

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

January 15, 2020

- 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 November 20, 2019 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss November Monthly Financial Report
- 4.2 Discuss December Monthly Financial Report
- 4.3 Discuss and Approve List of Warrants for November, 2019
- 4.4 Discuss and Approve List of Warrants for December, 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
- AB 1234 (Ethics Training/Scheduling Reminder)
 - Distribution of Form 700 Report Information (Reminder) – Filing Deadline April 1, 2019
- 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

January 15, 2020 * 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

1.0 Call to Order: Meeting called to order at 5:30 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 November Regular Meeting

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

4.0 Financial Report

4.1 Discuss Monthly Financials For November, 2019

Sheen stated the District has been reconstructing operations since Tracy McFadin resigned. Sheen noted that Elizabeth Sandoval had experience with her previous employer in project tracking, invoicing, gathering information with regard to reporting, etc. Our numbers are not finalized. There is still more revenue coming in through November 30, 2019 and we are expecting payment any day. Sheen clarified that the District is not down by \$300,000. We are doing a lot of work to get things back in order. The books are closed from 2018-2019 fiscal year.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.2 Discuss Monthly Financials for December, 2019

Sheen reported the audit went well in December. There were very few findings. Several things needed to be cleaned up in the previous years and he had the opportunity to consult with the auditors regarding the best way to address the issues.

4.3 Discuss and Approve List of Warrants for November, 2019

O'Sullivan expressed concern and inquired on the shut off notice for PUD and Sheen explained the situation. Sheen noted there is more revenue to come in.

MSC – Truman/O'Sullivan to approve the list of warrants for November, 2019 in the amount of \$107,627.35.

4.4 Discuss and Approve List of Warrants for December, 2019

Sheen noted there has not been any invoicing for December but he is working with funders to begin receiving funding.

Sheen reported on payroll and noted that it is being restructured. Sara is working under Elizabeth. Sheen noted that Elizabeth has expressed interest in temporarily taking on some tasks to fill in the gaps while we are recruiting a new Grants Coordinator, but she is not interested in permanently filling the position.

Sheen reported that the Project Coordinators will be doing more invoicing and be more involved in the grant writing aspect of those positions. Sheen noted that project coordinators of most other RCDs do all their own grant writing, reporting, invoicing, etc. without having a Grant Coordinator's position. There is going to be a learning curve, but Sheen is confident the Project Coordinators are fully capable of fulfilling these additional tasks. Sheen commended Amelia and Elizabeth for stepping up and taking the initiative to fill in during this transitional phase. Project Coordinators are going to have a much more hands on approach in this process.

Sheen reported on the Line of Credit and noted it has been maxed out since November, 2019, but we are continuing to make payments on it. Interest rates have dropped. With our last accounts receivables run, we are looking at \$220,000 of what is owed to us and \$140,000 is what we owe. Sheen noted we are trying to work within our means and getting things done accurately and in a timely manner.

Sheen stated the Project Coordinators need to take more ownership of their projects. By doing their own invoicing, they will know their budgets and allowable expenses better. When we had the increased level of capacity with four crews working, the season was extremely busy and it has really pushed us. Sheen feels it is better to go in to the off season to work on recruiting candidates, especially since there weren't any that met our requirements at the time of the Revegetation position being open. Sheen stated his intent is to have the Grant Coordinator position flown by the end of January and hoping to have someone hired by the end of February or early March.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC – Morgan Rourke/Lowden to approve the list of warrants for December, 2019 in the amount of \$180,519.78

5.0 Projects Report

Lowden inquired on the cannabis outreach and asked what our role is in the cannabis outreach. Sheen reported that the funding for the project is from a grant with the California Association of Resource Conservation Districts (CARCD), and that we held two workshops regarding sustainable agriculture, land stewardship, and Best Management Practices (BMP). There was assistance with the workshops from Down River Consultants and the Watershed Research and Training Center that has had experience with BMPs, road access, grading, etc. The bulk of the project was promoting conservation BMPs to landowners generally, but with a focused outreach to cannabis cultivators. Sheen noted the District asked for more funding for an expansion of the program. We are trying to solidify a message across the region. We are using it in a way to teach and support conservation practices. The District's role would be to create a storyboard and hire a videographer who would create the videos walking you through the steps of water catchment, road maintenance, slope stabilization, revegetation, etc. Then the District would be responsible for providing videos and informational materials to the public.

The District has been working with Bobbi Chadwick and Jeremy Brown who are on board with the outreach for this project.

6.0 NRCS Report

Ganoung, who has officially returned from maternity leave, emailed a report for NRCS updates. In the report, Ganoung announced that the new assistant to the State Conservationist for Field Operations is Tony Sunseri who started July 22, 2019. Carolyn Rourke retired July 30, 2019. Andrew Lee is the Area 1 Forester as of October 27, 2019 and the Area Tribal Liaison is Kagat MqQuillen, as of January 5, 2020.

NRCS Farm Bill for the new Fiscal Year 2020 started on October 1, 2019. NRCS is currently going through changes with the ranking program and will not have confirmed sign-up deadline dates until the program is in use; March 2020, at the earliest. NRCS is currently working on putting conservation plans together in hopes that they will be shovel-ready when the new NRCS system is ready for use. It is anticipated that there will be three (3) separate sign-up periods.

Ganoung reported on Fiscal Year 2019 funded projects; Joint Chiefs (8 projects), Regional Conservation Partnership Program (Oak Restoration) (3 projects), Conservation Activity Plans (Forest Management Plans) (3 projects), EQIP General Forestry (2 projects), EQIP General Rangeland (1 project), Conservation Stewardship Program (CSP) (1 project) and Indefinite Deliver Indefinite Quantity (IDIQ) Forestry (3 projects), which totals 21 new contracts.

7.0 Northwest California RC&D Council

Nothing to report.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

8.0 Community Forest/Stewardship Committee

O'Sullivan reported that Amelia Fleitz is getting the final signatures for the Annual Operating Plan.

9.0 Trinity County Collaborative Report

Sheen reported that the normal December meeting was pushed off to January 17, 2020, by a vote of the Collaborative members at the October 2019 meeting. Sheen reported that Sara Acridge took the District Ranger position for the Shasta-Trinity National Forest's National Recreation Area (Trinity and Shasta Lakes) and started in mid-December. Sheen noted that she is great to work with.

Sheen reported on the houseboat permitting issues on the lakes. Sheen stated there are 120 commercial houseboats and 102 private house boat permits on the lake. Sheen reported that if a private houseboat gets pulled off the lake, then the permit gets retired, and there is local concern for the overall loss of permits on the lake generally. There is a demand for more private houseboats being on the lakes, but not for the commercial.

Sheen reported he is going to have a meeting with Sara Acridge to get a unified message together before they go to Scott Russell. Sheen reported that the STNF is the only Forest in the nation that manages houseboat permitting, as other Forests contract out that management to third parties. Sheen reported he is working on a doodle pool to get the Recreation Committee to meet some time in February with Sara Ackeridge as the 1996, 2006 and 2016 plans need modification to address the situation.

