



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

October 18, 2023 * 5:30 PM

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

(Zoom/Call-in): None

Board Members Absent: John Ritz

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, and Marla Walters

Other District Staff: (Attended through Zoom) None

Other Agency Staff: (Attended through Zoom) None

Guests: None

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

2.0 Discuss and Approve Agenda

MSC – Grigsby/Collard to approve the October 18, 2023 Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for September 20, 2023 Regular Meeting

MSC – Collard/Brown to approve Minutes from the September 20, 2023 Regular Meeting.

4.0 Financial Reports

4.1 Discuss Updated August Monthly Financial Report

Caldwell noted that the DOC has been paying its invoices; we are finally making progress. K. Meyer has been diligently working on bringing it up to date and plans to do invoicing monthly, going forward.

4.2 Discuss September Monthly Financial Report

Caldwell said that September's financials are good due to the house sale – and much better than August's. Invoicing continues. The NICRA process is already in progress, within two months, which is much faster than last year. She did receive a question from the NICRA auditor about why our contracting is so much higher, which she will explain. Also, we will get a \$2,000 refund on the worker's comp and \$1,000 back on the insurance for the Steel Bridge house.



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4.3 Discuss and Approve List of Warrants for September 2023

Discussion was held regarding the unusually large list of warrants, much due to contracting and insurance. It was explained that we thought we would use the line of credit for the 9/5 payroll, which our banker put into place, but we ended up not using it as we received funds so paid it back almost immediately. There were many contractor payments. Caldwell hoped that the organization of the warrants list makes it easy to read and check. A brief discussion was held about boot stipends for the crews.

MSC – Collard/Brown to approve the September warrants in the amount of \$907,982.55. The motion passed unanimously.

5.0 Projects Report

The Projects Report was reviewed and discussed.

6.0 NRCS Report

C. Cole was unable to attend, as he was out of town, but sent this report: “NRCS is currently managing contracts and keeping producers on track. With the wetter weather on the horizon, many people are beginning to prep for pile burning. It’s currently application time at the NRCS for interested producers. We roll over applications that weren’t previously selected if people are still interested and have a November 2nd deadline for new applications. We accept applications, which can be found online or at our local office year-round but the November date is the cutoff to be considered for the next batch of funding slated to come out sometime in December.”

7.0 Trinity Collaborative Report

Sheen reported on the recent Collaborative meeting, which was very well-attended both in person and via Zoom. Subjects discussed included tree mortality, Land Tender, and the Wildfire Alert cameras/placements. Camera placements will be worked out by an ad hoc committee of the Collaborative.

8.0 Report from Denise Wesley, GIS Program Manager

D. Wesley was ill; her report will be moved to February. November will feature Roads (C. Tarwater), Forest Health (B. Llewellyn) will be in December, Botany (A. Barbeau) will be in January.

9.0 2024 NACD Dues

Discussion was held about the various contribution levels (Platinum, Gold, Silver, Bronze, Contributor).



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MSC: Grigsby/Collard to pay dues at the Silver level for \$501. Motion passed unanimously.

10.0 Discuss/Take Action on District Reserves

K. Sheen provided two TCRCD policies for Board review (Investment of District Funds and Reserve Policy). After discussion, it was decided that K. Sheen will update the Reserve Policy. Review of the proposed updates will take place at the November 2023 board meeting.

Regarding investment of the Steel Bridge proceeds, K. Sheen reported on speaking with both Coast Central and Tri-Counties about higher interest-earning accounts. Tri-Counties only offered 3%; this is considerably lower than other opportunities. Discussion followed about FDIC safety, online savings accounts, and liquidity.

K. Sheen proposed that out of the Steel Bridge house funds, we set aside \$30,000 to use for grant-writing. Discussion followed about the reasons, possible methods for doing this, and impact to administrative overhead.

MSC: Grigsby/Brown to set aside \$30,000 from the sale of the house to fund grant-writing for FY 2024. The motion passed unanimously.

Regarding investment of the balance, the board authorized K. Sheen and J. Caldwell to research and set up account(s).

Discussion was held regarding the decision of whether to purchase the building(s) we are currently renting. Rent has been increased. After discussion of pros and cons, it was decided to investigate other means of funding a new building such as Ag Credit, the Federal Land Bank, Production Credit Assn., etc. K. Sheen will look into these possibilities.

11.0 Board Reports and Correspondence

K. Collard reported that the fire training at the ranch had gone well, except that it was very wet, so the students were unable to practice prescribed fire techniques.

M. Grigsby reported that she had attended the WCF Public Meeting. She said the setup and presentations were very good. She also attended the Farmer's Market and said attendance was good. K. Sheen said that it has been a good forum to get programs front and center.

12.0 District Manager's Report

K. Sheen reported on the following:

- WCF Public Meeting. As discussed above, it went very well and many agencies were represented.



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- K. Sheen was a panelist at the recent Wildfire & Forest Resilience Task Force Regional Meeting. He reported that there was good engagement. Link: <https://wildfiretaskforce.org/recap-of-the-northern-california-regional-meeting/>
- The California Fire Safe Council has a meeting coming up soon. He and S. Fisher will attend.
- First quarter budget revisions are upcoming; he will work with Program Managers.
- The Strategic Plan draft is on schedule. A final draft will be presented to the Board next month.
- Regarding the CARCD conference, K. Sheen, J. Ritz, A. Rodriguez, K. Collard, L. Bassler and S. Fisher are registered.
- Assistant DM Status: M. Grigsby inquired about the status of hiring an Assistant DM. K. Sheen reported that this is on schedule and he will have more information at the next Board meeting.

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

The Board moved into Closed Session at 7:31 p.m.

Nothing to report.

MSC – Brown/Collard to move out of Closed Session at 8:03 p.m.

14.0 Adjourn

Adjourned at 8:03 p.m.

Approved and adopted this ____ day of _____, 2023. I, the undersigned, hereby certify that the Minutes of October 18, 2023 were duly adopted by the following vote of the Board of Directors.

(Secretary Signature)