

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

November 28, 2018 \* 5:30 PM

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

**Board Members Absent:**

**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 Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Lowden to approve Amended Agenda. All agreed to add Action Items 15.0 and 16.0. All agreed to add Item 19.0 Closed Session: Government Code § 54957(b): District Manager’s Report and keep as a standing item on future agendas.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for October 17, 2018 Regular Meeting**

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

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on financials. Wardrip noted contracts are down this month and the crews are slowing down as they are getting ready to go in to their off season.

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

MSC – Lowden/O’Sullivan to approve the list of warrants for October 2018 in the amount of \$131,892.10.

**5.0 Discus and Approve District Policy Revision Committee**

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Wardrip inquired on the possibility of forming a Policy Revision Committee to present the District's policy revisions to the Board. Wardrip noted her plan to go over the policies on January 10, 2019 and noted it will take 3-4 hours.

MSC- O'Sullivan/Lowden to approve forming a policy committee appointing Mike Rourke and Colleen O'Sullivan as delegates and to appoint Patrick Truman as an alternate.

### **6.0 Projects Report**

Projects were discussed. Mike Rourke inquired on the acronym ATP and suggested the District to update the acronym list and distribute at the next board meeting.

Sheen explained the ATP project is an alternative transportation plan that is not motorized. Sheen noted that our GIS Manager has experience in reading and writing these types of plans and will be working on it with our Education and Outreach Project Coordinator. Sheen reported this project is considered a fee for service project.

### **7.0 NRCS Report**

Ganoung's report was emailed and distributed at meeting.

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

Truman noted that the Program Director and the Treasurer of the RC&D Council who are volunteer firefighters were called to active duty on the Camp Fire, but should return soon.

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

O'Sullivan noted the Community Forest meeting is on Friday November 30. O'Sullivan noted this meeting's topic will cover the Annual Operating Plan.

### **10.0 Trinity Collaborative Report**

Sheen reported on the Collaborative meeting on October 19 in Hayfork. Sheen noted the meeting went well. He reported the presentation given by a representative from the Integral Ecology Research Center was regarding the impacts of trespass grows in the watersheds. Sheen noted the pesticides that were reported to have been used in these grows are illegal in the US and they contain a strong neurotoxin that severely effects animals, humans and plants.

There was discussion on the Community Forest Master Stewardship Agreement with a much broader scope of this agreement to help with environmental analysis. There will be more discussion at the next Collaborative meeting. Sheen reported on a meeting with Scott Russel, Judy Morris and the new Six Rivers Supervisor to discuss getting more funding for facilitation. Sheen noted this is a five year contract with Shasta-Trinity and they are funding it only one year at a time and as funds are available.

Rourke inquired on how long the Collaboration has been without funding and Sheen reported since August.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

O'Sullivan noted if the Regional Office is asking for more work, then we should tell them that we cannot comply until we receive more funding for the Trinity County Collaborative Group. O'Sullivan asked Sheen to draft a letter with this concern.

**11.0 Public Comment**

None.

**12.0 Discuss/Take Action on California Special Districts Association's Annual Membership Fees**

MSC- O'Sullivan/Truman to approve CSDA's Annual Membership Fees for the amount of \$5,896.00.

**13.0 Discuss/Take Action on District's December Holiday Schedule**

Sheen noted the District would like to officially close the office to the public during the week of December 24, 2018 through January 4, 2019 and reopening on Monday January 7.

MSC- Truman/O'Sullivan to accept the District being closed to the public for two weeks and to cancel December's regular board meeting.

**14.0 Discuss/Take Action on District Salary Table to Reflect January's 2019 Minimum Wage Increase**

Sheen noted the primary push as years in past is to keep up with California state wages. Sheen presented the board with the proposed changes to the salary chart to reflect the 2019's wage increase and to include changes in Range(s) 302 and 303 on the District's Salary Table. Sheen noted the titles of Grants Coordinator and Fiscal Manager swapped positions on the Salary Table with the Office Manager position. Sheen created a draft and final salary table for reference.

Mike Rourke requested to make a motion to follow state laws minimum wage increases. All agreed.

MSC- Morgan Rourke/O'Sullivan to give the District Manager authority to adjust pay scale to meet each year's current California state minimum wage increases.

**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-1036"**

MSC- Morgan Rourke/Truman to Resolution 18-05.

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

No Noes

No Abstentions

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**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”**

MSC- O’Sullivan/Lowden to Resolution 18-06.

Roll Call Vote – All Ayes: Mike Rourke, O’Sullivan, Truman, Lowden and Morgan Rourke

No Noes

No Abstentions

**17.0 Board Reports/Correspondence**

Sheen and Truman reported on the CARCD Conference in San Diego going very well and that there was a lot of comradery.

Sheen reported he had several sit downs with people and had a meeting regarding the Department of Conservation grant. Sheen noted there was a lot of good sessions and most of the value is in the collaboration and meeting face to face.

**18.0 District Manager’s Report**

Sheen reported on joining a Governor’s Taskforce group that is a collaboration between the State and the USFS.

Sheen reported on CalFire funding with regard to fire prevention and forest health. Sheen noted that with the forest health funding stream, we are able to request funding to purchase tracks of land that is meant to be able to purchase unused ground adjacent to public land trusts and used for prescribed fire. Sheen inquired on whether or not the Board would be interested in having the District pursue these funds.

Morgan Rourke expressed concern with regard to whom would be responsible for paying the taxes on the property.

Sheen commented that as long as the District owned it, we would not have to pay taxes because of our status of being a Special District of the State.

The Board suggested the District should look in to it for next year’s funding cycle.

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

MSC – Truman/O’Sullivan to move into Closed Session at 7:10PM.

MSC – Truman/O’Sullivan to move out of Closed Session at 8:05PM.

Nothing to report.

**20.0 Adjourn**

Adjourned at 8:05PM.

TCRCD Office  
Conference Room

5:30PM

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

# Board of Directors Meeting Agenda

January 16, 2019

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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 November 28, 2018 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss November Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for November/December, 2018
- 4.3 Discuss and Approve 2017-2018 Audit Report
- 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 Swear in Directors Greg Lowden and Patrick Truman Based on Reappointment of Each by Trinity County Board of Supervisors (August 21, 2018)
- 12.0 Discuss/Take Action on Adoption of District Policies
- 12.1 Formation of Committees based on Policy Adoption
- 13.0 Discuss/Take Action on Adoption of a Secretary to the Board of Directors
- 14.0 Discuss/Take Action on Resolution 19-01: A Resolution of the Board of Directors of the Trinity County Resource Conservation District (RCD) Approving and Authorizing 2018 Forest Health Watershed Coordination Grant Program Application with the CA Department of Conservation
- 15.0 Board Reports/Correspondence
- 15.1 Distribution of Form 700 Report Information (Deadline: April 1, 2019)
- 15.2 AB 1234 Reminder (For Directors Mike Rourke and Lowden)
- 16.0 District Manager's Report
- 17.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 18.0 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 16, 2019 \* 5:30 PM

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

**Board Members Absent: Morgan Rourke**

**Associate Board Members Present: None**

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

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:37 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – O’Sullivan/Lowden to approve Amended Agenda. Truman requested to add in Item 13.1: Election of Board Officers. All Agreed that Item 4.3 should read: Discuss and *Accept* 2017-2018 Audit Report, *not* Discuss and Approve 2017-2018 Audit Report.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for November 28, 2018 Regular Meeting**

MSC – O’Sullivan/Lowden to approve minutes from November 2018 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on financials for November and December 2018.

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

MSC – Truman/Lowden to approve the list of warrants for November 2018 in the amount of \$201,236.86.

MSC – Lowden/O’Sullivan to approve the list of warrants for December 2018 in the amount of \$127,330.98.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.3 Discuss and Accept 2017-2018 Audit Report**

Wardrip reported the annual audit report stated a loss of \$5,086.00 for the fiscal year 2017-18. The Auditors reported no findings and rolled forward the explanation of annual reoccurring losses. Wardrip noted there were no findings with State and Federal programs.

MSC – Truman/O’Sullivan to approve and accept the District’s 2017-2018 Audit Report.

### **5.0 Projects Report**

Projects were discussed and Sheen answered questions. Mike Rourke inquired on an acronym and requested that moving forward, the reports will show acronyms written out.

### **6.0 NRCS Report**

Ganoung’s report was emailed and distributed at meeting.

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

Nothing new to report.

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

Nothing new to report since Government is shut down at this time.

### **9.0 Trinity Collaborative Report**

Sheen reported the Collaborative meeting was held December 14, 2018. The group addressed the lack of funding. Sheen reported having the agreement for signature, but agreement has not yet been executed.

### **10.0 Public Comment**

None.

### **11.0 Swear in Directors Greg Lowden and Patrick Truman Based on Reappointment of each by Trinity County Board of Supervisors (August 21, 2018).**

Directors Lowden and Truman affirmed their oath of office.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### 12.0 Discuss/Take Action on Adoption of District Policies

Sheen and Wardrip presented the Board with the new policies and commented on a few changes. **Section 1030.5 Core Values;** Sheen noted he would like the policies to show listed descriptions. Rourke recommended to leave the Core Values as is, but to create sub numbers under Section 1030.5 with descriptions.

**Section 2115 - Credit Card Use;** Rourke requested that there be no exclusion from the Directors and **to omit references to Directors from 2115.3 - Implementation.**

**Section 2120.1 - Contractors;** Wardrip noted this section was replaced with three pages from the old documents that were too specific and needed to reference terms of agreements for contracting.

**Section 2135.1 - Purchasing;** Sheen and Wardrip requested to move the amount up to \$20,000 for chippers, trucks, etc. Any prices higher than \$20,000 will be brought to the Board for approval.

