

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

January 15, 2003

- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of December 18, 2002

Staff Reports

- 4.0 Financial Report
- 4.10 Discuss Monthly Statement and Spreadsheet
 - 4.20 Discuss and Approve List of Warrants
- 5.0 Projects Manager Report
- 6.0 NRCS Report
- 7.0 Weaverville Basin Trail Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on Second Quarter Budget Revision
- 10.0 Discuss and/or Take Action on District Contract with Tsemeta Nursery
- 11.0 Discuss and/or Take Action on Lewiston Trail Group MoU Between District and US Forest Service
- 12.0 Discuss and/or Take Action on District Resolution 03-01 for Lava Beds/Butte Valley RCD
- 13.0 Discuss and/or Take Action NRCS West Region Strategic Plan
- 14.0 Discuss and/or Take Action NACD Annual Dues
- 15.0 District Manager's Report
- 16.0 Correspondence/Board Report
- 17.0 Adjourn

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.)

REGULAR BOARD MEETING

January 15, 2002 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke, Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton

Other Agency Staff: Jim Spear, NRCS; John Sandstrom, USFS

Guests: Nancy Tennison, Jerry Hauke, Jay Lensch

1.0 Call To Order: 5:36 PM

2.0 Discuss and Approve Agenda

MSC – Truman/Lowden Approve agenda as submitted.

3.0 Discuss and Approve Minutes of December 18, 2002

MSC – Truman/O'Sullivan Approve minutes of December 18, 2002.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Discussion on cash flow. Frost and Blanchard answered questions from the Board.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Blanchard answered questions from the Board.

MSC – Truman/O'Sullivan approve list of warrants in the amount of \$ 82,464.84

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear reported NRCS Engineer, Lorrie Bundy, has been reassigned to the Yreka Field Office. Bundy will provide support to the Weaverville Field Office until a replacement is secured. Spear gave an update on the NRCS Farm Bill and distributed written material. NRCS is encouraging Local Work Group meetings to discuss the EQIP program and the implementation process for 2003.

Spear presented a NRCS plaque and Conservation District field jacket to Pat Frost, in appreciation for his outstanding effort and support of the Industrial Park Wetlands project.

7.0 Weaverville Basin Trail Report

Frost reported on a joint meeting of the Weaverville Basin Trail Committee and Lewiston Trail Group on December 11, 2002, to discuss plans for the California Trail Day April 12, 2003. Members of the Lewiston Trail Group gave a presentation on the group's focus of improving existing trails on public land.

Frost commented that in the future, Agenda Item 7.0 will be listed as Trinity County Trails Report, and eventually include Hayfork.

8.0 Public Comment

Members of the trail group had questions regarding irrigation pipe and grazing on BLM property in the Lowden Ranch area.

(The Following Item Taken Out of Order)

11.0 Discuss and/or Take Action on Lewiston Trail Group MoU Between District and US Forest Service

Frost and Sandstrom provided overview of MoU and, answered questions from the Board.

MSC – Owens/O'Sullivan Approve MoU between District and USFS on behalf of the Lewiston Trail Group.

9.0 Discuss and/or Take Action on District Second Quarter Budget Revision

Blanchard and Frost answered questions from the Board.

MSC – Owens/Lowden Approve District second quarter budget revision.

(Director Owens was excused from meeting at 6:15 p.m.)

10.0 Discuss and/or Take Action on District Contract with Tsemeta Nursery

Board reviewed revised contract provided; with Frost discussing minor changes from contract they received with agenda packet.

MSC –Truman/O'Sullivan Approve District contract with Tsemeta Nursery

12.0 Discuss and/or Take Action on District Resolution 03-01 for Lava Beds/Butte Valley RCD

Frost discussed background on resolution, answering questions from the Board.

MSC – Truman/Lowden Approve District Resolution 03-01 to support the Klamath River watershed planning, coordination and education project.

Roll Call Vote:

Lowden:	Aye	O'Sullivan:	Aye
Owens:	Absent	Truman:	Aye
Rourke:	Aye		

13.0 Discuss and/or Take Action on NRCS West Region Strategic Plan

No Action Taken

14.0 Discuss and/or Take Action on NACD Annual Dues

Discussion on dues for the National Association of Conservation Districts. Truman mentioned that he is the CARCD Board member appointed to represent California for the National Association.

MSC – Lowden/O’Sullivan Approve District pay the minimum NACD dues.

15.0 District Manager’s Report

Frost reported working on various grant applications (and , that Grants Coordinator, Noreen Doyas gave birth to a son, January 1st). Frost will be visiting all Volunteer Fire Depts. Board meetings in the next month to launch the “Big Red Truck Project” and to distribute Agreements for each of the fire departments. Frost reported working with Planning Dept. staff on the County’s Draft Grading Ordinance. Frost encouraged the Board to become involved with the grading issue.

Upcoming meetings include: EQIP Local Working Group
RC&D Council PTEIR public meeting January 22nd.

16.0 Correspondence/Board Reports

Thank-you card from staff distributed to Board in appreciation of the 4-hour Christmas eve paid holiday.

- O’Sullivan reported on Community Forest activities and possible roles for the District to entertain.
- Rourke reported being contacted by Shayne Green from the North Coast Conservancy on the upcoming Conservation Easement Workshop the District will be co-sponsoring with the Conservancy.
- Rourke will conduct a Pruning Workshop February 15, 2003.

17.0 Adjourn

The meeting was adjourned at 7:30 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

February 19, 2003

- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of January 15, 2003

Staff Reports

- 4.0 Financial Report
- 4.10 Discuss Monthly Statement and Spreadsheet
 - 4.20 Discuss and Approve List of Warrants
- 5.0 Projects Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on District Mileage Reimbursement Rate for 2003
- 10.0 Discuss and/or Take Action on District CARCD Annual Dues
- 11.0 Discuss and/or Take Action on District North Coast Area Dues
- 12.0 Discuss and/or Take Action on District Resolution 03-02 - Approval of Application for Dept. of Fish and Game Funds
- 13.0 Discuss and/or Take Action on District Comments on Proposed EQIP Rules
- 14.0 District Manager's Report
- 15.0 Correspondence/Board Report
- 16.0 Adjourn

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.)