10.0 Public Comment

None.

11.0 Board Reports/Correspondence

Sandoval reminded the board of the upcoming deadlines for the AB 1234 (Ethics Training) and the Form 700 Report Information. Sandoval will be working on getting three of the board members lined up for the Ethics Training course.

No additional reports from the board.

12.0 District Manager's Report

Sheen reported the audit went very smoothly. One of the auditors the District is working with requested a few additional items and stated they should have the audit complete within a month or two.

Sheen noted that Sue and Joan have been working diligently to put out fires and clean up issues in the accounting system. The audit seems like it will be fairly clean.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen reported the quarterly budget revision should have been presented this month, but with Joan being gone until February 3, it may not be complete and ready to present until March meeting.

Sheen commented that Tracy was picking up a lot of slack with people coming and going while she was here. We are trying to divide tasks now so that our employees are not overloaded and can be more effective.

Sheen reported the crews have been laid off as of December 19, 2019 and mentioned that Jeff McGrew is hoping to keep the same crew because they are really hard-working, dedicated and enjoying their work. Sheen noted the District had a total of four crews this past work season and towards the end, they all were intermingling in various projects, helping each other and working great as a team. Sheen expressed how good it was to know that there was so much comradery amongst the four crews and expressed how happy he was that they all worked great together.

17.0 Closed Session

No closed session for the January, 2020 board meeting.

18.0 Adjourned

Adjourned at 6:30 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Amended Agenda

February 19, 2020

- 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 15, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss January Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for January 15, 2020
- 5.0 Discuss/Take Action on Resolution 20-01: Approving the Applicant to Apply for Grant Funds for the State of CA., Department of Parks & Recreation, Off-Highway Vehicle Grant Funds
- 6.0 Discuss/Take Action on Resolution 20-02: Approving the Applicant to Apply for Grant Funds for the CALRECYCLE GRANTS
- 7.0 Projects Report
- 8.0 NRCS Report
- 9.0 Northwest California RC&D Council
- 10.0 Community Forest/Stewardship Committee Report
- 11.0 Trinity Collaborative Report
- 12.0 Public Comment
- 13.0 Discuss/Take Action on Proposed Revision to District Salary Table
- 14.0 Discuss/Take Action on Memorandum of Agreement Between the USDA Natural Resources Conservation Service and Trinity County Resource Conservation District and the California Association of Resource Conservations Districts and its Appendix A with Corrections
- 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

February 19, 2020 * 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, Joan Caldwell, Zack Blanchard, Amelia Fleitz and Angela Sandoval

Other Agency Staff: None

Guests: Members of the public

1.0 Call to Order: Meeting called to order at 5:35 by Mike Rourke.

2.0 Discuss and Approve Agenda

MSC – O’Sullivan/Truman to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for January, 2020 Regular Meeting

MSC – Morgan Rourke/O’Sullivan to approve minutes from January 15, 2020 regular meeting.

4.0 Financial Report

4.1 Discuss Monthly Financials

Sheen reported the District staff has been doing a lot of invoicing. We are about a month behind, therefore the numbers do not reflect accurately for the month of January.

Everything is complete through the month of December, 2019.

Caldwell noted the District is headed in the right direction and the numbers are definitely improving.

Sheen reported the net income has drastically improved. Cash flow has finally been catching up.

4.2 Discuss and Approve List of Warrants for February, 2020

MSC – Truman/Lowden to approve the list of warrants in the amount of \$72, 917.65.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

5.0 PUBLIC HEARING: To Solicit and Receive Public Input for the Development of a Grant Proposal for Funding for the 2020 Off-Highway Motor Vehicle Recreation Division Grants and Agreements Program

Zack Blanchard with TCRCD's Roads Department explained the purpose of receiving the public's input on their grant proposal for 2020 Off Highway Motor Vehicle funding and explained that the work that would be done is anything from restoration, ground operations or even planning. Blanchard explained that the District is applying for this funding to decommission roads in Southern Trinity and they are accepting comments on any types of improvements that could be done.

Several members from the public attended this meeting and addressed their concerns.

Public member, Matthew Duree, mentioned that one of the biggest issues with the South County is there is need for direction in questions. Duree asked about land acquisitions and if there are grants available.

Blanchard replied that yes, the TCRCD would have to take a 25-year agreement for a land acquisition.

Duree asked what the point is in decommissioning roads. Blanchard explained that it is not up to the TCRCD to determine which roads are decommissioned. The US Forest Service determines why a road is being decommissioned. We apply for the funds and if granted, perform the work. The public discussed their desires to have work done on the spaghetti bowl and the desire to have NEPA started.

Mike Rourke asked the group if they have an organization. When they replied that they do not, Rourke advised that it would be more beneficial if they gathered their concerns and all came together collectively.

O'Sullivan mentioned the La Grange Bike Race is a group that got together and performed a non-profit so they can organize bike races. O'Sullivan suggested that the concerned members of the public find a way to get a group or club together like the Trinity Trail Alliance so that they can apply for grants and work with the Trinity County RCD to get match funds.

Rourke reassured the members of the public that we are able to voice concerns and requests. He suggested coordinating a meeting with them to get their comments and concerns.

Sheen suggested they go to the Watershed Research & Training Center's website and noted there are people in the US Forest Service who know the desire to update the Spaghetti Bowl.

Rourke also commented that we are here to help facilitate, but we do need some kind of organization to help us with that.

Blanchard shared that Shasta Dirt Riders is also a great group to contact for inquiries regarding creating a group.

Blanchard also asked that if they are out and find a legal route to be worked on, to please contact him and he will gladly put in a proposal.

Public comment closed at 6:15 PM.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.1 Discuss/Take Action on Resolution 20-02: Approving the Applicant to Apply for Grant Funds for the CALRECYCLE GRANTS

Amelia Fleitz explains the grant proposal and noted the project is adjacent to the swinging pedestrian bridge on Hayfork Creek, and the goal is to create a community center for Agriculture. One of the founders of the organization called Hayfork Transition Group purchased the plot. Mike Rourke noted that he would like the policy to be discussed and approved first. Fleitz explained that the policy is recommended by the state in order to receive grant funds. Fleitz noted she built in additional fail safes of the policy in case there are hardships. Rourke stated that it seems as though it is not feasible. Rourke explained the cost will be greater and the proposed environmentally friendly materials are not always readily available. Rourke indicated he does not agree with the plan and feels that it is unmanageable. O'Sullivan proposed that the plan is amended, we adopt a policy and send off the resolution to be able to apply for the grant funds. Sheen requested the board adopts the policy now as many of the proposed actions of the policy are already being implemented at the District. Sheen stated that if we can have the policy adopted at tonight's board meeting, we can make amendments based on revisions requested at this meeting, then send off the resolution to be able to apply for funds.