**Section 3220.1 – Uniforms/Protective Clothing;** Sheen noted this has never been required in the past, but all projects have listed budget items in equipment and noted that it would be in the District's best interest if the crews were identifiable (with bright clothing and District Logo) when out in public and working on public and private lands. Sheen noted this request is for safety concerns, branding purposes and making land owners comfortable with the RCD crews on their property. All agreed to **omit footwear section** of this policy section.

**Section 3430.3 – Holidays;** Those who work full time will receive a full 8 hours of holiday pay as long as they work on the regular business day before and after the holiday- unless they have requested and scheduled that time off (at least two weeks in advance). Those who work anything less than 80 hours a pay period will get a prorated holiday pay.

**Section 3490 – Paid Leave;** To promote a career path for District employees at the District, staff recommended the Paid Leave annual accrual be changed to 10 days for the first year of service, 20 days for the second through fourth years of service, 25 days for the fifth through eighth years of service, 30 days for the ninth through twelfth years of service, and 35 days for thirteen or more years of service. Sheen noted that this would have a minimal impact to District finances as the vast majority of the benefit would be expensed to projects. All agreed to this increased benefit.

MSC – Truman/O'Sullivan to approve to adopt revised District Policies.

### 12.1 Discuss/Take Action on Formation of Committees based on Policy Adoption

Sheen and Wardrip requested to create Financial and Personnel Committees for the District.





## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC – O’Sullivan/Lowden to appoint Morgan Rourke and Truman to Financial Committee.

MSC – Truman/Lowden to appoint Mike Rourke and O’Sullivan to Personnel Committee and appoint Lowden as an alternate to both committees.

### **13.0 Discuss/Take Action on Adoption of Secretary to the Board of Directors**

#### **13.1 Election of Board Officers**

MSC- Truman/Lowden to appoint Mike Rourke as Chairman, O’Sullivan as Vice-Chairman and Lowden as Secretary to the Board.

### **14.0 Discuss/Take Action on Resolution 19-01: A Resolution of the Board of Directors of the Trinity County Resource Conservation District (RCD) Approving and Authorizing 2018 Forest Health Watershed Coordination Grant Program Application with the CA Department of Conservation**

MSC – Truman/O’Sullivan to approve adoption of Resolution 19-01

All Ayes: Lowden, Mike Rourke, Truman and O’Sullivan

Noes: None

Absent: Morgan Rourke

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

#### **15.1 Distribution of Form 700 Report Information (Deadline: April 1, 2019)**

#### **15.2 AB 1234 Reminder (For Directors Mike Rourke and Lowden)**

Nothing to report. Form 700s will be distributed at February 2019’s board meeting.

### **16.0 District Manager’s Report**

Sheen reported on the Department of Conservation (DOC) grant (Resolution 19-01). This proposal is for funding for a Forest Health Watershed Coordination Project Coordinator. There are two proposals to go with this grant, one for a North Coast “Area A” Watershed Coordinator (Eel River and South), and the other for “Area B” (Mad River and North). Humboldt County RCD is submitting the Area A proposal and Trinity County RCD is submitting the Area B proposal. The proposals are going to reference each other and provide support of the other. This effort is the first to reference the North Coast RCD Collaborative Memorandum of Understanding (MOU) that has been in development with help from the CARCD and funded by our RCD Assistance grant from DOC. The hope is that both proposals will be awarded to cover the entire North Coast region. The



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Watershed Coordinators could then work together to identify Forest Health funding opportunities not only for each individual RCD jurisdiction, but also on a larger, regional scale.

Sheen also reported on flying the Forest Health Project Coordinator position in the Trinity Journal and many other websites all over Northern California. Sheen noted there were 26 who submitted their resume and stated that he, the current Fuels Project Coordinator and our Grants Manager will be the hiring committee and will be ranking sometime this week. Sheen noted they will choose a total of seven to interview and they are hoping to have chosen a candidate by our February board meeting.

### **17.0 Closed Session: Government Code § 54957(b): District Manager Report**

MSC – Truman/O’Sullivan to move into Closed Session at 7:23PM.

MSC – Truman/O’Sullivan to move out of Closed Session at 7:52PM.

Nothing to report.

### **18.0 Adjourn**

Adjourned at 7:52PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

February 20, 2019

- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for January 16, 2019 Regular Meeting
  - 3.2 Discuss and Approve Minutes for January 28, 2019 Special Meeting
- 4.0 Financial Report
  - 4.1 Discuss November Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for January 2019
- 5.0 Discuss/Take Action on Resolution 19-03: A Resolution Approving the Applicant to Apply for Grant Funds for the State of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds
- 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 Resolution 19-04: A Resolution of the Governing Body of the Trinity County Resource Conservation District Nominating such Candidate as a Candidate for Election to the Special District Risk Management Authority Board of Directors
- 13.0 Discuss/Take Action on California Special Districts Association 2019 Board Election, Northern Network
- 14.0 Discuss/Take Action on Trinity County Board of Supervisor’s 2019 Biennial Notice for Conflict of Interest Codes
- 15.0 Discuss/Take Action on Resolution 19-05: A Resolution of the Board of Directors of the Trinity County Resource Conservation District (RCD) Approving and Authorizing Entering into a Memorandum of Understanding for the Creation of the North Coast Resource Conservation District Collaborative
- 16.0 Discuss/Take Action on Adoption of Revisions to District Policies
- 17.0 Discuss/Take Action on Shasta Springs Wagon Trail Easement Dedication
- 18.0 Board Reports/Correspondence
- 19.0 District Manager’s Report
- 20.0 Closed Session: Government Code § 54957(b): District Manager’s Report
- 21.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

February 20, 2019 \* 5:30 PM

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

**Board Members Absent:** Morgan Rourke

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Zack Blanchard and Angela Sandoval

**Other Agency Staff:** Andrew Lee, NRCS

**Guests:** None

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**1.0 Call to Order:** Meeting called to order at 5:31 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – O'Sullivan/Morgan Rourke to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for January 16, 2019 Regular Meeting**

MSC – O'Sullivan/Lowden to approve minutes from January 16, 2019 regular meeting.

**3.2 Discuss and Approve Minutes for January 28, 2019 Special Meeting**

MSC – O'Sullivan/Lowden to approve minutes from January 28, 2019 special meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported on financials and noted the revenue for January has not been booked due to some change in staff.

**4.2 Discuss and Approve List of Warrants for January 2019**

MSC – Truman/O'Sullivan to approve the list of warrants for January in the amount of \$93,925.53.



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### **5.0 Discuss/Take Action on Resolution 19-03: A Resolution Approving the Applicant to Apply for Grant Funds for the State of California, Department of Parks and Recreation, Off-Highway Vehicle Grant Funds**

Zack Blanchard with the District's Roads Department reported that they are going to apply to the California Off-Highway Vehicle (OHV) operations grant funds for about \$39,000. He noted the project will entail maintenance and brush work on thirty-eight miles of road in the Gemmill Thin area near Wildwood Rd. There are a couple roads in Junction City in the Connor and Indian Creek area that will be maintained as well. They are also applying for match funds. Blanchard noted the roads need to be completed within a year of the work agreement.

MSC- Truman/O'Sullivan to approve Resolution 19-03.

Ayes: All; Mike Rourke, O'Sullivan, Lowden, Truman and Morgan Rourke

Noes: None

Absent: None

### **6.0 Projects Report**

Sheen reported the District was approved for the Trinity County Title Three funding for Secure Roads and Schools. Sheen reported the agreements were accepted as of February 20 and the District should receive the agreement to sign within the next week.

Mike Rourke inquired on "new" Bureau of Land Management lands in item 6.2 of the projects report. Sheen noted that this area was the 2,300 additional acres that was added to the Weaverville Community Forest (WCF) with the 2016 BLM Master Stewardship Agreement, the majority of which is on the west side of Oregon Mountain. The District has applied to Cal-Fire through a Forest Health Research grant program for funding in the amount of \$85,000 with \$15,000 for match to do a forest inventory and culture surveys in the WCF. This opportunity would provide Azalie Welsh, the UC Berkley graduate student that we worked with during the summer of 2018, with the funding that will allow her and two interns to expand the forest monitoring plot grid establish in the original 1,000 acres on BLM land, complete a through inventory the new BLM acreage, and work with Nor-Rel-Muk Wintu Tribal leaders to identify communities of culturally important plant species.

### **7.0 NRCS**

Andrew Lee introduced himself as the lead planner in Redding for NRCS and the acting District Conservationist for the Weaverville Office while Jen Ganoung is on vacation. He reported on NRCS interviewing for the Forestry position in Weaverville field office and they have funding throughout this fiscal year. Lee reported that Carlos Suarez plans to visit Trinity County on March 20 and 21. There are three funded projects in process for the fiscal year 2018/2019. Lee reported three Indefinite Delivery Indefinite Quantity (IDIQ) services with contractors that are in the works, three eligible applicants for the fiscal year 18/19 and NRCS has three active contracts.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**8.0 Northwest California RC&D Council**

Nothing new to report.

**9.0 Community Forest/Stewardship Committee**

O'Sullivan noted that with the District hiring Charles Holthaus as our Forest Health Project Coordinator and Registered Professional Forester, there is a huge opportunity for him to work in the Weaverville Community Forest.

O'Sullivan noted that with the government shutdown, the WCF Stewardship Committee had to put their Annual Operating Plan on hold for the time being.

**10.0 Trinity County Collaborative Report**

Sheen reported that the modification to the current agreement with the Shasta-Trinity National Forest for additional funding for facilitation of the Collaborative in the amount of \$45,000 has been executed as of January 25, 2019. Because of the prolonged federal government shutdown, the regular February Collaborative meeting has been canceled, but that other facilitation activities would be starting up immediately.

**11.0 Public Comment**

None.