REGULAR BOARD MEETING

February 19, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Mike Rourke, Patrick Truman

Board Members Absent: Rose Owens, Colleen O'Sullivan

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton

Other Agency Staff: Jim Spear, NRCS

Guests: None

1.0 Call To Order: 5:35 PM

2.0 Discuss and Approve Agenda

MSC – Truman/Lowden Approve agenda as submitted.

3.0 Discuss and Approve Minutes of January 19, 2003

MSC – Lowden/Truman Approve minutes of January 19, 2003.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Discussion on cash flow. Blanchard answered questions from the Board.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Blanchard answered questions from the Board.

MSC – Truman/Lowden approve list of warrants in the amount of \$ 119,154.99.

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear noted the Omnibus Bill passed giving government the ability to spend money. Spear provided updates on several NRCS programs including: EQIP, CRP and CPP. Spear reported congress authorized a Disaster Relief Program. He mentioned rules for the Conservation Security Program (CSP) have been drafted. Discussion on Community Protection Program (CPP).

(The Following Item Taken Out of Order)

13.0 Discuss and/or Take Action on District Comments on Proposed EQIP Rules

Frost noted, upon review of the summary of proposed rules for EQIP, the change from the present 25/75 percent cost-share, to a 50 % cost-share could be problematic in attracting local landowners to participate. Frost and Spear answered questions from the Board.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC – Truman/Lowden Direct Pat Frost to develop a letter to appropriate NRCS staff; encouraging the EQIP share of cost to remain at 25% for landowners. Copies of the letter to be sent to the State Conservationist and CARCD.

MSC – Lowden/Truman Direct staff to develop letter to appropriate NRCS staff; addressing the affects in our District of the Proposed Technical Service Provider Rule in the EQIP.

7.0 Trinity County Trails Report

Frost reported the Trail Committees are gearing up for the California Trail Day event in Lewiston on April 12, 2003.

8.0 Public Comment

None

9.0 Discuss and/or Take Action on District Mileage Reimbursement Rate for 2003

Discussion on Federal and State mileage reimbursement rates and current fuel costs.

MSC – Truman/Lowden Continue with the District’s 2002 mileage reimbursement rate.

10.0 Discuss and/or Take Action on District CARCD Annual Dues

Discussion on Membership Dues.

MSC – Lowden/Truman Approve payment for CARCD annual dues in the amount of \$3500.

11.0 Discuss and/or Take Action on CARCD North Coast Area Dues

MSC – Truman/Lowden Approve payment for CARCD North Coast Area Dues in the amount of \$100.00.

12.0 Discuss and/or Take Action on District Resolution 03-02 for Approval of Application for Department of Fish & Game Funds

Frost discussed background on resolution, answering questions from the Board.

MSC – Lowden/Truman Approve District Resolution 03-02 for approval of application for Dept. of Fish & Game grant funds.

Roll Call Vote:

Lowden:	Aye
Truman:	Aye
Rourke:	Aye

14.0 District Manager’s Report

- Frost discussed the Big Red Truck project, which involves all 16 volunteer Fire Departments throughout the county, providing fire inspections to landowners on a voluntary basis. In turn, the District, with RAC funding, will pay \$25.00 to the fire departments per inspection. Frost has been attending Volunteer Fire Dept. meetings explaining the program, signing agreements, and distributing paperwork for the inspections. To date he has attended 10 meetings with various Volunteer Fire departments.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- Frost will attend the first Trinity Adaptive Management Working Group (TAMWG) is scheduled to meet in Weaverville February 20-21.
- Frost traveled to Virginia for the Society of Wetlands Scientist's Board Meeting.

15.0 Correspondence/Board Report

Rourke reported the Pruning Seminar held February 15th went well and that another one will be held February 22nd in Hayfork.

Lowden and Truman reported on the NACD Annual Meeting they attended in Florida.

16.0 Adjourn

The meeting was adjourned at 7:45 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

March 19, 2003

-
- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of February 19, 2003

Staff Reports

- 4.0 Financial Report
- 4.10 Discuss Monthly Statement and Spreadsheet
 - 4.20 Discuss and Approve List of Warrants
- 5.0 Projects Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on Board Travel to NACD Workshop in Durham, CA.~ April 17, 2003
- 10.0 Discuss and/or Take Action on Extension of MOU Between District and Trinity County Fire Safe Council
- 11.0 District Manager's Report
- 12.0 Correspondence/Board Report
- 13.0 Adjourn

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.)

REGULAR BOARD MEETING

March 19, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke

Board Members Absent: Patrick Truman

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Judy Carter, Pat Frost

Other Agency Staff: Jim Spear, NRCS

Guests: Lonnie Owens

1.0 Call To Order: 5:35 PM

2.0 Discuss and Approve Agenda

MSC – Lowden/O'Sullivan Approve agenda as submitted.

3.0 Discuss and Approve Minutes of January 19, 2003

MSC – Lowden/O'Sullivan Postpone approval definitely until next month's meeting.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Blanchard answered questions from the Board and discussed cash flow.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Blanchard answered questions from the Board.

MSC – O'Sullivan/Owens Approve list of warrants in the amount of \$ 132,642.56.

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear provided updates on several NRCS programs. The cutoff date for EQIP signup is April 30. Spear has received about 35 EQIP applications. Spear reported a substantial increase in the EQIP program this year. Trinity County's share has not yet been determined. The Technical Service Provider Program officially rolled out March 1. CSP extended their comment period to April 4. CSP is limited to cropland and excludes timber, so it is not expected to have much impact in Trinity County.

7.0 Trinity County Trails Report

Frost reported the Trail Committees are working on the details for the South Lakeshore Trailhead dedication in Lewiston on April 12 - California Trail Day. Sharon Heywood will

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

attend the dedication. The Weaverville Basin Trail Committee and the Trinity Riders Group will jointly host a trail clean-up day on April 6.

8.0 Public Comment

None

9.0 Discuss and/or Take Action on Board Travel to NACD Workshop in Durham, CA.-April 17, 2003

MSC – O’Sullivan/Owens To authorize district travel to the NACD workshop in Durham on April 17, 2003 by all interested board members.

10.0 Discuss and/or Take Action on Extension of MOU Between District and Trinity County Fire Safe Council

MSC – O’Sullivan/Owens To authorize signature of the MOU between the District and the Trinity County Fire Safe Council.