MSC – Truman/O'Sullivan to approve Policy Number 2155 as amended.

6.0 Discuss/Take Action on Resolution 20-02: Approving Applicant to Apply for Grant Funds for the CALRECYCLE GRANTS

Morgan Rourke asked if there are grants that the District can apply for to get subsidies for dump fees.

Mike Rourke asked if dump fees are included in grant funds that the District applies for. Sheen confirmed that all grow site clean-up fees are paid for by the funder.

MSC – Lowden/Morgan Rourke to approve Resolution 20-02.

7.0 Projects Report

Nothing to report.

8.0 NRCS Report

Nothing to report.

9.0 Northwest California RC&D Council

Nothing new to report.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

10.0 Community Forest/Stewardship Committee

O'Sullivan reported that in today's paper, there was an advertisement of a project that was put on by the Shasta-Trinity to reduce fuel in the Weaverville Community Forest. The project entails treating 4,900 acres. This is a project that is going back to finish up and maintain work that has already been created. O'Sullivan stated she is going to contact Sally Cousins or Lara Graham for comments.

There is a Steering Committee meeting set for Friday, February 21, 2020 in the afternoon at the TCRCD Conference Room office. O'Sullivan announced a new member of the Steering Committee, Alan Seagmiller, who will be representing for the Trails Committee.

Mike Rourke inquired on the timeframe for the work to treat the 4,900 acres.

Sheen noted the funding is coming from the Joint Chiefs to treat the area. The scoping period is usually 30 days. Sheen explained that the funding through the Joint Chiefs, will be treating the first 1,500 acres within a three-year period. The entire treatment cycle will be complete within a 10-year period.

Rourke inquired on how long the Joint Chiefs last.

Sheen commented that it is three-years and it was adopted toward the end of last year (2019) and runs through 2022. Sheen mentioned the actual Joint Chiefs funding source originally started in 2016.

11.0 Trinity County Collaborative Report

Sheen reported that the meeting for last month was cancelled. Sheen announced the next meeting will be on March 20, 2020 in Hayfork at the Fairgrounds. Sheen stated the next Recreation meeting will be held on Friday, March 13, prior to the full Collaborative meeting.

Sheen reported that Tom Hall, South Fork Management Unit District Ranger for the Shasta-Trinity National Forest (station in Hayfork), has moved on to Washington, DC to continue a career with the United States Forest Service there. Chris Losi is the new Acting District Ranger. Sara Ackeridge is the new District Ranger for the National Recreation Area out of Whiskeytown. Sheen will be meeting with her on March 11 to talk more about the houseboat issues.

12.0 Public Comment

None.

13.0 Discuss/Take Action on Proposed Revisions to District Salary Table

Sheen stated that in November, 2018, the Board authorized the District Manager to make revisions to the District's salary table. Sheen distributed the current salary table and another salary table with revisions for the calendar year 2020 for everyone's review and comparisons.

Sheen explained that he did an analysis of how the salary table was structured and decided that because minimum wage continues to grow, he wanted to make it to where he is hiring on



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

employees in the appropriate salary table ranges, rather than hiring them on with the pay in the latter part of the table where there isn't much potential for growth in their position. Sheen adjusted all scales. All employees will be reclassified back a couple steps with somewhat of a pay increase.

The reason for this proposal is that Sheen does not foresee hiring anyone on at a step 1 on the current salary table. The pay rates are too low.

Morgan Rourke used Sheen as an example and asked how many other employees are off the chart, like he is.

Sheen replied that several other employees are in the same situation.

Sheen explains the cost of living and proposed that everything is at 2% perpetuity after step 8 on the salary table.

Morgan Rourke stated that even if we reclassified everyone, there are still some budgeting issues. Rourke wanted to know how the District can afford these percentages if we are in the negative. Sheen explained that right now on the current salary table, he is at Step 8+8, but will drop down to a Step 5 and have three more steps before he lands in the 2% range. Sheen also explained that more than half his position is paid for through different projects and most of our staff would be charging out directly to projects. Currently, there are only three people that the change would affect. Sheen stated that he feels that if he is hiring someone on as a step 5 or 6, they would drop in to the 2% range sooner and it seems like it would be a different. Sheen stated the changes will not have a significant impact to the bottom line.

Sheen also noted that when comparing a lot of what is happening in other Districts, they are in better alignment than we are. If we were to make the changes, we would then be hiring at competitive rates.

MSC – O'Sullivan/Truman to adopt revised salary table.

14.0 Discuss/Take Action on Memorandum of Agreement Between the United States Department of Agriculture Natural Resources Conservation Service and Trinity County Resource Conservation District and the California Association of Resource Conservation Districts and its Appendix A with Corrections

Jen Ganoung emailed TCRCD's Board Clerk to distribute an updated agreement between the NRCS, CARCD and the Trinity County Resource Conservation District, that included multiple attachments, to be reviewed and signed at the meeting. The Board Clerk distributed the agreement and attachments.

O'Sullivan explains that the MOA states what it is the NRCS will be doing. The Fact Sheet provided, states their name change and why and there is also some background included with the MOA. The Board had questions and uncertainty and asked that Sheen seeks information and clarification prior to the Board agreeing to sign the agreement.

15.0 Board Reports/Correspondence

Nothing to report.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

16.0 District Manager's Report

Sheen gave staff updates and mentioned that sometime in the future, he would like to hire on a Project Coordinator II (PCII) for both the Revegetation and Fuels Crews.

Sheen announced that he promoted Kaety Howard to the Project Coordinator I (PCI) position for the Revegetation Department. She has very strong goals and not only has expressed interest in this position, but she has also demonstrated the work performance as well.

Sheen reported he also hired Chris Cole on as our Forest Health PCI and mentioned he is planning to look for a PC II for the Revegetation Department who has education and experience in Botany and has an implementation background.

Sheen reported the same desire for the Forestry Health Department (Fuels), just with the difference in background and experience.

Sheen reported there are two positive candidates for the Grant Coordinator Position.

The crews will be starting early this year. There are a number of projects that will keep them busy.

Sheen reported on about the different upcoming projects that the District has secured.

Sheen also mentioned cross training the Revegetation Department guys with the Fuels crews.

Sheen reported that he has not had time to look in to finances training. He has been mostly busy with getting the fuels crews lined up for projects for when they return in the beginning of March.

He mentioned that CSDA is offering a General Manager Summit, which he indicated is very valuable training for himself. Also noted it helps reduce worker's compensation and liability insurance.

17.0 Closed Session

No closed session for the February, 2020 board meeting.