**12.0 Discuss/Take Action on Resolution 19-04: A Resolution of the Governing Body of the Trinity County Resource Conservation District Nominating such Candidate as a Candidate for Election to the Special District Risk Management Authority Board of Directors**

No comment and no desire or need to take action.

**13.0 Discuss/Take Action on California Special Districts Association 2019 Board Election, Northern Network**

No comment and no desire or need to take action.

**14.0 Discuss/Take Action on Trinity County Board of Supervisor's 2019 Biennial Notice for Conflict of Interest Codes**

Light discussion, no action needed.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **15.0 Discuss/Take Action on Resolution 19-05: A Resolution of the Board of Directors of the Trinity County Resource Conservation District (RCD) Approving and Authorizing Entering into a Memorandum of Understanding for the Creation of the North Coast Resource Conservation District Collaborative**

Sheen reported that the California Association of Resource Conservation Districts (CARCD) is supportive of creating regional Resource Conservation District (RCD) collaborative groups that can share their resources (staffing, equipment, etc.) and provide services across normal jurisdictional boundaries. Our District has been involved in an effort to create such a collaborative for the North Coast area for a number of years. The goal is to make it possible for the group to be able to go to the State to request funding for specific, larger scale projects than the individual RCDs would normally be able to apply for.

Sheen explained that the North Coast RCD Collaborative is moving toward a Memorandum of Understanding (MOU) rather than a Joint Powers Authority (JPA), as the latter would create a new legal entity which would be a major financial undertaking for all Districts involved.

Sheen explained an example of the way it would be used is illustrated by the recent proposals submitted to the Department of Conservation (DOC) for funding for two Forest Health Watershed Coordinator positions. The Districts that are involved the North Coast RCD Collaborative split the larger region into two sub-regions (Eel River/South and Mad River/North) for the purposes of the proposal, but that each proposal would refer to and share similar language to illustrate that the region would be coordinating as a whole. Sheen noted the goal is to have one full time or two half time positions for each sub-region. Sheen noted both positions are to help each other and to work together to bring the capacity of the entire region up in many ways, but especially in fire safety.

MSC- Truman/Morgan Rourke to approve Resolution 19-05.

Ayes- All; Mike Rourke, O'Sullivan, Truman, Lowden and Morgan Rourke

### **16.0 Discuss/Take Action on Adoption of District Policies**

MSC- Truman/Morgan Rourke to approve changes to District Policies.

### **17.0 Discuss/Take Action on Shasta Springs Wagon Trail Easement Dedication**

Sheen presented the Board with the background history on the trail system and noted the County requests that they create an easement for a segment of the Shasta Springs Wagon Trail that is currently on private property. Dero Forsland asked if the RCD was interested in accepting the dedication of this small piece of land, since the District has history working with the Weaver Basin Trail System (WBTS), longevity as an organization, etc. Sheen noted that the piece of land can go to the District without have any taxes levied on it, so there would be no foreseeable financial responsibility for accepting the dedication. It would be in the District's name and it could be considered part of our stewardship of the Weaverville Community Forest. Sheen noted that if the District accepted the land, it would provide a precedent and solidify our role as stewards of the



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

WBTS, and the District could accept other pending or future easement dedications within the WBTS. Mike Rourke inquired on any other existing easements or other precedents. Rourke requested Sheen to look in to it further and to also check with Western Shasta for advice and info.

### **18.0 Board Reports/Correspondence**

Nothing new to report.

### **19.0 District Manager's Report**

Sheen reported that he was recently approached by Sonny Hayward who is looking for a letter of support for their congressional bid for recognition from the federal government. They want to become recognized as a tribe and be able to acquire funding to bring to the community. Mike Rourke suggested the District supports them as Resource Managers. Sheen noted he will draft a letter and bring to the March board meeting.

### **20.0 Closed Session: Government Code § 54957(b): District Manager Report**

MSC – Truman/O'Sullivan to move into Closed Session at 7:13PM.

MSC – Truman/O'Sullivan to move out of Closed Session at 7:37PM.

Nothing to report.

### **18.0 Adjourn**

Adjourned at 7:52PM.



TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

March 20, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for February 20, 2019 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss November Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for February 2019
- 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 Purchase of New Truck
- 12.0 Discuss/Take Action on Purchase of New Chipper
- 13.0 Discuss/Take Action on Draft Letter of Support for Federal Recognition of the Nor-Rel-Muk Wintu Tribe
- 14.0 Discuss/Take Action on Re-Scheduling April 2019's Regular Board Meeting
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 18.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

**March 20, 2019 \* 5:30 PM**

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

**Board Members Absent: None**

**Associate Board Members Present: None**

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

**Other Agency Staff: Carlos Suarez, Phillip Dixon and Jen Ganoung, NRCS**

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:37 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – O’Sullivan/Morgan Rourke to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for February 20, 2019 Regular Meeting**

MSC – O’Sullivan/Morgan Rourke to approve minutes from February 20, 2019 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported on financials and noted that our temporary accountant; Sue Tofflemire will be in the office on Monday, March 25. Sheen mentioned the invoicing has been pretty limited until recently and noted there will be much more to come as soon as our new Fiscal Manager starts in May. Sheen reported the District is still in the positive.

**4.2 Discuss and Approve List of Warrants for February 2019**

MSC – Lowden/Morgan Rourke to approve the list of warrants for February in the amount of \$44,462.39.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### 5.0 Projects Report

Sheen announced our new Forest Health/Fuels Project Coordinator position has been filled by Charlie Holthaus as of February 25. Sheen noted Charlie has been working diligently to get the Fuels Crew ready and prepared for the season. Sheen reported one of our crew members accepted another position elsewhere and noted we are down to three from last year, therefore we will be hiring three additional members for the first part of the season.

Sheen noted his goal of having a second crew on board near the end of April or early May and will have the crews working on the State Water Resource Control Board/Trinity River Watershed Roadside Fuels Reduction project. There is a meeting at the Junction City Grange on Saturday, March 23 regarding outreach in fuels reductions and defensible space on landowners' property for that community.

### 6.0 NRCS Report

Ganoung announced Carlos Suarez and Phillip Dixon as two NRCS guests/co-workers that she brought with her and noted they will introduce themselves and their work after she is finished with her report.

Ganoung noted that Andrew Lee, the Acting District Conservationist who filled in for her last month, really enjoyed the meeting and visiting Trinity County. Ganoung also reported on meeting with Sheen to get Charlie Holthaus on board as a Technical Service Provider (TSP) providing forestry services to the NRCS and utilizing his Registered Professional Forester (RPF) skillset. Phillip Dixon introduced himself and noted he is filling in for Jim Spear to help District Conservationists and Districts. He reported moving from Tennessee several years ago and is now working as the District Conservationist in Los Angeles out of the Tehachapi and Mojave Desert area. He works with four different RCD Board of Directors, and is currently working on staffing issues and the Regional Conservation Partnership Program (RCPP).

Carlos Suarez introduced himself as the State Conservationist for NRCS and works primarily out of Davis, CA.

Suarez noted the announcement for Jim Spears' former position as the Area Conservationist should be advertised next week.

Suarez noted that Farm Production and Conservation (FPAC) bill has not had funding due to the 2019 Government Shutdown. He reported the final paperwork has been signed as of March 19 to advertise the position of the Assistant State Conservationist. Suarez noted that Phillip Dixon will be working with the Weaverville NRCS on a 120 day detail assignment. Suarez happily announced receiving three different Joint Chiefs awards worth \$3,000,000 within the State and noted a total of \$12,000,000 nation-wide.

Suarez stressed the concern of many resources in California needing attention and would like the partners to step in and help the NRCS. Suarez also noted there are continued efforts to acquire funding to address wild fires resiliency and tree mortality issues. Suarez mentioned looking for other opportunities to collaborate in helping their partners in any way possible and he is very excited for the collaboration.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

Truman reported their Office Assistant accepted another position in Hayfork and they just hired Julia Dixon to fill the position. Truman also reported having a contract with Anna Carson for the Farm Bill.

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

Sheen announced that Donna Rupp, the District's Watershed Restoration Project Coordinator has accepted another position in Grants Pass, Oregon.

Sheen reported the District's new Forest Health/Fuels Project Coordinator, Charlie Holthaus who is a Registered Professional Forester, will be taking over some of Donna Rupp's work with the Community Forest.

Sheen recently signed the 10-year agreement for the Master Stewardship and there is only one more signature needed from Randy Moore. Sheen hopes to set up a meeting for the Annual Operating Plan (AOP) soon.

### **9.0 Trinity County Collaborative Report**

Sheen noted February's meeting was cancelled due to the 2019 Government Shutdown.

Sheen reported the Joint Chiefs proposal, supported by the Collaborative, has been awarded with funding totaling \$710,000 for FY2019. Sheen noted that District has secured additional funding for facilitation of the Collaborative with \$15,000 from Six-Rivers NF and \$30,000 from Shasta-Trinity NF. The additional funding will allow the District to run meetings of the main group and four committees for about one year. Sheen mentioned moving Noreen Doyas, a previous employee of the District to a Consultant's position. Doyas is the note taker for the Trinity County Collaborative Group and also assists with some of Donna Rupp's projects. Sheen noted that Pat Frost is the primary facilitator for the full Collaborative meetings.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on Purchase of New Truck**

Sheen reported the District will have a six-man crew start this week who will be working on Timber Ridge. He intends to have another crew on board in late April-early May.

Sheen noted there is a CalFire grant the District has applied for that entails fire prevention and within that grant, there is up to \$100,000 in equipment available, which is where the funds for the new truck would be pulled from. Sheen stressed the concern of needing a reliable truck for Charlie to drive, preferably a gas powered F250 and this truck will be able to pull a chipper and will have better fuel efficiency.