11.0 District Manager’s Report

- Frost reported on the Big Red Truck project. He will attend the Wildwood/Platina VFD meeting next week and the Lewiston Community Service District meeting on April 9. Participating volunteer fire departments will receive a packet containing 250 copies of the fire safe brochure printed with their logo, 250 inspection sheets and an instruction sheet. Packets have been completed for 10 fire departments to date.
- Frost attended the Trinity Adaptive Management Working Group (TAMWG) meeting on February 20-21. Arnold Whitridge was elected Chairman. The next meeting of TAMWG will be April 22–23.
- Frost urged attendance at the upcoming Conservation Easement Workshop to be held April 5 at the Trinity County Fairgrounds in Hayfork.
- Frost reported receiving several applications in response to the advertisement for employment for the Coordinator position Tarwater vacated last fall. Frost hopes to conduct interviews on April 17 – 18 and start employment early May.
- Frost asked to move the May meeting up one week due to a conflict with the CARCD’s Day in the Capitol. The May RCD meeting will be held May 14.
- Frost stated the North Coast Area of the CARCD will meet in Etna on April 23. Frost suggested Elena attend and asked if a board member would like to accompany her. O’Sullivan will attend.

12.0 Correspondence/Board Report

O’Sullivan reported she hopes to make a report at the April meeting on a possible new project involving the Community Forest.

Rourke encouraged Board members to attend the Conservation Easement workshop. Rourke reported the pruning seminars held in Hayfork and Weaverville were successful and he hopes to be able to make this an annual event and expand them.

13.0 Adjourn

The meeting was adjourned at 6:35 PM

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

April 16, 2003

-
- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of Previous Meetings
- 3.1 Discuss and Approve Minutes of February 19, 2003
- 3.2 Discuss and Approve Minutes of March 19, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on District 3rd Quarter Budget Revision
- 10.0 Discuss and/or Take Action on Board Travel to CARCD North Coast Area Meeting – April 23, 2003
- 11.0 Discuss and/or Take Action on Board Travel to CARCD Day in the Capitol – May 20-21, 2003
- 12.0 District Manager's Report
- 13.0 Correspondence/Board Report
- 14.0 Adjourn

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.)

REGULAR BOARD MEETING

April 16, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke

Board Members Absent: Patrick Truman

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Judy Carter, Pat Frost

Other Agency Staff: Jim Spear, NRCS

Guests: Lonnie Owens

1.0 Call To Order: 5:30 PM

2.0 Discuss and Approve Agenda

MSC – Truman/Owens Approve agenda as submitted.

3.0 Discuss and Approve Minutes of February 19, 2003

MSC – Lowden/Truman Approve the minutes of February 19, 2003.

Discuss and Approve Minutes of March 19, 2003

MSC – Owens/O'Sullivan Approve the minutes of March 19, 2003

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost and Blanchard answered questions from the Board and discussed cash flow.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Frost and Blanchard answered questions from the Board.

MSC – Truman/O'Sullivan Approve list of warrants in the amount of \$107,831.28

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear reported NRCS is expecting a budget soon. Spear provided updates on several NRCS programs. The cutoff date for EQIP signup is April 30. Spear has received about 35 EQIP applications. Spear reported a substantial increase in the EQIP program this year. Trinity County's share will be determined in May, although monies were released early for Klamath Basin, using the existing rules. The Technical Service Provider Program officially rolled out March 1; to date three people have shown an interest in being a provider in Trinity County. Anyone interested in being a TSP can enroll online.

7.0 Trinity County Trails Report

Frost reported a successful Trailhead dedication in Lewiston on April 12th to celebrate California Trail Day. The Weaverville Basin Trail Committee and the Trinity Riders Group jointly hosted a trail clean-up day on April 6.

8.0 Public Comment

None

9.0 Discuss and/or Take Action on District 3rd Quarter Budget Revision

Board reviewed budget adjustments and Blanchard answered questions.

MSC – Truman/Owens Approve 3rd quarter budget revision in the amount of \$2,111,788.

10.0 Discuss and/or Take Action on Board Travel to CARCD North Coast Area Meeting – April 23, 2003

MSC – Owens/Lowden approve Board travel to CARCD North Coast Area meeting.

11.0 Discuss and/or Take Action on Board Travel to CARCD Day in the Capitol – May 20-21, 2003

MSC – Owens/O’Sullivan approve Board travel to CARCD Day in the Capitol.

12.0 District Manager’s Report

- Frost has completed attending Volunteer Fire Department meetings in Trinity County for the Big Red Truck project. We have service agreements with all 16 districts. Participating volunteer fire departments will receive a packet containing 250 copies of the fire safe brochure printed with their logo, 250 inspection sheets and an instruction sheet. Packets have been completed for all but 3 fire departments to date.
- Frost attended the Salmon Restoration Federation (SRF) Conference March 23-25th. Frost explained a new grant program through CLC, targeting small groups that have not been successful in receiving money for projects. He met with 17 of the applicants for this money, at the SRF conference.
- Frost will be interviewing applicants to fill the Project Implementation Coordinator position on April 17th.
- Frost reported a busy month for the office to complete the Fish & Game final reports and thanked staff.
- Frost presented the new and improved Weaverville Basin Trail web page on the District web site.
- Frost reported on the Conservation Easement Workshop the District co-hosted on April 5th in Hayfork.
- Frost noted future meetings including:
 - North Coast Area of the CARCD in Etna on April 23rd.
 - Trinity Adaptive Management Working Group April 22-23rd
 - RAC Fuels sub committee April 28th.
 - RAC Roads sub committee April 28th.
 - RAC Full meeting May 5th.

13.0 Correspondence/Board Report

Truman reported the RC&D Council National Meeting will be held in San Antonio, TX. He requested an Agenda Item for the District's May meeting to consider his attendance.

O'Sullivan has information on a project involving the community forest and requested an Agenda Item for the May meeting.

Lowden reported the California Envirothon will be held April 23rd – 25th at Mt. Herman Christian Center in Felton.

Rourke reported attending the FFA State Convention in Fresno, where he toured a USDA Research Facility.

14.0 Adjourn

The meeting was adjourned at 7:30 PM

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Revised Agenda

May 14, 2003

-
- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of April 16, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on District Sponsorship of Range Camp Attendee
- 10.0 Discuss and/or Take Action on District Resolution 03-03 -Participation in CAL-CARD
- 11.0 Discuss and/or Take Action on District Resolution 03-04 -State Water Resources Control Board Prop 13 Project
- 12.0 Discuss and/or Take Action on Board Travel to RC&D Council National Conference
- 13.0 Discuss and/or Take Action on District Involvement with Community Forest Program
- 14.0 Discuss and/or Take Action on District Fee For Service Agreement for EQIP Fuels Project
- 15.0 Closed Session – Discuss and/or Take Action on District Manager’s Annual Evaluation
- 16.0 Correspondence/Board Report
- 17.0 Adjourn

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.)