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

Amended Agenda

March 18, 2020

- 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, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss February Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for February, 2020
 - 4.3 Discuss and Approve Updated List of Authorized Signers for the District's Bank Account**
- 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 Memorandum of Agreement Between the USDA Natural Resources Conservation Service and Trinity County Resource Conservation District and the California Association of Resource Conservations Districts and its Appendix A with Corrections
- 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

March 18, 2020 * 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, Joan Caldwell and Angela Sandoval

Other Agency Staff: None

Guests: None

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

2.0 Discuss and Approve Agenda

MSC – Lowden/Morgan Rourke to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for February, 2020 Regular Meeting

MSC – Morgan Rourke/O’Sullivan to approve minutes from February 19, 2020 regular meeting.

4.0 Financial Report

4.1 Discuss Monthly Financials

Caldwell reported on financials. It was noted there was a \$13,000+ improvement in income statement to date. Sheen gave an overview of outstanding overview of receivables and projections. Sheen provided specifics.

4.2 Discuss and Approve List of Warrants for February, 2020

Sheen noted there was a fairly significant amount of checks to come in for the month of February, therefor the District was able to pay a decent amount of bills.

MSC – Lowden/Truman to approve the list of warrants in the amount of \$117,586.20.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.3 Discuss and Approve Updated List of Authorized Signers for the District's Bank Account

Sheen stated that currently there is no qualifying staff on board that can be a signer. It is customary that the Grants Coordinator is one of the authorized signers because they are far enough removed from the Fiscal Office, but because the District currently does not have a Grants Coordinator, Sheen has opted out of any other staff being added to the list of signers.

5.0 Projects Report

Mike Rourke inquired on the preliminary grant that was cancelled for the roads department. Sheen explained there were issues with roads that Zack and Cynthia were clearing. The roads were already decommissioned. Sheen's understanding of the situation is that there weren't any OHV submissions for grants this round. Sheen noted that a geologist from the Shasta-Trinity South Fork Unit has also been having trouble receiving funding from them. Sheen also noted that the Trinity River Restoration Program is Board of Reclamation funding, which is a great source of federal match for the OHV funding.

6.1 NRCS Report

Nothing to report.

7.0 Northwest California RC&D Council

Nothing to report.

8.0 Community Forest/Stewardship Committee Report

O'Sullivan reported she attended the Steering Committee meeting and wrote two letters to support prescribed fire and trail work. O'Sullivan worked with Amelia Fleitz on the 2015-2020 Strategic Plan. She reported it was very productive and well attended. The US Forest Service is very much on board with the projects within the Weaverville Community Forest.

9.0 Trinity County Collaborative Report

Sheen reported on the Sub-Committee with the Recreation Committee meeting and noted he met with Sara Ackridge to discuss plans moving forward with the houseboats. Sheen reported how many houseboats are allowed on the lake as well as the number of commercial boats. Sheen also met with Pat Frost, Paul Houser and Sara Ackridge to discuss the letter of recommendation and noted that it is technical and requires no public review. Sheen also noted they are meeting this Friday, March 20 to discuss the issues with the parking facility at the top of the ramp.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

10.0 Public Comment

None.

11.0 Discuss/Take Action on Memorandum of Agreement Between the USDA Natural Resources Conservation Service and Trinity County Resource Conservation District and the California Association of Resource Conservation Districts and its Appendix A with Corrections

Sheen commented on one of the stipulations in the agreement. Board discussed the difference from the MOAs and decided to sign the letter as long as the board's questions are answered.

MSC – Morgan Rourke/O'Sullivan to have Chairman Mike Rourke sign the agreement conditionally and will allow signed agreement to be sent under Sheen's authority, depending on whether or not the board's questions were answered.

12.0 Board Reports/Correspondence

O'Sullivan reported she sent in a letter to the editor for the Trinity Journal in response to Mr. D. Jones Sr., who is a former teacher that made comments and concerns about prescribed fires. O'Sullivan read her letter to the board and explained why she wrote it and explained the importance of the prescribed fires and many other aspects of fuel reduction.

Morgan Rourke reported that as a teacher with schools being closed due to the current COVID-19 situation, they are having to teach their students through internet courses and homeschooling. Rourke reported the largest student organization; FFA (Future Farmers of America) all has been cancelled. There will be no regional or state meetings. He explained that as of right now, they are estimating students will be out of school until April 13. He is currently working on sight until Friday, March 20, and off sight completely following. Rourke learned a lot about the teleconferencing program; Zoom within the last week as he had to use Zoom in replace of a field day.

Rourke explained the complete disruption this situation has caused being unable to warn students. Rourke also noted other issues moving forward with the annual fair that is scheduled for the end of July, the livestock auction, the student organization, and the \$1,000,000 in contracts they are locked in to.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

13.0 District Manager's Report

Sheen reported the 4 Draft Audit had no findings for Fiscal Year 2018/2019. There are some ongoing concerns about running deficits. Sheen reported there are no findings with operations. Staff Update- Sheen had interviews for the Grants Coordinator's position. He reported they were great candidates, and a decision for the start date would be made this week. Sheen reported he received acceptance for the Forest Health Project Coordinator II position from the District's previous intern who has a Master's Degree in Forestry from UC Berkley. Her anticipated start date will be in June, 2020. She will be working very closely with Kenneth Baldwin and Sheen plans to do the legwork to retrieve a significant amount of side funding to help with her position.

His thought is to bring her on to work under Ricky Satomi (UCCE Forester) and discuss with BLM about putting in survey plots and performing inventory of 2300 acres. There is a proposal to Forest Health CCI and was a research grant that was a subset to Forest Health. Sheen's goal is to have that in hand for when she starts. Sheen explained the funding will be \$135,000 from Shasta-Trinity in Weaverville Community Forest and another \$125,000 with Six-Rivers that is developing. Sheen is very excited about this opportunity.

Sheen reported that he and the District's Revegetation Project Coordinator; Kaety Howard met with Kelly Kasuniak with Caltrans. They gave her updates on two of the District's large projects for Caltrans. Sheen explained that one of the projects entails re-routing on the Swift Creek Bridge in Trinity Center. The other project will include working on a large bridge on Ditch Gulch, off Hwy 36. They are both five-year projects with contracts coming later this year.

Sheen reported he is having a discussion of a candidate for the Revegetation Project Coordinator II position, who is a Botanist and is able to complete third-party NEPA and noted the Watershed Center received and agreement with Shasta-Trinity.

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

MSC – Lowden/Morgan Rourke to move into Closed Session at 7:00 PM

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

Report: Board of Directors decided on a Special Board Meeting on April 1, 2020 at 5:30 PM to address the District's response to COVID-19.

15.0 Adjourned

Adjourned at 7:45 PM.

TCRCD Office
 5:30 PM
 #20 Horseshoe Lane, Suite 2B,
 Weaverville, CA 96093

Board of Directors

Special Meeting Agenda

April 1, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the Trinity County Public Health Officer to shelter in place and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128, Enter the **Meeting ID** 726613406# followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://zoom.us/j/726613406> if the line is busy.
Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/726613406> with internet access that meets Zoom’s system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)
Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 726 613 406.