MSC- Morgan Rourke/Truman to approve purchase of gas powered F250 in the amount of \$33,769.05.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**12.0 Discuss/Take Action on New Chipper**

Sheen noted the white chipper is working fine and mentioned the District received funding through a CalFire grant executed last year that will be used to purchase an additional chipper. The District will use the additional chipper to help with all the work on separate projects in different locations around the county.

Sheen reported that staff is requesting the Model 150XP-(12"Disc Style) Brush Bandit Chipper from Cal-Line Equipment.

MSC- Morgan Rourke/Lowden to approve purchase of Model 150XP- (12"Disc Style) Brush Bandit Chipper in the amount of \$19,540.00 (Base Price).

**13.0 Discuss/Take Action on Draft Letter of Support for Federal Recognition of the Nor-Rel-Muk Wintu Tribe**

Mike Rourke pointed out the fact that the letter states the District has a working relationship with the tribe, but the letter needs more information.

Sheen agreed to get more information for the letter and will present and discuss the letter at the April 10, 2019 board meeting.

**14.0 Discuss/Take Action on Re-Scheduling April 2019's Regular Board Meeting**

Sheen mentioned April's board meeting is during the week of Spring Break and key staff will be away from work due to vacation and child care issues. Sheen requested that April's board meeting be moved to April 10 instead of April 17.

MSC- O'Sullivan/Truman to approve April 17 regular board meeting rescheduled to April 10, 2019.

**15.0 Board Reports/Correspondence**

Mike Rourke reported travelling to Washington DC with the Public Utilities District (PUD) and noted there were many productive meetings they attended. Rourke met with Congressman Huffman's office and Senator Feinstein's office. He reported on the Central Valley Project Improvement Act (CVPIA) and declared the projects are complete.

Rourke reported on a meeting he attended on forest fire resiliency and is hoping that as a Public Utilities District, they can do a pilot project with Bureau of Land Management (BLM) all on BLM ground. He noted the PUD will be requesting to partner with BLM soon and noted there are also



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

opportunities around Lewiston on US Forest Service ground. Rourke noted there is a lot of work in the executive order.

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

Sheen reported the District will have a new Fiscal Manager by the middle of May, the Joint Chiefs funding came in and Charlie Holthaus is on board with the Fuels Crew and is doing great as their leader. Holthaus got the new fuels crew set up to start work on Timber Ridge and his plan is to get them over to the Letton Ranch to work on two acres of their EQIP project for a couple days once Timber Ridge project is complete.

Sheen noted the District closed out two Six-Rivers contracts and reported the Beaverslide fee for service project for the Trinity River Lumber Company is very likely to happen later this year. There is 165 acres of work for this project and the crew should be starting on that project around the beginning of August.

Sheen mentioned the Master Stewardship Agreement for the USFS portion of the Weaverville Community Forest came through and noted that Holthaus will work with BLM and USFS on WCF project development. He will also help out with some streamflow enhancement projects.

### **17.0 Closed Session: Government Code § 54957(b): District Manager Report**

No closed session for the March 2019 board meeting.

### **18.0 Adjourn**

Adjourned at 7:10 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

April 10, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for March 20, 2019 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss March Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for March 2019
- 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



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

**April 10, 2019 \* 5:30 PM**

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

**Board Members Absent: Morgan Rourke**

**Associate Board Members Present: None**

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

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

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:36 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/O’Sullivan to approve and add a standing closed session to Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for March 20, 2019 Regular Meeting**

MSC – Lowden/O’Sullivan to approve minutes from March 20, 2019 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported on financials and noted that invoicing has been light up until recently. Sheen noted there is definitely revenue coming in and the District booked about \$168,000 as of December 1, 2018 and the District has about \$70,000 of that in hand now. Cash flow has been good since worker’s comp was paid off in August 2018 to avoid monthly charges during the winter’s off-season.

**4.2 Discuss and Approve List of Warrants for March 2019**

MSC – Lowden/O’Sullivan to approve the list of warrants for March in the amount of \$52,286.98.





## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Sheen noted we did not receive the funding for the Watershed grant for the Forest Health Watershed Coordinator and it was given to Santa Cruz and Bay Area.

Truman inquired on where Dinner Gulch is located. She reported its location in Hayfork and explained the issues with the drainage system.

### **6.0 NRCS Report**

Ganoung announced Jim Spear's position was advertised as of April 10 and closes on April 18. She reported that Anna Carson started her 10 hour/week work schedule, which was moved from a 20 hour/week schedule. Ganoung mentioned the NRCS finally got their program dates and applications so it has been a very busy time of year for them.

Ganoung noted that Carrie is working forestry and her contract expires in 2020.

Ganoung met with Charlie Holthaus for a staff meeting and talked about the Technical Service Provider (TSP) program.

NRCS is in the process of drafting screening based on old Joint Chiefs description and they are hoping to have it ready for next Collaborative meeting. Ganoung noted she will not be at that Collaborative meeting but Andrew Lee will be her proxy.

She reported NRCS received the okay from old Joint Chiefs and that three were 'Okayed' to move forward. Any excess funds from old Joint Chiefs has been approved to be used for new and active Joint Chiefs projects.

NRCS is using Indefinite Delivery/Indefinite Quantity (IDIQ) for Black Fox Timber for management plans, but these particular plans have to be reviewed and certified with the State Office and unfortunately have not been reviewed/certified since November 2018, but they just received the okay from the State Forester on April 9 that the plans were finally reviewed and they were given approval to move forward.

They have three applicants for Regional Conservation Partnership Program (RCPP) that can finally be funded.

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

Nothing new to report.

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

Nothing new to report.

### **9.0 Trinity County Collaborative Report**

Sheen announced a full Collaborative meeting is scheduled for April 19 in Weaverville. Sheen noted the Collaborative met on April 9 and created two new sub-committees. One of the committees is responsible for reviewing Master Stewardship Agreements across entire county.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen noted Randy Morris who is the Registered Professional Forester for Region 5 attended this meeting with some of his staff.

Mike Rourke announced the need to schedule a workgroup meeting and addressed some of his concerns.

Sheen reported on Master Stewardship Committee and California Wilderness Bill and noted these topics will also be discussed at the full meeting on April 19 with John Driscoll.

### **10.0 Public Comment**

None.

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

Mike Rourke announced his visit in San Diego last week for a California Municipal Utilities meeting regarding fire issues. He noted there were a couple different panels there. One was a part of Placer County with the Eldorado National Forest, which is a county wide Public Utilities District that supplies both water and electricity. Rourke reported on their concerns and noted many have been working as a team with partners to do fire prevention management.

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

Sheen reported the District has flown the Watershed Coordinator position and did an analysis of the work for the Education and Outreach programs and decided it is much needed to hire a part time position to help Elizabeth Sandoval, our Education and Outreach Project Coordinator and an Education and Outreach Assistant position was flown as well.

The District has finished all interviews for the second fuels crew. Sheen hopes to have another crew of four and noted that it would be much easier to manage and would work with our vehicle situation. Sheen noted the intent is to have everyone on board by April 22 so we can get them all red card certified.

Sheen noted the Joint Chiefs, USFS project is between 400-500 acres of burning. The pack test is three miles in forty-five minutes with a 45lb pack on the back. For returning red card crews, there is a four hour refresher course and for new red card crews they will have a 45lb pack test and thirty-two hours of online courses.

Sheen reported on the annual Humboldt State University students visiting the RCD on April 11. Sheen will explain what the RCD is, who our partners are and Charlie Holthaus will give a presentation about our partners and the fuels reduction projects we do. Sheen mentioned our GIS Manager will also give a presentation on the GIS work the District does as well.

Sheen noted the District will have a new Fiscal Manager on board on May 13 and noted there is still a lot of work that will need to take place with invoicing.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

MSC – Truman/O’Sullivan to move into Closed Session at 6:25PM.

MSC – O’Sullivan/Lowden to move out of Closed Session at 7:13 PM.

Nothing to report.

**14.0 Adjourn**

Adjourned at 7:13 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

May 15, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for April 10, 2019 Regular Meeting
- 3.2 Discuss and Approve Minutes for May 2, 2019 Special Meeting
- 4.0 Financial Report
- 4.1 Discuss March Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for April 2019
- 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 the letter of support for for Federal Recognition of the Nor-Rel-Muk Wintu Tribe
- 12.0 Board Reports/Correspondence
- 13.0 District Manager's Report
- 14.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 15.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

May 15, 2019 \* 5:30 PM

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

**Board Members Absent:** Greg Lowden

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Kayla Klinger and Angela Sandoval

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

**Guests:** None

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**1.0 Call to Order:** Meeting called to order at 5:31 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/O'Sullivan to approve Amended Agenda to add Item 4.3 Scholarship Discussion.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for April 10, 2019 Regular Meeting**

MSC – O'Sullivan/Truman to approve minutes from April 10, 2019 regular meeting.

**3.2 Discuss and Approve Minutes for May 2, 2019 Special Meeting**

MSC – Truman/O'Sullivan to approve minutes from May 2, 2019 special meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen introduced Kayla Klinger as the District's new Fiscal Manager. Sheen reported the District has done a ton of work with regard to accounts payables/receivables and noted we are running in the black at \$23,000, but stated there is still a significant amount of billing needing to be done. Sheen noted that about \$120,000 of fuels crew work still needs to be billed and mentioned that since we have had more crews on, we have been able to cover more acreage of fuels reduction on the CalFire project in Junction City.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.2 Discuss and Approve List of Warrants for April 2019**

MSC – Morgan Rourke/O’Sullivan to approve the list of warrants for April in the amount of \$87,499.68.

### **4.3 Discussion on TCRCD 2019 Scholarship**

Sheen explained there was correspondence back and forth to both Trinity High School and Hayfork High School and it turned out that there were no applications this year for the scholarship. Sheen mentioned the District would like to suggest awarding a \$500 scholarship in continuing education to Savanna Kennedy who was a highly qualified applicant from 2018, but was not accepted due to the lack of funds to award to multiple candidates.