REGULAR BOARD MEETING

May 14, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

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

Board Members Absent: Rose Owens

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton

Other Agency Staff: Jim Spear, NRCS

Guests: none

1.0 Call To Order: 5:30 PM

2.0 Discuss and Approve Agenda

Lowden requested agenda be amended to include action item for: Board travel to Canon Envirothon in Maryland. Item to be listed under New Business; 12.5

MSC – Truman/O'Sullivan Approve agenda as amended.

3.0 Discuss and Approve Minutes of April 16, 2003

Correct Minutes of April 19, 2003, to reflect attendance of Patrick Truman and Elena Letton, and to delete Judy Carter's attendance

MSC – Lowden/O'Sullivan Approve the minutes of April 16, 2003, as corrected.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost and Blanchard answered questions from the Board, and discussed cash flow.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Frost and Blanchard answered questions from the Board.

MSC – Lowden/O'Sullivan Approve list of warrants in the amount of \$139,633.32

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear gave updates on EQIP and Technical Service Provider Program (TSPP). Discussion on the District's interest and ability to assist with Farm Bill implementation activities. Spear reported NRCS has 1.1 million earmarked for TSSP, which needs to be spent by September 30, 2003. Spear noted Ann Francis, NRCS Landscape Ecologist is working with the District on the revegetation component of the Industrial Park WRP.

7.0 Trinity County Trails Report

Frost reported on a good trail hike in lieu of the regular WBT meeting, May 7th. He noted that a couple of members from the CARCD Forestry Committee, in town for a meeting, joined the group.

8.0 Public Comment

None

9.0 Discuss and/or Take Action on District Sponsorship of Range Camp Attendee.

MSC – Truman/O’Sullivan Approve District sponsoring up to two range camp attendees.

10.0 Discuss and/or Take Action on District Resolution 03-03- Participation in CAL-CARD

Letton gave background, explaining previous Board-approved resolution had Doug Nowacki listed as Board Chairman, and explained Resolution 03-03 listed Board Chairman (without name) as approving officer.

It was noted the date on Resolution mailed to Directors had incorrect date.

MSC – O’Sullivan/Lowden Adopt District Resolution 03-03, with date change.

Roll Call Vote:

Ayes: Lowden, Rourke, Truman, O’Sullivan

Noes: None

Abstentions: None

Absent: Owens

11.0 Discuss and/or Take Action on District Resolution 03-04- State Water Resources Control Board Prop. 13 Project

Frost gave overview of project; answering questions from the Board.

MSC – Lowden/O’Sullivan Adopt District Resloution 03-04, with date change.

Roll Call Vote:

Ayes: Lowden, Rourke, Truman, O’Sullivan

Noes: None

Abstentions: None

Absent: Owens

12.0 Discuss and/or Take Action on Board Travel to RC&D Council National Conference

No Action Taken

12.5 Discuss and/or Take Action on Board Travel to Canon Envirothon in Maryland

Lowden provided information on Canon Envirothon and request.

MSC – O’Sullivan/Truman Approve director travel to Canon Envirothon.

13.0 Discuss and/or Take Action on District Involvement with Community Forest Program

O’Sullivan gave an overview of the written report mailed with the Board package.

Discussion on report. “Next steps” were explored, including discussions with Trinity River Lumber Company, BLM, NRCS and possibly developing an exploratory committee.

No Action Taken.

14.0 Closed Session – Discuss and/or Take Action on District Manager’s Annual Evaluation

MSC – O’Sullivan/Lowden – Move into closed session.

MSC – Truman/ O’Sullivan – Move into open session.

Rourke reported a successful annual evaluation of Frost. Frost granted a \$206.00 monthly vehicle stipend, in lieu of a step increase.

15.0 Board Reports

O’Sullivan reported on the CARCD North Coast Area meeting in Etna.

Truman reported on the CARCD Forestry Committee meeting held in Weaverville.

Rourke reported on the California Ag Teachers Annual meeting in Cal Poly.

Lowden reported on the California Envirothon in Santa Cruz.

16.0 Adjourn

The meeting was adjourned at 9:40 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

June 18, 2003

-
- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of May 14, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on Proposed District Budget for FY 2003/2004
- 10.0 Discuss and/or Take Action on Proposed Revision to District Financial Policy
- 11.0 Discuss and/or Take Action on District Contract with Trinity County for the Wetlands Restoration Project at Trinity Alps Industrial Park
- 12.0 District Manager's Report
- 13.0 Correspondence/Board Report
- 14.0 Adjourn

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.)

REGULAR BOARD MEETING

June 18, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke, Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton

Other Agency Staff: Jim Spear, NRCS

Guests: none

1.0 Call To Order: 5:35 PM

2.0 Discuss and Approve Agenda

MSC – Lowden/Owens Approve agenda as submitted.

3.0 Discuss and Approve Minutes of May 14, 2003

MSC – Truman/O'Sullivan Approve the minutes of May 14, 2003 as submitted.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost and Blanchard answered questions from the Board, and discussed cash flow.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Frost and Blanchard answered questions from the Board.

MSC – Truman/Owens Approve list of warrants in the amount of \$108,506.89

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Spear gave updates on EQIP, TSSP, WRP, GRP, FSA, and TSP. Spear noted the NRCS Weaverville F.O. Engineering position closes June 23, 2003. Spear suggested the Board consider formulating an opinion regarding restoration activities on the Trinity River tributaries to communicate to the Restoration Program. There are no planned restoration activities for the mainstem tributaries at present.

7.0 Trinity County Trails Report

No report

8.0 Public Comment

None

9.0 Discuss and/or Take Action on Proposed District Budget for FY 2003/2004.

Blanchard explained process for developing proposed budget and answered questions from the Board.

MSC – Owens/O’Sullivan Approve proposed budget for FY 03/04 in the amount of \$1,510,081.00.

