Report**

K. Sheen reported that the Rec Committee had met and discussed the Minersville Boat Ramp again. Low water parking continues to be an issue. CEQA will be needed. K. Sheen volunteered to act as the CEQA Lead and assist with that process, as the Forest Service does not do CEQA. Stormwater mitigation may also need to be addressed.

K. Sheen also described the complicated application and approval process for RAC membership. It is hoped that the Forest Service will be able soon to move the approvals process of RAC members to the Regional Forester, rather than it having to go to Washington, D.C. A letter has been drafted requesting that this change occur soon.

### **11.0 Discuss/Take Action on Resolution 24-05 Approving the Application for Grant Funds for the Youth Community Access Grant Program**

MSC: K. Collard moved that the Board adopt Resolution 24-05 Approving the Application for Grant Funds for the Youth Community Access Grant program. J. Brown seconded the motion. A Roll Call vote was taken as follows:

Director Rourke:	Aye
Director Collard:	Aye
Director Ritz:	Absent
Director Grigsby:	Aye
Director Brown:	Aye:

The motion passed unanimously and the Resolution was signed.

### **12.0 Discuss/Take Action on Approving the Appointment of Ren Winter as Director and the Reappointment of Josh Brown and Kent Collard as Directors**

M. Walters explained the process for new/continuing directors (publication of Notice; Board action; letter to Trinity County CAO and finally to Board of Supervisors to be placed on agenda.



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MSC: M. Grigsby/K. Collard moved that we recommend the appointment of Ren Winter as Director on the TCRCD Board.

Director Rourke: Aye  
Director Collard: Aye  
Director Ritz: Absent  
Director Grigsby: Aye  
Director Brown: Aye

The motion passed unanimously.

MSC: M. Grigsby/K. Collard moved that we recommend the Reappointment of Josh Brown and Kent Collard as Directors.

Director Rourke: Aye  
Director Collard: Aye  
Director Ritz: Absent  
Director Grigsby: Aye  
Director Brown: Aye

**6.0 Discuss/Take Action: Bid Opening and Contractor Selection: Reading and Indian Creek Expansion Fuels Reduction Trinity County, Continued**

S. Callahan returned to the meeting with a spreadsheet for Board review.

MSC: Grigsby/Brown to award the contract to Silver Top Tree Service in the amount of \$325,875.00.

Discussion followed.

The motion was amended by Grigsby/Brown to offer the contract to G&A Nor-Cal Tree Service should Silver Top be unable to accept the contract. Vote:

Director Rourke: Aye  
Director Collard: Aye  
Director Ritz: Absent  
Director Grigsby: Aye  
Director Brown: Aye

The motion passed unanimously.



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**7.0 Discuss/Take Action: Bid Opening and Contractor Selection: Lake Forest Slate Creek Fuels Reduction Trinity County, Continued**

S. Callahan presented her spreadsheet for Board review.

Discussion followed.

MSC/Grigsby/Collard to offer the contract to Gonzalez Forestry in the amount of \$260,973.00, and should Gonzalez not be able to accept the contract, that the contract be offered to Silver Top Tree Service.

Director Rourke: Aye  
Director Collard: Aye  
Director Ritz: Absent  
Director Grigsby: Aye  
Director Brown: Aye

The motion passed unanimously. S. Callahan will prepare the announcements to bidders.

**13.0 Board Reports/Correspondence**

J. Brown reported that he joined Ascend for the trip to Canyon Creek, which was productive and enjoyable.

M. Rourke reported on another successful Trinity County Fair.

**14.0 District Manager's Report**

K. Sheen reported the following:

- D. Wesley, our GIS manager, has given notice. A new Technician will start on July 22.
- K. Sheen attended a partnership meeting with the WRTC, Forest Service, and NRCS to work on Landscape projects to coordinate and have better communication. The group will meet quarterly.
- He worked at the County Fair and had great interactions.
- With B. Llewellyn leaving, both her position and the one for Forester have been posted. Resumes have been received for both positions. The positions close July 29.
- A. DeNittis, the new Botany Program Manager, has been on-boarded and is in training.
- K. Sheen had a visit with Philip Maus, who expressed interest in both the WCF timber sale and leaving his property to the TCRCD.



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**15.0 Assistant District Manager's Report**

K. Meyer was ill, but sent in a report for the directors' review.

**16.0 Closed Session**

The board adjourned at 8:03 p.m. and went into closed session.

**Approved and adopted this \_\_\_ day of August 2024. I, the undersigned, hereby certify that the Minutes of the Regular Meeting of July 17, 2024, were duly adopted by the following vote of the Board of Directors.**

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**(Secretary Signature)**