MSC- Morgan Rourke/O’Sullivan to offer scholarship award in the amount of \$500 to Savanna Kennedy upon review of continuing her education in Environmental Sciences.

### **5.0 Projects Report**

Mike Rourke inquired about ground operations under the new proposals section of grant coordinator’s report. Sheen noted it is strictly implementation and considered post field surveys, post fires, assessments, etc. Ground operations entails doing the construction, upgrades and decommissions as opposed to the planning portion of projects. Sheen noted under new projects of this report, BLM came to the District and brought funding for the Carr fire to do inventory. Sheen expressed his excitement for this project because this is a good neighbor authority that is finally being utilized. They are using a different authority- sole sourcing and utilizing different agencies and contractors instead of going through the bid process.

### **6.0 NRCS Report**

Ganoung announced that Carolyn Rourke is retiring this summer, but has not given an official date. Tony Rolfes, NRCS State Soil Scientist will be filling in and is the new acting assistant for their field operations that started on May 13.

The Conservation Stewardship Program (CSP) application deadline is June 14. There are two applicants who are moving forward with it and have been using the Environmental Quality Incentive Program (EQIP) for two years now and they have been on time and valuable.

Ganoung reported on their 2019 funded projects and noted they will have around \$75,000 to use for Joint Chiefs fire resiliency and forest health projects.

There are three Indefinite Delivery/Indefinite Quantity (IDIQ) projects that include one site visit following the Carr Fire and two requested Forest Management Plans that will be completed by Black Fox Timber out of McCloud, CA.

Ganoung announced three of the Regional Conservation Partnership Program (RCPP) projects are still in progress totally \$179,000.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

Truman announced the Hanson Ditch project went well, the East Weaver Diversion is still in the design phase and they are definitely keeping busy.

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

Nothing new to report.

### **9.0 Trinity County Collaborative Report**

Sheen reported on Collaborative meeting on April 19 and noted it was fairly contentious because of the review of the Huffman Bill. Sheen noted there was not even enough consensus in the room to offer to the Board of Supervisors that there was no consensus. Sheen stated there was too much division and a lot of the members voiced their concern about it being divisive.

Prior to that meeting there was an ad hoc committee meeting to review the Master Stewardship Agreement and that particular meeting went well. Sheen noted the discussion was starting to pull in different influences and brought people together to discuss moving forward. Everyone was supportive of how it could be changing. There is a great deal of respect from the Collaborative for the Six Rivers. There is a certain amount of support with the Shasta-Trinity side as well.

Sheen reported that Clarence Rose said he would like the RCD to be the entity of co-signer with the Community Forest. Sheen noted the Collaborative could potentially take a roll as a Steering Committee for the Weaverville Community Forest, in regard to implementation.

Sheen feels they are going to be moving in to that direction and stated that the Shasta-Trinity and Tom Hall are pretty supportive of it. Mike Rourke had a question for Scott Russell that in the event that later down the road if the Huffman Bill passes, Rourke would like to know how that will affect the community buy-in. Rourke expressed his desire of having the USFS' opinion of that topic.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on the Letter of Support for Federal Recognition of the Nor-Rel-Muk Wintu Tribe**

Sheen reported he reached out to Sonny Hayward then worked on the letter a little more.

MSC- O'Sullivan/Truman to accept and approve the letter of support for federal recognition of the Nor-Rel-Muk Wintu Tribe.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

Mike Rourke expressed his happiness for his new grandchild.

O'Sullivan reported as a board member of the Trinity River Partners, they gave a \$12,615 donation to the RCD's Summer Day Camp program.

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

Sheen reported he will be attending a North Coast Resource Conservation District meeting on Friday May 24. The meeting will be hosted by Marin RCD and will be going over strategic planning of agreement of North Coast RCD Collaborative.

Sheen noted as of today, the District officially hired on its 10<sup>th</sup> fuels crew member. The crew will be working on two projects in Junction City. The project they are on now entails a strategic fuel break in Red Hill Rd/Sanger area of Junction City. The District has received enough Temporary Entry Permits (TEPs) and support to do the work. Sheen stated that we have broad support on this project. Only a few are not supportive of the project. Part of this project is for work at the Gonpa as a fee for service project that will entail strategic fuel breaks as well. The fuels crew have already done 2-3 days' worth of work on the Gonpa property.

Sheen discussed how Jeff McGrew has taken initiative to lead the guys when their supervisor is absent and has been doing such a great job that he would like to promote McGrew to a Conservation Technician IV position and consider him as a crew supervisor.

Sheen wants to instill in these guys that there is hierarchy and if they work hard it pays off and there is room to grow.

Sheen reported on the two open positions of Education and Outreach Technician and Watershed Coordination position. Sheen reported interviews took place last week for the Ed and Outreach Technician position and he will be checking references.

Sheen stated he is working with our Grants Coordinator Tracy McFadin in regard to the Watershed Coordination position and as of right now there are not a lot of applications. There are quite a bit from the Forest Health position that was advertised, so it may be better to choose from that pool.

### **14.0 Closed Session: Government Code § 54957(b): District Manager Report**

No closed session.

### **15.0 Adjourn**

Adjourned at 6:44 PM.



TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

June 19, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for May 15, 2019 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss May Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for May 15, 2019
- 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 CARCD Membership Dues Renewal 2019-2020
- 12.0 Discuss and Approve attendance of the CARCD Annual Conference in Redding, CA.
- 13.0 Discuss/Take Action on SDRMA's 2019 Board of Director's Election
- 14.0 Discuss/Take Action on Acquisition of a District Fleet Vehicle
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 18.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

June 19, 2019 \* 5:30 PM

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

**Board Members Absent: Morgan Rourke**

**Associate Board Members Present: None**

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

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

**Guests: Dennis Fox**

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**1.0 Call to Order:** Meeting called to order at 5:32 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 May 15, 2019 Regular Meeting**

MSC – O’Sullivan/Truman to approve minutes from May, 2019 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported there has been a fair amount of revenue for last month. Sheen noted that with Kayla being on for only a couple weeks, we have accomplished half of the invoicing list already.

**4.2 Discuss and Approve List of Warrants for May 2019**

MSC – Lowden/O’Sullivan to approve the list of warrants for May in the amount of \$140,724.59.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Mike Rourke inquired about BLM in Item 5.6 of the projects report. Sheen noted it is a Good Neighbor Authority agreement with BLM pushing funding our way for the Carr Fire rehabilitation. Sheen noted that \$116,000 is primarily for road work, and \$32,000 for invasive weed monitoring and treatment.

### **6.0 NRCS Report**

Ganoung announced that NRCS has selected Anthony Sensoria for Jim Spear's old position and will be starting July 22, 2019. Right now he is currently the Acting Assistant until then. Ganoung will be going on maternity leave sometime in mid-August.

NRCS has selected twelve new NRCS employees for leadership program. Carolyn Rourke plans to retire by end of July. Carry will be working only ten hours a week and Anna will only be working three days a week, whenever they choose her for detail.

NRCS has requested a total of \$350,000 in EQIP funding to be in use this winter. They also requested that Carolyn's position be filled ASAP.

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

Truman noted there will be a meeting in July in Crescent City and another meeting in September in Weaverville.

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

Nothing new to report, other than Amelia Fleitz, the District's new Watershed Project Coordinator will be taking on some of the work for the Community Forest.

### **9.0 Trinity County Collaborative Report**

Sheen reported on Collaborative meeting on June 21. Sheen noted he will be out of town and will not attend this meeting, but Pat and Carol Fall will be facilitating and taking notes.

Sheen reported one of the topics at the Recreation meeting was regarding house boats permits and noted there is a law stabilizing how many boats are permitted to be on the lake. Sheen noted the Recreation Committee recommended the Collaborative Group write a letter to the Board of Supervisors to suggest that Jared Huffman push for reauthorizing this allowance which would mitigate the loss by attrition as boats get pulled from the lake. Sheen noted the Board of Supervisors did sign the letter and sent it to the Congressman.

Sheen mentioned June meeting will be about remote sensing and detection of fire starts. The goal is to get surveillance cameras across the landscape to detect fires in a more automated way. There will also be discussion about staffing the lookout towers by the agencies responsible for the various towers around the county. Sheen noted that if the USFS does not plan to staff these sites, then there should at least be cameras in place.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Rourke inquired on whether or not it will all be digital and something triggers an alarm. Sheen noted that the cameras monitor changes in landscape, like a plume of smoke in a remote computer work station using light, infrared, heat sensing, etc.

### **10.0 Public Comment**

Dennis Fox reported on a meeting he attended in Redding with the Fish and Game Commission. Fox noted a lady spoke on tribal staff, water issues and the impacts of watershed issues. Fox also mentioned another topic of conversation was on the banning of steel and lead bullets.

### **11.0 Discuss/Take Action CARCD Membership Dues Renewal 2019-2020**

MSC – Truman/O’Sullivan to approve full membership in the amount of \$5,000.

### **12.0 Discuss and Approve attendance of the CARCD Annual Conference in Redding, CA**

Sheen noted the conference is November 12-15 at the new Sheraton Hotel in Redding and the main portion of the conference will take place Wednesday and Thursday.

MSC – Truman/O’Sullivan to approve Director attendance/travel for entire TCRCD Board.

Rourke and O’Sullivan noted they will participate, but will not need a room and O’Sullivan said she will not be attending the field trips.