10.0 Discuss and/or Take Action on Proposed Revision to District Financial Policy

Board reviewed proposed changes to District Financial Policy; (Section VII, Subcontracts; subsections B and D) which increased informal subcontract procedure amounts from \$75,000. to \$100,000. in accordance with the California Uniform Public Construction Cost Accounting Act.

MSC – O’Sullivan/Truman Approve proposed District Financial Policy Change

11.0 Discuss and/or Take Action on District Contract with Trinity County for the Wetlands Restoration Project at Trinity Alps Industrial Park

Postponed definitely to July 16, 2003 Board Meeting.

12.0 District Manager’s Report

- Frost reported on his attendance at the Wetlands Conference in New Orleans.
- Frost will speak at a CLC-sponsored permitting workshop July 1st.
- The Trinity Adaptive Management Working Group (TMWAG) is meeting June 19th and 20th. Frost described some of the issues to be addressed.
- Frost explained a potential solution to the financial aspects of the Community Forest involving foreclosed property on the lower end of Goose Ranch Road and BLM.

13.0 Correspondence/Board Reports

Colleen O’Sullivan reported attending the CARCD Board meeting, the Water Policy subcommittee meeting and Day in the Capitol. O’Sullivan met with Assembly member Patty Berg’s aid in Weaverville, to discuss the Community Forest Concept.

Patrick Truman reported on the NACD budget and employee lay-offs.

Mike Rourke noted the Farm Advisors office receiving support from Wally Herger’s aid, Nadine Bailey.

Greg announced he is a candidate for the Canon (National) Envirothon treasurer position.

August Board meeting will be held at the Roderick Center in Hayfork.

14.0 Adjourn

The meeting was adjourned at 8:48 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

July 16, 2003

- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of June 18, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

- 9.0 Discuss and/or Take Action on District Contract with Trinity County for the Wetlands Restoration Project at Trinity Alps Industrial Park

New Business

- 10.0 Discuss and/or Take Action on Proposed Position Description for GIS/Information Systems Technician
- 11.0 Discuss and/or Take Action on District's North Coast Region Account
- 12.0 District Manager's Report
- 13.0 Correspondence/Board Report
- 14.0 Adjourn

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.)

REGULAR BOARD MEETING

July 16, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Mike Rourke, Patrick Truman

Board Members Absent: None

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton

Other Agency Staff: Tiffany Hayes, NRCS

Guests: None

1.0 Call To Order: 5:31 PM

2.0 Discuss and Approve Agenda

MSC – Truman/O'Sullivan Approve agenda as submitted.

3.0 Discuss and Approve Minutes of June 18, 2003

MSC – O'Sullivan/Owens Approve the minutes of June 18, 2003 as submitted.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost and Blanchard answered questions from the Board. Discussion on cash flow. Board recommended Staff work with North Valley Bank to increase the District's line of credit to \$100,000.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Frost and Blanchard answered questions from the Board.

MSC – Owens/Lowden Approve list of warrants in the amount of \$ 95,423.95

5.0 Project Manager's Report

Written report reviewed and discussed. Frost answered questions from the Board.

6.0 NRCS Report

Hayes reported:

- John Tiedeman, NRCS Engineer, will begin work at the Weaverville Field Office in August.
- WRP (for the Trinity Alps Industrial Park) package is ready to go to bid.
- Additional money may be available for EQIP projects
- NRCS plans to move forward with an RFP for office building.

7.0 Trinity County Trails Report

Frost reported BLM has provided \$1,000. to the District for purchase of additional trail brochures.

There is renewed interest in sponsoring the La Grange Classic at the end of September. Special use permits are needed which, may impede the ability to plan it.

Lewiston Trail Group meeting was canceled.

8.0 Public Comment

None

9.0 Discuss and/or Take Action on District Contract with Trinity County for the Wetlands Restoration Project at Trinity Alps Industrial Park

Frost explained he has made minor revisions and an amendment to the MOU and requested the Board to approve the contract with the following revisions:

- Change Date.
- *Under Preamble, second whereas*, add \$7,500. to amount listed.
- *Under Preamble, sixth whereas*, add project management line item in the amount of \$7,500.
- *Under IIA*. Specify the RFP is subject to review and approval of County Council. And, if there is no response to the RFP within 30 days, it will be considered approved.
- *Under IIA., last paragraph*, Clarify task .
- Renumber document to correct absence of Roman Numeral III.
- *Under V.*, Change Date.

MSC – Truman/Lowden Approve Chairman’s signature with noted changes.

10.0 Discuss and/or Take Action on Proposed Position Description for GIS/Information Systems Technician

Board reviewed and discussed proposed GIS/IS Technician position description and classification of position in District Salary Table.

MSC – O’Sullivan/Truman Approve GIS/Information Systems Technician description and classification and authorize staff to fill position.

11.0 Discuss and/or Take Action on District’s North Coast Region Account

Board reviewed memo.

MSC – Truman/O’Sullivan Approve reimbursement for travel under the North Coast Area account, contingent upon receipt of a \$6500.00 advance check.

12.0 District Manager’s Report

- Frost reported on his attendance at the South Fork CRMP meeting July 10th.
- Completed CA. Dept. of Fish & Game proposal interviews, including six site visits.
- Frost is researching various deferred compensation plans with a goal of implementation of a retirement system for staff by September.
- Frost reported on the RAC, stating that they had approved a number of projects including the District’s proposed projects. There will be a tour July 28th.

13.0 Correspondence/Board Reports

O'Sullivan reported working with Noreen to prepare a grant to help fund the Community Forest efforts.

Lowden will be attending the Canon Envirothon July in Maryland 25th.

August Board meeting will be held at the Roderick Center in Hayfork.

14.0 Adjourn

The meeting was adjourned at 7:25 PM.

Roderick Senior
Center

5:30 PM

Hayfork, CA

Board of Directors Meeting

Agenda

August 20, 2003

-
- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of:
- 3.1 July 16, 2003
 - 3.2 August 8, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
 - 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Public Comment

Old Business

None

New Business

- 9.0 Discuss and/or Take Action on Opening of District Bid LITTLECREEKDECOMM-803
- 10.0 Discuss and/or Take Action on Attendance to the CARCD North Coast Area Meeting
- 11.0 Discuss and/or Take Action on District Delegate at the CARCD Annual Meeting
- 12.0 Discuss and/or Take Action on Attendance to the RC&D Council State-Wide Fall Conference
- 13.0 Discuss and/or Take Action on Attendance to the RC&D Council Pac Rim Regional Meeting
- 14.0 District Manager's Report
- 15.0 Correspondence/Board Report
- 16.0 Adjourn

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.)

