



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

August 21, 2024 \* 5:30 PM

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

**Board Members Present via Zoom:** Kent Collard

**Board Members Absent:** None

**Associate Board Members Present:** None

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

**District Staff Present via Zoom:** Kayla Meyer

**Other Agency Staff:** Chris Cole, NRCS

**Guests:** Ren Winter

**1.0 Call to Order:** The meeting was called to order at 5:36 PM by M. Rourke.

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

MSC – M. Grigsby/J. Brown to approve the Amended Agenda, and also to move the 4.0 section below the 5.0 section.

The motion passed unanimously.

**3.0 Discuss and Approve Meeting Minutes**

3.1 Discuss and Approve Minutes of the July 21, 2024 Meeting

MSC – J. Brown/M. Grigsby to approve the Minutes of July 21, 2024.

**Vote:**

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**5.0 Projects Report**

Noted:

- A. DeNittis, new Botany Program Manager, is on board and actively managing the program.
- McConnell: We are still waiting on FEMA to complete NEPA. However, we have been able to do some unit layouts and flagging.
- Several RAC projects were finally executed with USFS.

**4.0 Financial Reports**

4.1 Discuss Updated June Monthly Financial Report

The report was reviewed.

4.2 Discuss July Monthly Financial Report

The report was reviewed and discussed.

4.3 Discuss/Approve List of Warrants for July 2024

The Warrants List was discussed. J. Caldwell answered questions regarding the Farmer's Market and manual employee checks.

MSC: M. Grigsby/J. Brown to approve the July 2024 warrants in the amount of \$426,388.02.

Vote:

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.

4.4 Discuss/Approve 2024-2025 Annual Budget

K. Sheen presented the 2024-2025 Annual Budget, noting the total of \$8,058,335 in anticipated revenues for this fiscal year. Discussion was held regarding the NICRA overhead rate, which will likely be lower than originally anticipated when calculated for this fiscal year. J. Caldwell explained "8000000" payroll expenses. Discussion was also held regarding the cost of contracting work versus crews. In an effort to improve financial communication and combat cash flow issues, J. Caldwell



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

announced that a new Financial Team will begin meeting (which will be comprised of K. Sheen, J. Caldwell, K. Meyer, C. deJong, and A. Barbeau). The first meeting will be August 22, 2024.

MSC: J. Brown/J. Ritz to approve the 2024-2025 Annual Budget in the amount of 8,058,335.

### Vote:

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.

### **6.0 NRCS Report**

C. Cole had to attend a second meeting, but noted in the Zoom Chat that he has finished his temporary assignment as Area 1 Forester. NRCS/TCRCD staff member J. Johnson has given notice, so that position will be flown soon. He is finishing up work on NRCS's fiscal year reporting and working on grant funding.

### **7.0 Trinity Collaborative Report**

K. Sheen reported on the Collaborative:

- A field tour took place in the area on Highway 3 between Stuart Fork and Scott Mountain, which was very well-attended.
- An announcement was made that Ranger T. Jones and the TRMU will take over the management of the NRA in 2025.
- The field tour of the Big Ranch Project scheduled for August 23 was postponed.

### **8.0 Board Reports/Correspondence**

No reports.

### **9.0 Discuss/Take Action on Notice of Statutory Exemption, Section 4799.05(d)(1), Pettijohn Area**

K. Sheen described the need for the NOE and the change of area to be treated from WCF for our CalFIRE project (476).

MSC: M. Grigsby/J. Ritz to approve Staff recommendation for Notice of Exemption.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Vote:

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.

**10.0 Discuss/Take Action on Attendance at the 2023 Annual CARCD Conference**

K. Sheen gave the dates of the upcoming conference: December 10, 11, and 12. Discussion followed.

MSC: M. Grigsby/J. Ritz: That K. Collard attend the CARCD Conference as Delegate and that (future) director R. Winter also attend.

Vote:

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.

**11.0 District Manager's Report**

K. Sheen reported on the following:

- A Special Board meeting will take place on August 28 at 2:30 pm to address the DM Evaluation.
- Regarding staffing: In the Forest Health department, a Forester has been hired, Eric Bruce, a current member of the Forestry Team. Also, a Program Manager, Tim Walters, has been hired. A third hire has been made in the newly reformed Environmental Compliance Program, Dylan Kirkley. He will coordinate partner-led NEPA and CEQA planning efforts. We still need to work on filling the Watershed Program Manager position.
- The organizational chart is being re-worked.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**12.0 Assistant District Manager's Report:**

- J. Johnson's position, recently vacated, will be flown beginning August 22.
- She is working on another round of funding with NACD and is working on the proposal.
- Staff evaluations are complete; she has been tasked with working on an updated performance review system with M. Walters.
- She is working on the Annual Operating Plan.
- She has completed applications for several grants.

**13.0 Closed Session**

The Board went into Closed Session at 7:30 p.m.

The Board came out of Closed Session at 8:25 p.m. with the following guidance:

MSC: M. Grigsby/J. Ritz: K. Sheen is directed to email the grievant, acknowledging the grievance, the plan of Corrective Action, and Letter to File. The DM and ADM will also attend a meeting with O2 Employment for possible future staff training and policy assistance.

Vote:

Director Rourke: Aye

Director Grigsby: Aye

Director Brown: Aye

Director Ritz: Aye

Director Collard: Aye

The motion passed unanimously.

**14.0 Adjournment.**

The meeting was adjourned at 8:30 p.m.

Approved and adopted this \_\_\_ day of September, 2024. I, the undersigned, hereby certify that the Minutes of the Regular Meeting of August 21, 2024, were duly adopted by the following vote of the Board of Directors.

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(Secretary Signature)