### **13.0 Discuss/Take Action on SDRMA’s 2019 Board of Directors’ Election**

MSC – Truman/O’Sullivan to vote for Jesse D. Claypool, Patrick O’Rourke, and James Hamlin

Ayes: Mike Rourke, O’Sullivan, Truman and Lowden

Noes: None

Abstain: None

Absent: Morgan Rourke

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

Sheen noted the need to be able to replace the F350 long bed that the District was already given approval to dispose of. We would need a replacement vehicle.

Mike Rourke recommends getting a yarder instead of using another truck to do that kind of work.

MSC – O’Sullivan/Truman to approve the purchase of 2019 Ford F250 Super cab in the amount of \$45,506.32 from Corning Ford.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**15.0 Board Reports/Correspondence**

Nothing to report.

**16.0 District Manager's Report**

Sheen reported that he had participated in a Board of Supervisors presentation to update them and the public on the wildfire prevention projects that Nick Goulette (Watershed Center), Pat Frost, CDF staff, USFS, a few from other agencies and the TCRCD has throughout the county. Sheen noted that Pat Frost gave historical facts on how the CA Firesafe Council started. Sheen talked about current and future projects, Joint Chiefs projects, salvage of the Carr Fire, etc. Sheen also spoke about the proposals the District has. Sheen noted it was a great workshop for the Board of Supervisors.

Sheen reported on the District's grant manager from the State Water Resource Control Board being in town for site visits. Sheen noted that she completely understood the changing nature of projects. She works with the Regional Control Board in Santa Rosa. Sheen noted he accompanied the Project Coordinator who took her out to East Branch Road to speak with the local landowners who are very appreciative of the District's work. Sheen took her to Junction City where some of the fuels crews were working to clear PUD power lines, work on the Cal Fire and State Water Resource Control Board work- all located around the same area in Junction City; Powerhouse Rd., Sky ranch Ranch, Valdor and Red Hill Rd.

Sheen reported the District's GIS Manager accepted a job in an unrelated field of work that aligned better with his degree. Sheen noted the position has been flown, and noted that the vacated bookkeeper position has been flown as well.

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

MSC – Truman/O'Sullivan to move into Closed Session at 7:16PM

MSC – O'Sullivan/Lowden to move out of Closed Session at 7:45PM.

Nothing to report.

**18.0 Adjourned**

Adjourned at 7:45 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### *Modified* Agenda

July 17, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for June 19, 2019 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss June Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for June 19, 2019
- 4.3 Presentation on 2019 TCRCD Scholarship Award of Continuing Education
- 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 Disposal of a District Chipper (Green Chipper)
- 12.0 Discussion on District's Cash in Lieu Policy
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 16.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

July 17, 2019 \* 5:30 PM

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

**Board Members Absent:**

**Associate Board Members Present: None**

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

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:38 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Lowden to approve Amended Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for June 19, 2019 Regular Meeting**

MSC – O’Sullivan/Lowden to approve minutes from June, 2019 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported the District has been unable to fulfill a large amount of invoicing due to Kayla’s new RCD work contract which entails only one day a week at the office. Sheen will produce year-end recaps for the Fiscal Year 2018-2019 and the projected budget for the new-year will be produced and available at August’s board meeting.

**4.2 Discuss and Approve List of Warrants for June 2019**

MSC – O’Sullivan/Morgan Rourke to approve the list of warrants for June in the amount of \$108,794.35.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.3 (Added Item to Amended Agenda) Presentation on 2019 TCRCD Scholarship Award of Continuing Education**

Sheen introduced Miss Savanna Kennedy to the board of directors and mentioned to Savanna that the District is thrilled to be able to award her with the 2019 TCRCD Continuing Education Scholarship Award. Sheen explained that although she was in a tie position with last year's awardee, the District was unable to offer awards to both candidates due to the shortage of funds. So this year, we have the privilege of being able to present Savanna Kennedy with a \$500 TCRCD Scholarship Award of Continuing Education.

### **5.0 Projects Report**

Sheen noted that our Fuels Project Coordinator has been doing an amazing job keeping up with his extensive workload.

### **6.0 NRCS Report**

Nothing to report.

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

Nothing to report

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

O'Sullivan reported she and Amelia Fleitz, the District's new Watershed Project Coordinator are working on Steering Committee meeting together and plan to schedule the meeting for the week of August 19, 2019.

### **9.0 Trinity County Collaborative Report**

Sheen reported the Collaborative intends to have an Ad Hoc sub-committee meeting for the Master Stewardship Agreement on Friday, July 19. Sheen and Goulette have been approached by Six-Rivers requesting a NEPA team. Plan to bring on the District's new Watershed Project Coordinator, who has past NEPA work-experience. Sheen has authorized additional NEPA training for Fleitz to give her a broader understanding of the NEPA planning process.

Sheen reported on meeting with Shasta-Trinity, Trinity Lumber, SPI, PUD and Clarence Rose to discuss a similar desire to provide 3<sup>rd</sup> party NEPA services to the STNF. Sheen announced the next full Collaborative meeting is set for August 16, 2019.

Sheen gave a brief update on the drafted Recreation Committee meeting letter to the Board of Supervisors to support reauthorization of a law that allows the USFS to reissue permits for new houseboats on Trinity Lake after old houseboats are removed from the lake or taken out of





## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

service. The tendency is for the USFS not to refill vacancies, reducing the overall number of houseboats on the lake. The letter has been signed and sent off to Jared Huffman's office.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on Disposal of a District Chipper (Green Chipper)**

The green chipper is in a functional state, but the Fuels Crew do not have interest in it because it is not as efficient, with regard to production. The District no longer has use for the green chipper and feels it is in the best interest of the District to sell it. It could be worth as much as \$11,000 - \$11,500 that could go toward a new truck or other equipment. Funding for purchase of a new chipper was included in the last round of CalFire funding.

MSC – Lowden/Morgan Rourke to advertise the green chipper for sale at \$12,000.00.

### **12.0 Discussion on District's Cash in Lieu Policy**

Policy is to stay as is stating the District is to pay cash in lieu if an employee does not want to accept the District's health insurance plan (at the time of new hire or annual renewal).

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

Mike Rourke is actively pursuing a wider easement with BLM as a Pilot Project. Of the 75-100 miles on this project, about 25 of it is BLM land.

\*Corrections made at August 21, 2019 board meeting:

#### **3.1 Discuss and Approve Corrected Minutes for July 17, 2019 Regular Meeting**

MSC – O'Sullivan/Lowden to approve corrected minutes from July, 2019 regular meeting.

#### **Corrections include:**

Mike Rourke corrected the Board Reports section of July 17, 2019 minutes to read: Mike Rourke is actively pursuing a wider easement with **PUD (not BLM)** as a Pilot project.

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

The meeting called by Nick Goulette discussed issues of providing NEPA to increase USFS capacity by utilizing third party specialists. Sheen noted part of the issue is the consistency of work projects. Six-Rivers is proactive due to the small forest and different culture and stated that they have been supportive of third-party contracts.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Goulette and Sheen have discussed partnering. They discussed what they can do to pull resources together for Master Stewardship Agreements and subsequent NEPA projects that would lead to more implementation work for both the WRTC and the RCD.

Morgan Rourke inquired on whether or not this project is going to pay for positions with the District. Sheen answered yes, and noted that the Watershed Project Coordinator will need a bit of training, but she could be the interdisciplinary team (IDT) lead. The IDT Lead would be facilitating the NEPA efforts of new projects and make sure they are active sooner than later. Sheen noted the new project concepts would come from the District's partners and that some of the options would be to clear power lines up to 100 feet off the ride of ways, make easements less expensive, landscape level treatments of the forest (10-20,000 acres), thinning prescriptions, etc. These are the types of transparent projects that would avoid significant litigation.

Mike Rourke inquired on the timeline for this project. Sheen noted the project is going to Grants and Agreements in October. It will be executed early 2020 and the District will provide professional services for NEPA.

### **15.0 Closed Session: Government Code § 54957(b): District Manager Report**

MSC – O'Sullivan/Lowden to move into Closed Session at 6:45PM

MSC – Truman/Rourke to move out of Closed Session at 7:25 PM.

### **16.0 Adjourned**

Adjourned at 7:25 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

# Agenda

August 21, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for July 17, 2019 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss July Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for July 17, 2019
  - 4.3 Discuss and Approve Fiscal Year 2019-2020 Budget
- 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 Closed Session: Government Code § 54957(b): District Manager's Report
- 14.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

**August 21, 2019 \* 5:30 PM**

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

**Board Members Absent: None**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Mike Martin and Angela Sandoval**

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:45 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Truman/~~Lowden~~ to approve Amended Agenda.

**Corrections from September 18, 2019 board meeting:**

3.1 Discuss and Approve Corrected Minutes for August 21, 2019 Regular Meeting  
MSC – O'Sullivan/Morgan Rourke to approve corrected minutes from August, 2019 regular meeting.

Lowden reminded the note taker that he was not present at the August meeting, therefore he was unable to vote on any of the items at that particular meeting. The two voters were Truman and Morgan Rourke to vote to approve agenda and minutes from August 21, 2019 meeting.

Item 2.0 of August 21, 2019 meeting minutes should read: MSC-Truman/Morgan Rourke to approve Amended Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Corrected Minutes for July 17, 2019 Regular Meeting**

MSC – O'Sullivan/~~Lowden~~ to approve corrected minutes from July, 2019 regular meeting.

**Corrections include:**

Mike Rourke corrected Item 13.0 Board Reports section of July 17, 2019 minutes to read: Mike Rourke is actively pursuing a wider easement with **PUD (not BLM)** as a Pilot project.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **\*Corrections from September 18, 2019 board meeting:**

3.1 Discuss and Approve Corrected Minutes for August 21, 2019 Regular Meeting  
MSC – O’Sullivan/Morgan Rourke to approve corrected minutes from August, 2019 regular meeting.