REGULAR BOARD MEETING

August 20, 2003 * 5:30 PM

Roderick Senior Center, Hayfork, CA

MINUTES

Board Members Present: Greg Lowden, Colleen O'Sullivan, Rose Owens, Patrick Truman

Board Members Absent: Mike Rourke

Associate Board Members Present: None

RCD Staff: Pat Frost, Elena Letton

Other Agency Staff: None

Guests: Ron Moss, Nathan Jesse

1.0 Call To Order: 5:40 PM

2.0 Discuss and Approve Agenda

Move agenda item 9.0 to follow agenda item 3.2

MSC – Truman/Lowden Approve agenda as submitted.

3.0 Discuss and Approve Minutes of:

3.1 Board meeting July 16, 2003

MSC – Owens/O'Sullivan Approve minutes of July 16, 2003 as submitted.

3.2 Special Board meeting August 8, 2003

MSC – Truman/O'Sullivan Approve minutes of August 8, 2003 as submitted.

9.0 Discuss and/or Take Action on Opening of District Bid LITTLECREEKDECOMM-803

Frost provided background on Bid project. The District received two bids; one did not meet qualifications and one had letter stating the contractor could not begin project until next year. Staff recommendation was to reject the two bids, re-advertise fall of 2003 and schedule the project for July 2004.

MSC – Owens/O'Sullivan District reject the two bids received and re-advertise the bid during the fall of 2003.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost provided an update on District cash flow and answered questions from the Board.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Frost answered questions from the Board.

MSC – Truman/Owens Approve list of warrants in the amount of \$ 85,500.05

5.0 Project Manager's Report

6.0 NRCS Report

Board reviewed written report

7.0 Trinity County Trails Report

Frost reported receiving a telephone call from a landowner near the Weaverville Basin trail.

8.0 Public Comment

None

10.0 Discuss and/or Take Action on Attendance to the CARCD North Coast Area Meeting

MSC – Owens/O’Sullivan Approve Director travel to CARCD North Coast Area Meeting.

11.0 Discuss and/or Take Action on District Delegate at the CARCD Annual Meeting

MSC – Truman/Owens Appoint O’Sullivan and Lowden as delegate and alternate, respectively, at the CARCD annual meeting.

12.0 Discuss and/or Take Action on Attendance to the RC&D Council State-Wide Fall Conference

MSC – O’Sullivan/Lowden Approve Director attendance at the RC&D Council fall conference.

13.0 Discuss and/or Take Action on Attendance to the RC&D Pacific Rim Regional Meeting

No Action Taken.

14.0 District Manager’s Report

- Frost reported on District activities including fuels and fencing crews and south fork work.
- State is beginning to pay invoices.
- Frost has received information on deferred compensation plans for employees from two sources (Mitch Wisner and Marge Beck). He hopes to have a detailed presentation at the September staff meeting.
- TAMWG meeting Sept. 4th.
- Frost will participate in the Youth Challenge Day Sept. 5th.
- RAC meeting Sept. 15th.
- Bar 717 environmental camp Sept. 23-26th.
- Creek Day Oct. 7th.
- Frost will take some time off Sept. 14th-22nd.
- Frost has been selected to serve as a translator in Bolivia for a Rotary project involving reconstructive surgery for children with cleft palates. Travel dates are Nov. 12th – 23rd.

Frost noted that the November Board meeting date should be looked at due to potential conflict with CARCD Annual Meeting (travel evening).

Discussion on NRCS office space/build-to-suit RFP. It was suggested the Board assign a facilities ad-hoc committee. Frost, Truman and O’Sullivan will meet and give report at the September board meeting.

15.0 Correspondence/Board Reports

O'Sullivan and Doyas are finishing a proposal to be submitted to the National Forestry Foundation. If awarded the funds would be used for Community Forest capacity building.

Lowden reported attending the Canon Envirothon in Maryland. Lowden returned as the Treasurer of the National Envirothon.

Truman gave an update on NACD.

16.0 Adjourn

The meeting was adjourned at 7:01 PM.

RCD Office

5:30 PM

Board of Directors SPECIAL Meeting

#3 Horseshoe Lane,
Weaverville, CA

Agenda

August 8, 2003

- 1.0 Call To Order Rourke 2:00 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and/or Take Action on Change in Terms Agreement for District Line of Credit with North Valley Bank
- 4.0 Discuss and/or Take Action on Designation of Authorized Signatures on District Line of Credit
- 5.0 Adjourn

**SPECIAL
BOARD MEETING**

August 8, 2003 * 2:00 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

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

Board Members Absent: Rose Owens

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Elena Letton

Other Agency Staff: None

Guests: None

1.0 Call To Order: 2:00 PM

2.0 Discuss and Approve Agenda

MSC – Lowden/O'Sullivan Approve agenda as submitted.

3.0 Discuss and/or Take Action on Change in Terms Agreement for District Line of Credit with North Valley Bank

Board reviewed and discussed the Change and Terms Agreement prepared by North Valley Bank.

MSC – O'Sullivan/Lowden Approve Change and Terms Agreement as submitted.

4.0 Discuss and/or Take Action on Designation of Authorized Signatures on District Line of Credit

Discussion on additional signators to the District Line of Credit

MSC – Truman/O'Sullivan Include Colleen O'Sullivan, Rose Owens and Patrick Truman as additional signators for the District Line of Credit with North Valley Bank.

5.0 Adjourn

Meeting was adjourned at 2:10 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

September 17, 2003

- 1.0 Call To Order Rourke 5:30 PM
2.0 Discuss and Approve Agenda
3.0 Discuss and Approve Minutes of August 20, 2003

Staff Reports

- 4.0 Financial Report
 4.1 Discuss Monthly Statement and Spreadsheet
 4.2 Discuss and Approve List of Warrants
5.0 Project Manager Report
6.0 NRCS Report
7.0 Trinity County Trails Report
8.0 Facilities Committee Report
9.0 Public Comment

Old Business

None

New Business

- 10.0 Discuss and/or Take Action on Opening of District Bid HP-9-03 for Hamilton Ponds Dredging
11.0 Discuss and/or Take Action on Attendance at the CARCD Annual Conference
12.0 Discuss and/or Take Action on District Contract with Trinity County for Botanical Services
13.0 Discuss and/or Take Action on District Contract with Bar 717 for Fuels Reduction Project
14.0 Discuss and/or Take Action on District Purchase of Chipper
15.0 Discuss and/or Take Action on District Personnel Policy
16.0 District Manager's Report
17.0 Board Report/Correspondence
18.0 Adjourn

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.)