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District’s Board Clerk at asandoval@tcrd.net, and write “Public Comment” in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

- | | | |
|-----|--|---------------------|
| 1.0 | Call to Order | Mike Rourke 5:30 PM |
| 2.0 | Discuss and Approve Agenda | |
| 3.0 | Public Comment | |
| 4.0 | Discuss/Take Action on Recent Developments Affecting the District Response to COVID-19 | |
| 5.0 | Closed Session: Government Code § 54957(b): District Manager’s Report | |
| 6.0 | 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.)



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

SPECIAL BOARD MEETING

April 1, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O'Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen and Angela Sandoval (Zoom: Amelia Fleitz, Erik Flickwir and Chris Cole)

Other Agency Staff: None

Guests: None

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

2.0 Discuss and Approve Agenda

MSC – O'Sullivan/Lowden to approve Agenda.

3.0 Public Comment

None

4.0 Discuss/Take Action on Recent Developments Affecting the District's Response to COVID-19

Sheen explains that under the Families First Coronavirus Response Act (FFCRA) passed last week, the benefits for employees are two weeks of sick leave at full pay or up to twelve weeks of sick leave and expanded family and medical leave at 2/3 pay up to \$200/day for employees who are primarily caring for children or family members that have contracted COVID-19. Sheen discovered the District is responsible for that because currently, the District does not have policy in place for sick leave.

The District was concerned about how much of the liability is actually our liability. The question that the CARCD posts is whether or not the benefits apply to the RCDs and can they also access the relief that is available to Non-Profits and small businesses. As the legislation is written at this point, the District cannot, therefore creates an issue for us. If we have to pay someone, then we are liable for it. Sheen uses himself as an example and explains that even he fits in this category because he is at home caring for his children between two and three days each week. Sheen explains that this is the most impacting situation the District dealing with right now as far as what could potentially be detrimental to the District. There is no way that we can recuperate that money. Sheen then explains the Care Act (Federal), for small businesses and 501(C)(3) Non-Profits, they will basically have the bulk of that covered, but it does not apply to local state



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

governmental agencies, which is what the RCD is considered. Because of that, it was either overlooked or just not included in the original legislation.

Sheen had a conversation with about twenty-five other District Managers and some members from the CARCD on Monday and they were all confused as to what to do next. No one really knows how to deal with this situation.

Mike Rourke mentions there has to be some middle ground, because everyone else has sick leave in terms of state and county, governments and Feds, they all have sick leave because they have already paid and built that in to their salaries and we are stuck in the middle. It seems like the easiest solution is to have it added. It may take a bit more time, but worth it.

Sheen then reads that it says that the federal relief for non-profits and small businesses are not accessible to Special Districts. Additionally, CSDA will be using this information to advocate with Congress the inclusion of Special Districts in the 4th Federal Relief Bill which is anticipated within the next few weeks. So they are attempting to move in that direction, but as of right now, this is the law. Sheen states that technically we should be offering this to our employees who are currently on payroll (not seasonal employees) whether we have a policy in place or not.

Sheen explains the difference of employees who are laid off, those who are furloughed and the ones who have reduction of hours.

Sheen explains that he is at a loss as to what the next step should be, short of what the law is stating.

Rourke expressed his thoughts on possibly just continuing to hold off on re-hiring the crews back and to possibly just continue to ride this out.

Sheen explained the different ways this would affect the District if we brought the crews back on and what would happen even if there was a thought of one of the crew members being sick. He mentioned all the precautionary actions (such as quarantines of all crew members with paid sick leave at the District's expense), and also noted how this would be detrimental if we do not have the crews out working, as the District would not be receiving administrative overhead that is needed to keep the doors from closing down completely, at this point.

Rourke stated he would like to discuss those issues in closed session.

Sheen noted that he has received confirmation from both Cal Fire and the USFS that our fuels crews specifically, are considering the work they do as essential services as protection of life, property and resources. There will not be any issues and they will not be hassled with regard to the shelter in place order, if we hire the crew back on because they are technically considered essential services.

Rourke inquired on the transportation situation, if crews are hired back on.

Sheen explained a couple different options the crew could take to arrive to the worksite. Some of them being; driving their own vehicles, one or two people to a vehicle, but then explains the complexity of it pertaining to whether the District would pay for mileage, etc. Sheen also noted that since it is project related work, they will be paid for their mileage, even if they take their own vehicle. Sheen notes the other issues that need to be dealt with at this point is payroll, the turnaround time, potential increased turnaround time, even with the banks.

Sheen reported we requested a \$60,000 advance with Cal Fire, who assured the District it will take anywhere between 6-8 weeks to receive.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Morgan Rourke asked if there is any discussion on contracts being extended because of this current COVID-19 situation.

Sheen stated his understanding is that they are looking at their agreements as they normally would and typically those types of extensions that are asked for are normally granted. He does not feel that it would be a problem with any of our partners.

Sheen discussed some of the advances in funding the District can pursue, but also discusses the delay in receiving the funds.

Sheen explains to the board how District staff has been taking to this change in working without our standard operating procedures. He reported on our staff meeting and discussed what our capabilities are as far as working from home with the shelter in place order. He expressed how appreciative he is of all the hard work Erik Flickwir, our Systems Administrator has been doing to get everyone access to the VPN, which is a remote access system, and how hard all staff are working even being under the shelter in place order.

The District has subscribed to Zoom Pro and have been using it quite a bit. We all have been trying to touch base with each other as often as twice a week. We are all trying to adapt as much as possible.

Sheen reported on the Grants Coordinator position and mentioned that even though he has two very well qualified candidates for this position, he has decided to delay offering the position. Sheen also requested some guidance on this decision as well.

Discussion on the reduction of hours, especially with the administrative staff. There are some of our Project Coordinators who are trying to work on projects that have a quicker turnaround time for their reimbursements on our invoicing.

The District is mostly caught up on the invoicing, but there is still some to work on.

5.0 14.0 Closed Session: Government Code § 54957(b): District Manager Report

MSC – Lowden/Morgan Rourke to move into Closed Session at 6:05 PM.

Report: MSC- Morgan Rourke/O’Sullivan to take action in directing the District Manager to make program assessments and temporarily reduce staffing to ease financial burdens of payroll and project expenses.

MSC – Truman/O’Sullivan to move out of Closed Session at 6:59 PM.