Lowden reminded the note taker that he was not present at the August meeting, therefore he was unable to vote on any of the items at that particular meeting. The two voters were Truman and Morgan Rourke to vote to approve agenda and minutes from August 21, 2019 meeting.

Item 3.0 and 3.1 of August 21, 2019 meeting minutes should read: MSC-Truman/Morgan Rourke to approve July 17, 2019 corrected meeting minutes.

## **4.0 Financial Report**

### **4.1 Discuss Monthly Financial Report**

Mike Rourke inquired on the District’s status with regard to the Fiscal Year statement. Sheen reported the District is short in revenue of about \$67,000.00 or more because there is invoicing from the beginning part of the year that has not been recorded. There are two or three fairly significant invoices that have not been recorded.

The expenses are complete, but the revenue has not fully been entered.

Rourke requested the Balance Sheet and Financials to continue to wait until the next meeting.

### **4.2 Discuss and Approve List of Warrants for July 2019**

MSC – Truman/O’Sullivan to approve the list of warrants for July in the amount of \$131,283.54.

### **4.3 Discuss and Approve Fiscal Year 2019-2020 Budget**

Sheen presented the board with several reports from each Project Coordinator’s department and reported the District is expecting a fairly significant amount of extra fee for service projects. Sheen reported the Roads Crew’s program has been struggling significantly. The Roads department did not start this year until June. There have been some issues with the USFS contractors which would affect the numbers on the other budget chart.

Sheen noted there are a few pre-awarded projects shown in these reports that we are expecting sometime in the near future. We are also expecting about \$120,000.00 from BLM.

Mike Rourke stated his concerns with the overhead presented in the budget and requested that the budget is finalized and presented at a Special Board Meeting. Rourke requested to have a Special Meeting on September 4 at 3:00PM.

MSC – Truman/O’Sullivan to approve a Special Board Meeting for September 4, 2019 at 3:00PM to go over 2019-2020 Budget.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Mike Rourke inquired on projects the District is working to complete for the Watershed Center. Sheen reported the District's Revegetation Department was hired to work in the Hayfork Wetlands area for the Watershed Center.

Sheen noted the Stephen's Act project through the Watershed Center has a total funding amount of \$230,000, but the District's portion is \$89,000 to complete a shaded fuelbreak from Musser Hill across the highway to the east side.

Mike Rourke complimented all the work done for the Weaverville Summer Day Camp project and showed great appreciation for the pamphlets provided in the board packets.

Sheen expressed that Summer Day Camp went very well this year. The counselors were great and there were many more activities than in the past years. Sheen noted Elizabeth Sandoval, the Education and Outreach Coordinator did a fantastic job organizing everything for camp.

### **6.0 NRCS Report**

Nothing to report.

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

Truman reported that the Pacific Region wants to have a meeting in October in Hawaii.

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

O'Sullivan reported she attended the Steering Committee Meeting today. The committee plans to have a meeting for the Annual Operating Plan and some field tours to present the logging and fuelbreaks that was accomplished in Grass Valley Creek area. The Browns Phase III field tour entails logging operations that should begin in September, 2019. Joe Smailes is very active in getting projects done, which is very much appreciated in these partnering agencies. BLM is very interested in having all hands in and working with many team agencies.

### **9.0 Trinity County Collaborative Report**

Sheen reported the Collaborative Group had a full meeting on August 16. Ted McArthur with Six Rivers and Scott Russel with Shasta-Trinity was invited. The Collaborative members wanted to confirm that Scott Russel is on board with moving forward.

Scott Russel confirmed they support the Collaborative and want to learn from Six Rivers to be able to accomplish things quickly. As far as the third party NEPA, the resolve to do it is fairly new. Six-Rivers has approached the Watershed Center and the District with funding projects that are ready to go.

### **10.0 Public Comment**

None.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

Truman reported he was in Santa Fe a couple weeks ago for a National meeting and while there, he also had the privilege of visiting with some old friends.

Mike Rourke reported the 2019 Trinity County Fair was well attended and the junior livestock sale was fantastic.

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

Sheen reported that Kayla Klinger asked why the District gets paid every two weeks instead of twice a month. She noted it would be easier and less work for the Fiscal Manager to process payroll only twice a month.

Sheen reported the District is involved with a CARCD program with conservation stewardship. The program basically helps to promote best management practices amongst cannabis growers and promotes stewardship of the land. We received a small grant to do a couple workshops and outreach in the community. Sheen asked the board if they have any desire to take a phone call from attorneys.

Morgan Rourke inquired on what the benefit of this program would be for the RCD.

Sheen reported that it would be to continue an education program regarding environmentally friendly aspects.

Rourke stated that he agrees if it is a matter of Best Management Practices and certificate, but if it is a matter of giving a stamp certifying what is being grown/produced, then he is completely against it.

Sheen clarified that it would only be a certificate showing that the farmer who is already licensed is a good steward of the land.

Sheen announced the conference call with the attorneys for the Emerald Triangle, Humboldt and Trinity County is scheduled for September 4, from 1:30-2:30PM and asked if anyone is interested.

Mike Rourke volunteered to attend the conference call.

### **15.0 Closed Session: Government Code § 54957(b): District Manager Report**

MSC – O'Sullivan/Truman to move into Closed Session at 7:17 PM

MSC – Truman/O'Sullivan to move out of Closed Session at 8:00 PM.

### **16.0 Adjourned**

Adjourned at 8:00 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

September 18, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for August 21, 2019 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss August Monthly Financial Report
  - 4.2 Discuss Fiscal Year 2018-2019 Financials
  - 4.3 Discuss and Approve List of Warrants for August 21, 2019
  - 4.4 Discuss and Approve Fiscal Year 2019-2020 Budget
- 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 Closed Session: Government Code § 54957(b): District Manager's Report
- 14.0 Adjourn





TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

**September 18, 2019 \* 5:30 PM**

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

**Board Members Absent: None**

**Associate Board Members Present: None**

**District Staff: Kelly Sheen, Mike Martin and Angela Sandoval**

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call to Order:** Meeting called to order at 5:35 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 Corrected Minutes for August 21, 2019 Regular Meeting**

MSC – O'Sullivan/Morgan Rourke to approve corrected minutes from August, 2019 regular meeting. Lowden reminded the note taker that he was not present at the August meeting, therefore he was unable to vote on any of the items at that particular meeting.

The two voters were Truman and Morgan Rourke to vote to approve agenda and minutes from August 21, 2019 meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen reported on financials and noted he has been in contact with our auditors for the 2019-2020 audit. Finalized the federal Negotiated Indirect Cost Rate (NICRA) applications for the 2017/2019 and the 2018/2020 fiscal years. Our last provisional NICRA expired last year on June, 2018. The new NICRA rate is now 18.83% and is good through June 30, 2020. Sheen reported he had to tap into the LOC; \$75,000 of \$130,000 used.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.2 Discuss Fiscal Year 2018-2019 Financials**

Sheen reported there are two sets of financials for the last couple months through July and August 31, 2019 and made note that we are trying to get caught up for June 30 (FY 2018-2019) year-end closing. The District did not produce much of a report, which is why it is showing we are in the negative.

Sheen reported that our accounting consultant identified a number of things that have fallen through the cracks and had a lot of clean up, therefore leaving the invoicing untouched. Mike is working diligently to try and catch us up on invoicing. Our accountant also suggested hiring another Fiscal person to help with getting things cleaned up and to help with wrapping up the fiscal year-end financials.

### **4.3 Discuss and Approve List of Warrants for August 21, 2019**

MSC – Truman/O’Sullivan to approve the list of warrants for August, 2019 in the amount of \$204,456.21.

### **4.4 Discuss and Approve Fiscal Year 2019-2020 Budget**

Sheen reported that the Draft Budget that was presented at the previous board meeting showed us coming in at \$1,500,000 per year. After that meeting he had the project coordinators revisit their numbers and we are now at \$1,900,000 for the 2019/2020 fiscal year. We are at a \$37,666.00 deficit. We are hoping to get more fee for service work to make up a lot of the gap.

MSC- Lowden/Morgan Rourke to approve Fiscal Year 2019-2020 Budget of \$1,925,103.00.

## **5.0 Projects Report**

Sheen reported we finally got the PG&E executed agreement and will begin the work in a couple weeks. The work has to be completed by November 30, 2019. Sheen reported that it took them three months to get the award back to us. The timeframe is 4-5 weeks of work for a five person crew. It ended up being only half of what we asked for, but the fee for service work equals significant overhead rates.

Morgan Rourke inquired on the new projects awarded for the Trinity Post Fire Roads Decommissioning program. Sheen commented that it is one of Cynthia’s projects and it will be implemented next year in the South Fork Management Unit on the USFS land. Rourke was unclear as to where the exact location is and requested that Cynthia adds the location to her reports.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **6.0 NRCS Report**

Carrie Niccols was unable to be present at this meeting, but emailed the following report:

- 14 funded EQIP (Environmental Quality Incentives Program) contracts
- 1 funded CSP (Conservation Stewardship Program) contract
- Provided shape files of fuels reduction projects implemented with NRCS cost share assistance over the past 5 years for the CWPP update
- Acting District Conservationist will begin September 30 until Jenna returns from maternity leave

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

Nothing new to report.

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

O'Sullivan reported next public meeting is October 21 at the Congregational Church in Weaverville.

### **9.0 Trinity County Collaborative Report**

Sheen announced the passing of the Mad River District Ranger, Dan Dill, and noted they will have to fly that position then detail it to someone.

Sheen noted the next Collaborative meeting is on October 18, 2019 and there will be a regular, fairly standardized schedule for the committee meetings.

### **10.0 Public Comment**

None.

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

Nothing to report.

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

Sheen commented that NICRA was quite the process, but it is complete. The negotiator at the Department of the Interior said the next one due is for 2019/2021.