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

October 15, 2003

- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of September 17, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Facilities Committee Report
- 9.0 Public Comment

Old Business

- 10.0 Discuss and/or Take Action on District Personnel Policy

New Business

- 11.0 Discuss and/or Take Action on First Quarter Budget Revision
- 12.0 Discuss and/or Take Action on District Annual Audit for Fiscal Year 02-03
- 13.0 Discuss and/or Take Action on Opening of District Bid LITTLECREEKDECOMM-704
- 14.0 Discuss and/or Take Action on Change in District Fiscal Operations and Reclassification of Fiscal Manager
- 15.0 District Manager's Report
- 16.0 Board Report/Correspondence
- 17.0 Adjourn

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.)

REGULAR BOARD MEETING

October 15, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

Board Members Present: Greg Lowden, Rose Owens, Mike Rourke, Patrick Truman

Board Members Absent: Colleen O'Sullivan

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, Pat Frost, Elena Letton, Dan Westermeyer

Other Agency Staff: Jim Spear, NRCS

Guests: Dennis Fox

1.0 Call To Order: 5:34

2.0 Discuss and Approve Agenda

MSC – Lowden/Truman approve agenda as submitted

3.0 Discuss and Approve Minutes of:

MSC – Truman/Owens Approve minutes of September 17, 2003 as submitted.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Frost and Blanchard provided an update on District cash flow and answered questions from the Board.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Blanchard answered questions from the Board.

MSC – Truman/Owens Approve list of warrants in the amount of \$ 142,681.57

5.0 Project Manager's Report

Board reviewed written report. Frost introduced Dan Westermeyer, project implementation coordinator, and answered questions from the Board.

6.0 NRCS Report

Spear reported on status of NRCS office space. Update and discussion on NRCS Technical Service Provider.

7.0 Trinity County Trails Report

Frost reported on trail activities for the Weaverville Basin Trail.

8.0 Facilities Committee Report

Truman gave update, noting concerns of the 5-year NRCS lease maximum.

9.0 Public Comment

Dennis Fox commented on a 30-year state water plan.

MSC – Truman/Lowden – Take Agenda Items 11-12 out of order

11.0 Discuss and/or Take Action on First Quarter Budget Revision

Blanchard explained changes and answered questions from the Board.

MSC – Truman/Lowden Adopt first quarter budget revision in the amount of \$1,753,677.

12.0 Discuss and/or Take Action on District Annual Audit for Fiscal Year 02-03

Board reviewed audit.

MSC – Owens/Lowden Accept the Annual Audit.

10.0 Discuss and/or Take Action on District Personnel Policy

Board reviewed Draft changes to Personnel Policy with the following suggestions:

- page 8, section VIII. Benefits, B.,1, -add column to table to include *days per year*. In the same section also indicate that paid leave is not earned for overtime hours.
- page 5, section V., B, 1, a. –indicate the 1% salary increase for a maximum of 10 years is an annual increase.
- Modify signature page to spell out attachments.

MSC – Postpone definitely to November 18, 2003 meeting with revised copy and attachments.

13.0 Discuss and/or Take Action on Opening of District Bid LITTLECREEKDECOMM-704

Bids were opened and read as follows:

John Buick Construction	\$77,681.00
Valley View Excavating	Not Qualified
Schnetzer Engineering, Inc	\$81,700.00
Deneau Company	\$68,300.00

MSC – Truman/Owens Accept qualified bids; postpone definite awarding of contract until engineers re-evaluation and recommendation by staff.

14.0 Discuss and/or Take Action on Change in District Fiscal Operations and Reclassification of Fiscal Manager

Discussion of fiscal operations and contract accountant.

MSC – Truman/Lowden Reclassify Fiscal Manager Position to Range 302; with present Fiscal Manager to be placed at Range 302, Step 1, effective October 19, 2003.

15.0 District Manager's Report

Frost Reported on:

- Bar 717 Environmental Camp held September 23rd -26th, 2003.
- Salmon Celebration October 4, 2003
- River Day at Coffee Creek School October 7, 2003.
- Trinity Management Council meeting October 29, 2003.
- CARCD Partnership Award – nominating BLM with West Lake RCD
- Leaving for Bolivia on November 12, 2003.
- November Board Meeting is scheduled for November 18, 2003 (one day early)

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- Trinity RCD will host the Spring 04 CARCD North Coast Area meeting.
- Christmas party is scheduled for December 12, 2003.

16.0 Correspondence/Board Reports

Truman, O'Sullivan and Lowden reported on their attendance to the North Coast Area Meeting held in Lake County on September 25, 2003.

Owens encouraged everyone to attend the Fall Dinner Fundraiser at the Roderick Center on October 25th.

17.0 Adjourn

The meeting was adjourned at 7:02 PM.

RCD Office

2:00 PM

Board of Directors SPECIAL Meeting

Agenda

#3 Horseshoe Lane,
Weaverville, CA

November 7, 2003

- 1.0 Call To Order Rourke 2:00 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and/or Take Action on District Resolution 03-05, Authorizing Application for the Watershed Coordinator Grant Program 2004 Request for Proposals to the Department of Conservation
- 4.0 Discuss and/or Take Action on Letter of Commitment for In-Kind Match to the Department of Conservation for Watershed Coordinator Grant Program
- 5.0 Discuss and/or Take Action on District Purchase of Truck
- 6.0 Adjourn

**SPECIAL
BOARD MEETING**

November 7, 2003 * 2:00 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

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

Board Members Absent: Rose Owens

Associate Board Members Present: None

RCD Staff: Patrick Frost, Elena Letton

Other Agency Staff: None

Guests: None

1.0 Call To Order: 2:00 PM

2.0 Discuss and Approve Agenda

Frost requested item 5.0 be removed from agenda.

MSC – Truman/O'Sullivan Approve agenda excluding item 5.0.

3.0 Discuss and/or Take Action on District Resolution 03-05, Authorizing Application for the Watershed Coordinator Grant Program 2004 Request for Proposals to the Department of Conservation.