6.0 Adjourn

Adjourned at 6:59 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

April 15, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the Trinity County Public Health Officer to shelter in place and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 829 477 9529 followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/8294779529> with internet access that meets Zoom’s system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 829 477 9529

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District’s Board Clerk at asandoval@tcrd.net, and write “Public Comment” in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

- | | |
|---|----------------------------|
| <ol style="list-style-type: none"> 1.0 Call to Order 2.0 Discuss and Approve Agenda 3.0 Discuss and Approve Meeting Minutes <ol style="list-style-type: none"> 3.1 Discuss and Approve Minutes for March 18, 2020 Regular Meeting 3.2 Discuss and Approve Minutes for April 1, 2020 Special Meeting | <p>Mike Rourke 5:30 PM</p> |
|---|----------------------------|

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- 4.0 Financial Report
 - 4.1 Discuss March Monthly Financial Report
 - 4.2 Discuss and Approve List of Warrants for March, 2020
- 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

April 15, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Angela Sandoval and Joan Caldwell (attended through Zoom.com)

Other Agency Staff: 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 – Lowden/O’Sullivan to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for March, 2020 Regular Meeting

MSC – Lowden/O’Sullivan to approve minutes from March 18, 2020 regular meeting.

3.2 Discuss and Approve Minutes for April, 2020 Special Meeting

MSC- Lowden/Morgan Rourke to approve minutes from April 1, 2020 special meeting.

4.0 Financial Report

4.1 Discuss Monthly Financials

Sheen reported on financials and noted because of shift in the Project Coordinators recently tasked with doing their own invoicing, there has been a consistency of posting invoices later than the board meetings. The amounts in the Grants contracts and revenue usually grows in the following weeks after the meeting. The net income has been showing up as a negative during the time of board meetings because a lot of invoicing is not complete until the end of the month, therefore the financials do not capture all revenue for March.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen stated the amount shows up in financials when we invoice, not when it is received.

Mike Rourke asked if the actual negative amount is about \$30,000.

Sheen reported that he is unsure and noted that Sue Tofflemire came in and did an audit and found that with the clean-up that she did for the last five years, we have been in the negative balance. Sheen asked everyone to look at the balance sheet and noted the total liabilities and net assets of \$434,816.96 has been growing and he is unsure as to how we have a negative.

Mike Rourke mentioned he does not understand why the depreciation is rolled in there. He asked if this is ongoing or only one year. Rourke also wanted to know why we have accumulated about \$216,000.

Sheen reported to the Board that the District currently has a total of four vehicles financed.

Rourke stated there are important decisions needing to be made and if we cannot figure out what the real number is, then the Board is going to have to make some conservative decisions that are not preferred.

Sheen asked Caldwell to explain the financials on the balance sheet. Sheen asked how it is accumulated and does it change every year.

Mike Rourke inquired as to whether it is a total accumulation.

Caldwell explained that it is accumulated at June 30, 2019, Fiscal Year end date. She explained the changes of what happened to it are what we dispose of and noted she will have to pull up the Journal Entries to see exactly what the changes are.

Rourke inquired on the number for the vehicles.

Caldwell explained it is the value of the vehicles we have purchased/leased.

Rourke expressed his concern with vehicles being at \$262,000 and asked if there is a depreciation of \$230,000.

Sheen explained the depreciation is entry for both items.

Rourke's thoughts are that it should be deducted every year.

Caldwell noted she will look in to it and get more clarification for the next board meeting.

4.2 Discuss and Approve List of Warrants for February, 2020

MSC – Morgan Rourke/Lowden to approve the list of warrants in the amount of \$81,218.91.

5.0 Projects Report

Sheen reported on the CalRecycle Farm and Ranch grant for the Hayfork property and explained that we received notification today stating that it was accepted for \$50,000. O'Sullivan gave kudos. O'Sullivan inquired on whether or not we have equipment on the Phase III Browns project. Sheen noted the anticipation of having it start sometime this season, possibly spring-time. O'Sullivan asked that Sheen looks in to it further.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.1 NRCS Report

Sheen reported he had a conversation with the new Acting District Conservationist, Erin Taylor, and she said she is very committed to giving us reports and updates. Sheen noted she is in Shasta County and is working out of the Weaverville field office. Sheen reported that Anna Carson is still working about ten hours per week.

Sheen reported he was able to get the agreement between the CARCD, NRCS and the TCRCD signed and delivered to the NRCS Redding field office. It will be returned to us once it is signed by Don Butts, CARCD President and Carlos Suarez, NRCS State Conservationist.

7.0 Northwest California RC&D Council

Nothing to report.

8.0 Community Forest/Stewardship Committee Report

Nothing new to report.

9.0 Trinity County Collaborative Report

Sheen reported the last regular meeting was a successful Zoom meeting and they reported out on what agencies are doing during this time. There was a vote to support the Weaverville Fire and Recreation Project, which entails prescribed fire and trail work. The work will be done ten miles of the existing non-system trails and seven miles of new construction of trails. They want to burn about five-thousand acres of prescribed fires and it was unanimously accepted. Sheen reported the Collaborative was pushing for the Board to sign it and that was achieved. The next meeting will be in May and will be conducted through Zoom.com.

10.0 Public Comment

None.

11.0 Board Reports/Correspondence

Nothing to report.

12.0 District Manager's Report

Sheen reported that since the Special Board Meeting on April 1, with the direction from the board members, he did an assessment of the meeting. Sheen met with staff one on one and discussed projects that are billable. Everyone was on board with and agreed to the reduction of work hours



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

for the time being. Our general payroll should be reduced to 60-70%. The District has a solid plan moving forward and everyone was receptive to it.

Sheen stated he has been meeting regularly with a CARCD group that is at his peer level and they have all been talking about procedures and how they are handling this situation.

Sheen noted there is a District Manager's Leadership Council that discusses many topics. Sheen expressed how helpful it is to hear and learn about how other Districts are handling this situation. Most of them have field specialists who are usually about one to three men crews. None of them have ten to twelve men crews like our District, therefore carpooling to worksites are not an issue. Sheen reported he is reaching out to other partners for ideas.

He is also looking at every opportunity possible to be able to do advances. Sheen reported there has been progress in that regard, but stated one of his top priorities is with Cal Fire, who owes us about \$50,000 and is two and a half months late.

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

MSC – Morgan Rourke/O'Sullivan to move into Closed Session at 6:42 PM

MSC – O'Sullivan/Lowden to move out of Closed Session at 7:24 PM.

Nothing to report.

14.0 Adjourned

Adjourned at 7:24 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Revised Agenda

MAY 20, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the Trinity County Public Health Officer to shelter in place and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/86350245406> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/86350245406> with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at asandoval@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

Board of Directors Meeting

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Revised Agenda

MAY 20, 2020

- 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 15, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss March Monthly Financial Report**
 - 4.2 Discuss and Approve List of Warrants for April, 2020
- 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 and/or Take Action on Moving Forward with 2020 Weaverville Summer Day Camp
- 12.0 Discuss/Take Action on Adoption of Supplemental Policies
- 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

May 20, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, Elizabeth Sandoval and Angie Sandoval

Other Agency Staff: Erin Taylor, NRCS (Attended through Zoom)

Guests:

1.0 Call to Order: Meeting called to order at 5:41 PM, by Mike Rourke.

2.0 Discuss and Approve Agenda

MSC – Lowden/O’Sullivan to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for April 15, 2020 Regular Meeting

MSC – Lowden/O’Sullivan to approve minutes from April, 2020 regular meeting.

