



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

November 20, 2024 * 1:00 PM

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

Board Members Absent: None

District Staff: Kelly Sheen, Kayla Meyer, Joan Caldwell, Marla Walters

Other Agency Staff: None

Guests: Ren Winter

1.0 Call to Order: The meeting was called to order at 1:00 PM by M. Rourke.

2.0 Discuss/Take Action on Approval of Agenda

MSC: J. Brown/J. Ritz to approve the Agenda.

The motion passed unanimously.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes of October 16, 2024

MSC: M. Grigsby/J. Brown to approve the Minutes of October 16, 2024.

The motion passed unanimously.

4.0 Financial Report

4.1 Discuss Updated September Monthly Financial Report

The report was reviewed.

4.2 Discuss October Monthly Financial Report

J. Caldwell noted the annuity from the estate of Mr. Fox had been deposited. Two crews will be off for two weeks. Their insurance will be maintained.



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4.3 Discuss/Approve List of Warrants for September 2024

J. Caldwell mentioned that she had run an “integrity check” in MIP and there were no issues. She also reported that a meeting had taken place with Tri-Counties Bank personnel which may be very helpful for the organization.

MSC: M. Grigsby/K. Collard to approve the Warrants in the amount of \$401,399.56.

The motion passed unanimously.

4.4 First Quarterly Budget Revision for Fiscal Year 2024-2025

K. Sheen discussed the new projects. Some are still awaiting fully executed agreements. J. Caldwell noted she had been able to capture some of the truck insurance for CAL FIRE invoicing.

MSC: K. Collard/J. Brown moved approval of the First Quarterly Budget revision for FY 2024-2025 in the amount of \$8,375,902.

The motion passed unanimously.

5.0 Projects Report

The Projects Report was reviewed. K. Sheen noted that the stats for botany survival rates had been included.

6.0 NRCS Report

C. Cole reported, via email, that “NRCS’s application period has closed to be considered for EQUIP funding for FY 2025. There is likely some wiggle room for folks who have already reached out and with whom they are actively working. Funding levels appear to be stable at NRCS and they are not expecting to be impacted in the same way as their Forest Service partners. Karl Reisinger, a TCRCD employee, is continuing our onboarding process to become a Conservation Planner with NRCS and we are excited to have him on our team.”

7.0 Trinity Collaborative Report

K. Sheen reported:

- Meetings are done for the year. The next meetings will be in January. No field tours will take place in December.
- Four wildfire cameras are up and operating, with plans for an additional six to be installed in spring of 2025.



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- A “program of work” meeting will take place with the Forest Service, likely in February.
- Scoping is moving forward at Rat Tail (Six Rivers)
- The Bowerman project is close to having pre-sale information published.
- There is a movement to expand recreational trails from Stuart Fork to Trinity Center.

8.0 Board Reports/Correspondence

M. Grigsby attended the Northwest California RC&D Council’s board meeting. They are working on the Odd Fellows’ road repair project but they still need about \$200K in funding. This is for ingress and egress into the area.

K. Collard attended the CARCD board meeting.

M. Rourke noted that he had heard the Secure Rural Schools Act had been funded.

9.0 Discuss/Take Action on the Notice of Exemption, Trinity Unit Campground Forest Health (California State Code Section 4799.05(d)(1))

Discussion was held.

MSC: Grigsby/J. Ritz moved that the board accept the recommendation of Staff for the Notice of Exemption.

The motion passed unanimously. There was a suggestion that staff start a log of NOE’s.

10.0 Discuss/Take Action on National Association of Conservation Districts Dues

Discussion was held.

MSC: Grigsby/J. Brown moved we pay dues at the Silver level.

The motion passed unanimously.

11.0 Discuss/Take Action on California Special Districts Association Dues

Discussion was held.

MSC: K. Collard/J. Ritz to pay dues in the amount of \$9,073 plus \$225 for sample policies.

The motion passed unanimously.



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12.0 Discuss/Take Action on Amendment to Conflict of Interest Code

M. Walters explained the changes needed to the code, i.e., the inclusion of some new job titles.

MSC: M. Grigsby/K. Collard moved approval of the revised Conflict of Interest Code.

The motion passed unanimously.

13.0 Review District Manager and Assistant District Manager Job Descriptions

The job descriptions were reviewed and discussed. M. Grigsby suggested adding language that Kayla would step in, if needed, acting as DM if necessary.

14.0 Assistant District Manager's Report

K. Meyer reported on the following:

- She has been doing invoicing, reporting, and Farmer's Market closeout.
- She is working an annual Operating Plan, which she will have the managers review.
- We received a NACD grant.
- The JEDI group will be presenting at the Business Meeting at the CARCD meeting.
- The Farmer's Market had \$8,000 in revenue but cost \$22,000 to run. Extensive discussion followed regarding possible income sources for the Market.

15.0 District Manager's Report

K. Sheen reported on the following:

- The Fox annuity was received.
- The TCRCD Christmas Breakfast will be held on December 5 at 9:00 am at the Weaverville VFD. Board members are invited. Please bring a "white elephant" gift.
- Shay Callahan has been selected as the new Forest Health Program Manager.
- A new Project Coordinator will be hired to fill Shay's former position.
- Karl Reisinger has been hired as a Conservation Planner.
- Emily Drain has been hired as a Project Coordinator for the Fire Safe Council.
- As J. Caldwell mentioned, they had a productive meeting with Tri-Counties Bank.



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16.0 Adjournment

The meeting was adjourned at 4:45 PM.

President M. Rourke was thanked for his years of excellent leadership with the TCRCD Board. A reception followed.

Approved and adopted this ___ day of December, 2024. I, the undersigned, hereby certify that the Minutes of the Meeting of November 20, 2024, were duly adopted by the following vote of the Board of Directors.

(Secretary Signature)