Auditors were awarded a three-year contract. We still need to close out the Fiscal Year 2018-2019 books, but our accountant will be working on that.

Sheen inquired as to whether or not anyone will need a room for the CARCD Conference in November and mentioned that registration is already sold out, but our Board and staff are on the waiting list.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen reported on the conversation with staff regarding the change in pay periods being cut down to twice a month rather than every other week and noted that staff was on board with the changes. However, the changes will not take place until the end of the year when the crews are laid off to help them adjust.

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

MSC – Morgan Rourke/Truman to move into Closed Session at 6:35 PM

MSC – Truman/Lowden to move out of Closed Session at 7:04 PM.

**16.0 Adjourned**

Adjourned at 7:04 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### *Amended* - Agenda

October 16, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for September 18, 2019 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss August Monthly Financial Report
- 4.1 Discuss Fiscal Year 2018-2019 Financial Report**
- 4.2 Discuss and Approve List of Warrants for September, 2019
- 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 2020 CSDA Membership Renewal
- 12.0 Board Reports/Correspondence
- 13.0 District Manager's Report
- 14.0 Closed Session: Government Code § 54957(b): District Manager's Report
- District Manager Kelly Sheen's Annual Performance Evaluation
- 15.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

October 16, 2019 \* 5:30 PM

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

**Board Members Absent:** None

**Associate Board Members Present:** None

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

**Other Agency Staff:** None

**Guests:** None

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**1.0 Call to Order:** Meeting called to order at 5:31 by Mike Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Lowden/Morgan Rourke to approve Amended Agenda, adding an item to discuss fiscal year 2018-2019 financial report.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for September 18, 2019 Regular Meeting**

MSC – O’Sullivan/Lowden to approve minutes from September, 2019 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Fiscal Year 2018-2019 Financial Report**

Sheen reported on financials for fiscal year 2018-2019 and provided the Statement of Revenue and Expenditures and Balance Sheet to summarize all of last fiscal year report since it was not provided at the previous board meeting. Sheen stated that to the best of his knowledge, everything has been entered and came to a net loss of \$99,000. All the expenses and revenue appear to be accounted for. \$272,000 of invoicing has been completed in the last month and we have completed some invoicing for September. Sheen spoke on the District’s deferred income and noted that all deferred revenue primarily from Caltrans Grants and Agreements has fallen in last fiscal year (2018-2019). Salaries and benefits were at \$1,010,000 and they are now at \$1,020,000. Expenses are fairly spot on and the line of credit is funding less admin. Sheen noted the only real place



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

where that could be made up is in overhead. Fee for service projects are more lucrative and help on the collection of overhead.

Sheen reported Mike Martin's last day was September 26 and that Joan Caldwell, our accounting consultant, Sue Tofflemire's sister has accepted the Fiscal Manager position. We contacted everyone else who applied this last round and no one else qualified or accepted the position. Joan agreed to be a regular employee with 30 – 32 hours per week, working three days in the office and one day remotely. She will be a great addition to the team. Mike Rourke asked if she is up to speed on our software and Sheen noted that she is working through her learning curve with Sue's help, and she is picking it up fairly quickly.

### **4.1 Discuss September Monthly Financials**

Sheen reported there was a lot of invoicing in August and September and the numbers presented should be fairly accurate. Sheen noted the Fiscal Manager is not usually scheduled to work Wednesdays, but will request that she does work the days of board meetings. Sheen noted that Joan, with Sue's help, has spent a great deal of time cleaning up the previous fiscal managers' errors. He is not certain that the numbers are final, but is actively working to get things finalized.

Mike Rourke requested that Sheen investigate the information that has been entered in MIP regarding invoicing, because it seems like the numbers are off and perhaps have not been entered properly.

Mike Rourke pointed out the huge difference in each month's operating expenses. Sheen explained that the numbers are accurate and that each month there will be a variation in the operating expenses to some degree due to the type of project and the different needs. Sheen noted that we just do not have September's invoicing done yet and that it should be about \$200,000 to \$250,000. Our revenue should be in the \$200,000 range during the summer with a \$2,000,000 annual budget. According to Joan and Sue, our expenses should be up to date.

### **4.2 Discuss and Approve List of Warrants for September 16, 2019**

MSC – Truman/O'Sullivan to approve the list of warrants for September, 2019 in the amount of \$152,302.17.

## **5.0 Projects Report**

Sheen explained that last month, Mike Rourke requested more information and detail as to the locations indicated in Cynthia's Roads reports. Sheen mentioned there were a few different locations included in the Gemmill project; Upper Browns Creek, East Fork Hayfork Creek, and Dubakela Creek.

Sheen reported that the Trinity County Title III funding was reduced from \$30,000 to \$23,000 and was awarded earlier today at the Board of Supervisors' meeting. Sheen also mentioned that the BLM, Carr Fire Area Emergency Stabilization and Watershed Restoration funding is split with \$30,000 going to noxious weeds monitoring and treatment, and the remaining \$118,000 going



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toward roads rehabilitation. Sheen noted that we have already started the project. Reporting requirements on this project are pretty minimal. The funding can also be used for work on roads that access the burn area, not just within fire footprint.

### **6.0 NRCS Report**

Nothing to report.

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

Nothing new to report.

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

O'Sullivan reported next public meeting is Monday, October 21 at the Congregational Church in Weaverville, starting at 6pm.

### **9.0 Trinity County Collaborative Report**

Sheen reported the Recreational Committee meeting was held last Friday, October 11 and the full Collaborative meeting is this Friday, October 18 at 9am at the Hayfork Fairgrounds. At the Recreation Committee meeting there was a presentation from Josh Smith and Tom Evans about their OHV planning process. They did an inventory of USFS maintenance level 2 and 3 roads, basically identifying where the detail is off on building the trails and writing the plans. The single track trails that are currently being ridden are not considered official trails on the USFS system. As for the marine fees and houseboats fees, nothing has surfaced since what was reported at the last meeting. The National Recreation Area that includes Trinity Lake lost about \$200,000 in houseboat fees because the NRA could not invoice for August and September before the law expired. That money ended up going straight to Washington rather than being retained locally. At the previous Collaborative meeting the big discussion was regarding the relationship between the Shasta-Trinity National Forest and the Collaborative. They have new target goals and specific projects they want to work on and this will be discussed at the Friday's meeting.

### **10.0 Public Comment**

None.

### **11.0 Discuss/Take Action on 2020 CSDA Membership Renewal**

MSC – Truman/O'Sullivan to approve the regular member dues in the amount of \$6,191.00.





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### 12.0 Board Report/Correspondence

Morgan Rourke mentioned he spent a week in Idaho and noted they have the best OHV trail systems. They have great maintenance crews, two tracks, side by side, single tracks that were all posted and gated. The sticker fee is only \$12 for four-wheelers.

### 13.0 District Manager Report

Sheen reported that he was at the Board of Supervisors' meeting earlier in the day and they approved Title III allocations. Jeremy Brown District Forest Supervisor from Down River attended a couple of CWPP meetings and he was very thankful and gave a lot of praise to Amelia and Charlie. Folks in Salyer were ecstatic because the District has not been in that area for a few years. Jeremy Brown was very complementary on our work and the efforts from Amelia and Charlie.

Sheen reported back about the CalPers Retirement inquiry to Alex Cousins, who recalls the issue the District had with CalPers was that as a retirement plan, once in the system, the monthly payments on our end are ongoing whether or not the employee is still employed with the District. Sheen will follow up on this topic and keep the board informed.

Staff updates; we have not fully flown the Revegetation position yet, but have extended the opening to November 4, 2019. Sheen spoke with Ian regarding getting a very refined list of tasks for his crew to keep them busy for the remainder of this season and a rough outline for the next work season. The plan is to make it where the person to fill this position will have a fairly decent idea of how next year will look.

Sheen intends to do a review of gaps in our current policies, particularly the hiring of subcontractors and the CWPCCAA guidelines that were adopted in 2012 and present in the previous version of the policy. Doesn't have to do with prevailing wage, but has to do with bid packages. Sheen needs to sort out the legalities. Once a District adopts these guidelines, it takes a Board Resolution to un-adopted them. Will have to bring up at the next board meeting.

#### **Corrections from November 20, 2019 board meeting:**

##### 3.1 Discuss and Approve Minutes for October 16, 2019 Regular Meeting

MSC – O'Sullivan/Lowden to approve corrected minutes from October, 2019 regular meeting. O'Sullivan caught an error in the District Manager's report of the October's Minutes, where the board clerk made an error in an individual's title. O'Sullivan corrected Jeremy Brown's title to read; Jeremy Brown, District 4 Supervisor, instead of Jeremy Brown, District Forest Supervisor.

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

District Manager Kelly Sheen's Annual Performance Evaluation

MSC – Truman/O'Sullivan to move into Closed Session at 6:46 PM

MSC – Truman/Lowden to move out of Closed Session at 8:34 PM.



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Satisfactory evaluation. Recommend standard step increase with incentive goals as described on evaluation form.

**16.0 Adjourned**

Adjourned at 8:34 PM.

TCRCD Office Conference  
Room

5:30PM

20 Horseshoe Lane, Suite 2B  
Weaverville, CA

## Board of Directors Meeting

### Agenda

November 20, 2019

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- 1.0 Call to Order Mike Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for October 16, 2019 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss October Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for October, 2019
  - 4.3 Discuss and Approve Assignment of Bank Reconciliation Duties
- 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 19-06: CalFire Application for Grant Funds
- 12.0 Discuss/Take Action on National Association of Conservation Districts Annual Dues
- 13.0 Discuss/Take Action on Adoption of New/Revised District Policies
- 14.0 Discuss/Take Action on December's Board Meeting Schedule
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Closed Session: Government Code § 54957(b): District Manager's Report
- 18.0 Adjourn