4.0 Financial Report

4.1 Discuss March Monthly Financials

Sheen met with Joan Caldwell and Sue Tofflemire, the District’s Certified Management Accountant (CMA), to discuss how the books had been significantly modified for the 2018/2019 fiscal year. Changes largely had to do with previous financial managers inconsistency in entering expenses related to assets. Sheen reported that Tofflemire had to do a lot of clean up and asked the District’s Auditors how to proceed with the errors. The Auditors recommended making all the corrections in the current fiscal year to minimize impacts to previously audited and closed fiscal years. Tofflemire then made many changes which resulted in an exaggerated loss in Fiscal Year 2018/2019. Sheen noted that these changes were in large part due to with how assets were booked and the associated depreciation of those assets. When looking at the accumulated depreciation, all District assets except for vehicles falls under the equipment and furniture section of the balance sheet, including saws, chippers, computers, etc. An amount totaling \$172,000 was assets already depreciated entirely. Sheen stated that if we depreciate out our trucks over five years, the expense and depreciation should zero out on the balance sheet.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen explained the Statements of Revenues and Expenditures for 2019/2020. The \$79,000 allocated to Capital Outlay is non-recoupable and a big chunk of that shows up as a loss entirely. Sheen explains that the District used to be able to bill out vehicle use on a project as a rental/daily use fee along with mileage, but because grantors are no longer allowing that, it is coming out of overhead. There are five new trucks that the District purchased over several years only to discover later that they cannot be directly expensed to projects. Sheen will do more research and plan to discuss once more information is available.

Sheen noted he discussed invoicing and revenue with partner organizations and received feedback that suggests the District should be requesting advances wherever possible. Sheen explained that when we receive an advance, it then becomes deferred revenue. If we request advances from as many projects as allowable, we will be able to have and provide better tracking of revenues as they are earned. If we request advances, it makes it easier to organize reports and track the revenues associated with current expenses in financials, instead of having huge losses one month and then recouping all of it in the following months. Sheen stated if the District begins implementing a tracking mechanism that is tied to the current month and includes expenses, overhead rates, etc., then we should end up with net positives every month because we would then be reporting revenue as it is earned, rather than as it is invoiced.

Caldwell explained that as we continue to have Project Coordinators do invoicing, the hours spent on working on these invoices can be directly billed to the projects they are tied to. Caldwell also mentioned that we need to work in to future budgets and proposals expenses that should be billed to projects instead of the 8000000 (Admin) account, such as Auditor's expenses.

Sheen expressed that they would like to revisit March financials to illustrate the point that invoicing often happens after the monthly Board meetings. Therefore, not all monthly revenue is captured in the financials presented to the Board, which is usually posted by the end of the following month (end of April in this case, which is after the board meeting). Sheen presented the March financials from what was compiled for the April board meeting and also presented an updated financial report through March 31, that shows the loss reported in the Statements of Revenues and Expenditures reports has been reduced by about \$35,000. Sheen would like to have the opportunity to provide the Directors with financials that have been accumulated over the last six weeks to represent more accurate data for the period ending six weeks prior. Director Morgan Rourke discussed possible negative issues with not having more current financials, so Caldwell suggested the Fiscal Department could provide at each board meeting an interim financial sheet for the previous month (that would be incomplete). Mike Rourke agrees to receiving the financials that have been accumulated from six weeks prior to each board meeting, to be presented every month. Rourke would also like the Directors to continue receiving financial statements from the month prior to the board meetings, even if they are incomplete.

Caldwell indicated that with advances coming in, she plans to come up with a plan to retain unspent funds until they are actually expensed. She and Tofflemire will be working to create a sub-checking account to be able to easily track how much of the funds the District has that cannot be spent on other, unrelated expenses. Sheen added that when the District receives advances, the funding is meant to be spent in a given time period. Sheen noted that if the money accrues interest prior to being spent, you have to report it that gain and it will be deducted from the total amount of funding received from grant.

4.2 Discuss and Approve List of Warrants for April, 2020

MSC – Morgan Rourke/Lowden to approve the list of warrants in the amount of \$92,391.73.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

5.0 Projects Reports

Nothing to report

6.1 NRCS Report

Erin Taylor, the Acting District Conservationist for NRCS, attended the District's monthly board meeting through Zoom. Taylor introduced herself and thanked everyone for having her attend the meeting. Taylor mentioned her 90 to 100-day detail ends at the end of June.

Taylor reported the potential of hiring another soil conservationist to help with their workload. She gave updates on program achievements and noted that California NRCS wrapped up its EQIP batching on May 8, 2020 and another batching period will proceed on June 6.

She noted an announcement was made that the Conservation Stewardship Program application period is scheduled for June 5.

Taylor reported the NRCS is still operating nationwide in Phase II. At this time, they are not open to the public, but are accepting phone call appointments.

She noted the NRCS is permitted to go out in the field while obeying the social distancing guidelines and they are slowly transitioning to open office visits for the public.

7.0 Northwest California RC&D Council

Nothing to report.

8.0 Community Forest/Stewardship Committee Report

Nothing new to report.

9.0 Trinity County Collaborative Report

Sheen reported the full collaborative meeting went well. It consisted of about twenty-five people who attended through Zoom. The meeting largely consisted of agency folks that reported on projects they are currently working on. Agency reports were given at the meeting.

Sheen noted one of the action items on the agenda entailed information on a letter of support for fuels operations in the Weaverville Community Forest.

Sheen reported he had a Zoom meeting with the Recreational Committee and Sarah Ackridge, a week prior to the full collaborative meeting. The plan is to open a limited number of campsites.

10.0 Public Comment

None.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

11.0 Discuss and/or Take Action on Moving Forward with 2020 Weaverville Summer Day Camp

Elizabeth Sandoval, Education and Outreach Project Coordinator asked for guidance on how to proceed with the Weaverville Summer Day Camp (WSDC) during this COVID-19 pandemic. Sandoval announced around this time, she would normally be preparing to make sure things are lined up for WSDC, but she is unsure that it is a safe choice to proceed considering the situation and the fact that the schools have remained closed and other day camps will not be opening this year.

Sandoval spoke to Kristy Anderson with Trinity County Environmental Health, who reported all youth opportunities shall not open during this time.

With regard to the financials for the Summer Day Camp, Sandoval noted there are a few small proposals and very little funding, but noted the District does recoup that with the registration fees. Sandoval reported that all the field trips for WSDC such as the Weaver Basin Trails System, Bowerman Barn and the pool are all closed due to the pandemic. The children would not even be able to experience those planned activities this year, even if the District were to continue with WSDC.

Sandoval expressed that she put a lot of time and effort in to collaborating with partners on a Trinity County summer youth program that encompasses all programs with summer opportunities for children.

Mike Rourke expressed that the social distancing aspect will be an issue with the children's outdoor activities and transportation.