Frost provided background on the Department of Conservation Watershed Coordinator grant program.

MSC – Truman/O'Sullivan Authorize application to the Department of Conservation for Watershed Coordinator.

Roll Call:

Ayes: Lowden, Rourke, Truman, O'Sullivan

Noes: None

Absent: Owens

4.0 Discuss and/or Take Action on Letter of Commitment for In-Kind Match to the Department of Conservation for Watershed Coordinator Grant Program.

Frost explained the grant requirement of applicants to submit a letter of commitment for an in-kind match .

MSC – Lowden/O'Sullivan Authorize signature of Chairman on letter of commitment to the Department of Conservation.

5.0 Discuss and/or Take Action on District Purchase of Truck

Removed from Agenda.

6.0 Adjourn

Meeting was adjourned at 2:15 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

November 18, 2003

- 1.0 Call To Order Rourke 5:30 PM
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Minutes of:
- 3.1 October 15, 2003
- 3.2 November 7, 2003

Staff Reports

- 4.0 Financial Report
- 4.1 Discuss Monthly Statement and Spreadsheet
- 4.2 Discuss and Approve List of Warrants
- 5.0 Project Manager Report
- 6.0 NRCS Report
- 7.0 Trinity County Trails Report
- 8.0 Facilities Committee Report
- 9.0 Public Comment

Old Business

- 10.0 Discuss and/or Take Action on District Personnel Policy
- 11.0 Discuss and/or Take Action on Opening of District Bid LITTLECREEKDECOMM-704

New Business

- 12.0 Discuss and/or Take Action on Purchase of District Truck
- 13.0 Discuss and/or Take Action on CARCD Resolutions 01-2003 and 02-2003
- 14.0 Discuss and/or Take Action on District Resolution 03-06 - Deferred Compensation Plan for District Employees.
- 15.0 Board Report/Correspondence
- 16.0 Adjourn

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.)

REGULAR BOARD MEETING

November 18, 2003 * 5:30 PM

#3 Horseshoe Lane, Weaverville CA

MINUTES

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

Board Members Absent: Rose Owens

Associate Board Members Present: None

RCD Staff: Cindy Blanchard, John Condon, Elena Letton, Cynthia Tarwater

Other Agency Staff: Jim Spear, NRCS

Guests: None

1.0 Call To Order: 5:31

2.0 Discuss and Approve Agenda

MSC – Lowden/O'Sullivan approve agenda as submitted

3.0 Discuss and Approve Minutes

MSC – Lowden/Truman Approve minutes of October 15, 2003 as submitted

MSC – Lowden/O'Sullivan Approve minutes of November 7, 2003 as submitted.

4.0 Financial Report

4.1 Discuss Monthly Financial Statement and Spreadsheet

Board reviewed Financial Statement and Spreadsheet. Blanchard provided an update on District cash flow and answered questions from the Board.

4.2 Discuss and Approve List of Warrants

Board reviewed warrants. Blanchard answered questions from the Board.

MSC – O'Sullivan/Lowden Approve list of warrants in the amount of \$ 276,579.09

5.0 Project Manager's Report

Board reviewed written report. Condon discussed several projects; answering questions from the Board. Tarwater reported on South Fork projects implemented this year.

6.0 NRCS Report

Spear reported on the EQIP program and noted that applications for next year's program are due January 16, 2004. Spear also gave updates on the status of NRCS reorganization, and the Weaverville field office facility.

7.0 Trinity County Trails Report

No report.

8.0 Facilities Committee Report

No report.

9.0 Public Comment

None

OLD BUSINESS

MSC – O’Sullivan/Lowden – Take Agenda Item 11.0 before Item 10.0

11.0 Discuss and/or Take Action on Awarding of District Bid LITTLECREEKDECOMM-704

Tarwater discussed recommendation provided in Board packet and answered questions from the Board.

MSC – Truman/O’Sullivan Approve staff recommendation and award Little Creek Decommissioning project to lowest qualified bidder, Paul Deneau, for \$68,300.

10.0 Discuss and/or Take Action on District Personnel Policy

Board reviewed changes recommended at the October Board Meeting. Rourke requested a revision in the wording to indicate employees who are on probation as a result of a promotion, are eligible to use accumulated paid leave.

MSC – O’Sullivan/Truman Adopt revised Personnel Policy with changes.

NEW BUSINESS

12.0 Discuss and/or Take Action on Purchase of District Truck

Board reviewed recommendation from staff, including bids received. Condon answered questions from the Board.

MSC – O’Sullivan/Lowden Approve purchase of 2000 Ford F350 from Mike Schardin in the amount of \$24, 950.

13.0 Discuss and/or Take Action on CARCD Resolutions 01-2003 and 02-2003

Resolutions reviewed and discussed.

MSC – Lowden/O’Sullivan Recommend District delegate vote yes on both resolutions at the CARCD annual meeting.

14.0 Discuss and/or Take Action on District Resolution 03-06 Deferred Compensation Plan for District Employees.

Board reviewed written material submitted. Letton answered questions from the Board.

MSC – Lowden/O’Sullivan Approve District Resolution 03-06.

15.0 Correspondence/Board Reports

Board reviewed letter from U.S. Representative Herger.

16.0 Adjourn

The meeting was adjourned at 7:21 PM.

RCD Office

5:30 PM

#3 Horseshoe Lane,
Weaverville, CA

Board of Directors Meeting

Agenda

December 17, 2003

1.0 Call To Order Rourke 5:30 PM

2.0 Discuss and Approve Agenda

3.0 Discuss and Approve Minutes of November 18, 2003

Staff Reports

4.0 Financial Report

4.1 Discuss Monthly Statement and Spreadsheet

4.2 Discuss and Approve List of Warrants

5.0 Project Manager Report

6.0 NRCS Report

7.0 Trinity County Trails Report

8.0 Facilities Committee Report

9.0 Public Comment

New Business

10.0 Discuss and/or Take Action on District Agreement with Tsemeta Nursery

11.0 Discuss and/or Take Action on Purchase of District Truck

12.0 Discuss and/or Take Action on Director Travel to National Association of Conservation Districts Annual Meeting

13.0 Discuss and/or Take Action on Election of Board Officers

14.0 Discuss and/or Take Action on District Holiday Schedule

15.0 District Manager's Report

16.0 Board Report/Correspondence

17.0 Adjourn

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.)