Sandoval reported she is working with other partners to unite and put together a page of activities in the newsletter that would be interactive toward families.

Rourke suggested she should add a section to the website so that families can report and share their activities. He suggested it being a two-part section on the website where Sandoval can teach families how to do a certain activity and the families can respond and post their progress of the activity.

Elizabeth will continue brainstorming alternative opportunities for youth and families this summer offered by the TCRCD and YFR.

12.0 Discuss/Take Action on Adoption of Supplemental Policies

Sheen expressed his desire to have a discussion regarding the need for adopting extra policies to include general items that could affect or hinder the District's operations, such as power outages, weather and so forth. Sheen noted there is a certain level of documentation to be added in to our policies that is not fully completed at this time. Sheen proposes to get the information together to be shared at a later date.

13.0 Board Reports/Correspondence

Nothing to report.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

14.0 District Manager's Report

Sheen reported he received an application from Dara Gaeuman that she submitted for the 2020 TCRCD Scholarship and stated this is the only scholarship we have received so far. The pool for this year's scholarship is growing.

Sheen reported on sorting out details for this year's field season. Sheen expressed his appreciation in those who have made and donated masks to the District and stated the crews will be coming back on starting June 1, 2020.

The District is compiling personal protective equipment (PPE) specific to COVID mitigation. There will be two employees per vehicle and we are sorting out the other fine details.⁴

Since we have been asking for advances CalFire has come in. Sheen is confident about CalFire and a couple other projects and the USFS general reimbursements.

Sheen stated he is confident in getting the field season started in June. The District is documenting our procedures. Sheen asked the District's Worker's Compensation/Liability insurance carrier, Special District Risk Management (SDRMA), if there is a risk of us having more than one person in the vehicle while traveling to and from worksites. SDRMA stated that as long as the organization is providing PPE, then they are not liable and worker's compensation will still cover any claims as long as there is a positive test.

Sheen noted that Special Districts are not covered under the CARES Act.

Sheen shared our procedures for taking temperatures and logging.

Sheen reported on the two Project Coordinators (both Supervisor positions) that will be coming on in June for Fuel and Revegetation crews.

Sheen stated there the Grants Coordinator position will remain empty at this time because Project Coordinators are stepping up and taking on additional projects and grant writing.

Sheen reported that with the expansion of the workforce, we are running out of space and explains that there are about nine employees in the back office, making it extremely crowded. He plans to contact the owner to negotiate renting another building in the same compound.

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

MSC – Lowden/O'Sullivan to move into Closed Session at 7:50 PM

MSC – Lowden/Morgan Rourke to move out of Closed Session at 8:18 PM.

Nothing to report.

16.0 Adjourn

Adjourned at 8:18 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

June 17, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to

<https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID**

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at asandoval@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

June 17, 2020

- 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 20, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss April Monthly Financial Report
 - 4.2 Discuss May Monthly Financial Report
 - 4.3 Discuss and Approve List of Warrants for May, 2020
- 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

June 17, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, Azalie Welsh, Amelia Fleitz (Attended through Zoom) and Angie Sandoval

Other Agency Staff: Erin Taylor, NRCS (Attended through Zoom)

Guests:

1.0 Call to Order: Meeting called to order at 5:40 PM, by Mike Rourke.

2.0 Discuss and Approve Agenda

MSC – Lowden/O’Sullivan to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for May 20, 2020 Regular Meeting

MSC – Lowden/O’Sullivan to approve minutes from May, 2020 regular meeting.

4.0 Financial Reports

4.1 Discuss April Monthly Financials

**Due to technical difficulties with Zoom and back and forth communication with Amelia Fleitz and Erin Taylor, the April financial report was not recorded in the notes.

4.2 Discuss May Monthly Financials

**Due to technical difficulties with Zoom and back and forth communication with Amelia Fleitz and Erin Taylor, the May financial report was not recorded in the notes.

[On the next page is a financial report from Joan Caldwell, after the June board meeting:](#)**



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Joan Caldwell's Report:

Financials were discussed. Sheen explained future process of tracking billable project expenses on a monthly basis so financials will be more accurate and give a better picture of actual monthly activity. The Project Coordinators are currently working on getting caught up with invoicing that is due.

Cash flow is still a very big problem and we are needing to find a way to pay balance due to SDRMA for Worker's Compensation and Liability insurance. Caldwell also explained a partial plan to begin paying down the unpaid Federal payroll tax obligation. She explained that we can defer the employer portion of Social Security taxes and use those funds to make payments on the past-due taxes. A new GL account number has been created to show the amounts being deferred. We have until December 31, 2021 to pay 50% of the total we defer and we have until December 31, 2022 to pay the other half. All State payroll taxes are paid in full.

Caldwell explained how she can create a financial report that will show figures from the initial presentation to the Board, along with an additional column showing the "Updated" numbers. This will enable us to see where the differences are between the initial financial reporting and the updated version.

4.3 Discuss and Approve List of Warrants for May, 2020

MSC – O'Sullivan/Morgan Rourke to approve the list of warrants in the amount of \$51,458.63.

4.4 Discuss 2018/2019 Fiscal Year Audit

Sheen reported on the outcome of the audit and stated that overall, there were no findings.

Mike Rourke asked if there were any recommendations or supplementary information regarding the audit and asked if Caldwell could provide this information at the July board meeting.

Sheen mentioned the ongoing issues that everyone is aware of with regard to the District's financial situation, but reassured the Directors that he and Caldwell are working diligently to get things cleared up.

Mike Rourke inquired on the decrease in fund balance of about \$55,000 and asked if the \$212,000 includes the \$55,000.

Sheen stated that the \$55,000 loss is included in the overall total of \$212,000.

MSC- Truman/Morgan Rourke to accept the audit ending June 30, 2019.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

5.0 Projects Reports

Sheen introduced Azalie Welsh to the Directors and reminded them that she interned with the District in 2018. She received her master's degree at UC Berkley and is now working for us as the new Forest Health (Fuels) Project Coordinator II.

With inquiries on a couple of grants, Fleitz explained what the CalFire Forestry Technical Assistance Grant is and noted that it is for \$750,000. Fleitz also mentioned that CalFire has partnered with the CA Plant Society in funding this project. The work will entail rehabilitation of the habitat and trimming. They will be studying pollinators in and around those communities as they are stagnant.

Mike Rourke inquired on the Cannabis Outreach. Fleitz reported that Grass-C is sustainable cannabis. Grass-C stands for Growing Responsible and Socially Sustainable Cannabis. She explained that Grass-C is basically a certificate to show that the legal grower has used all of the best management practices while growing and noted this all relates to the State Water Resources Control Board and the California Department of Agriculture and safety practices.

Rourke asked if this was developed by the RCD and is it a standard within the agency.

Fleitz explained that they want this to become a certification process. She explained that there is an advisory panel with two members who are local growers/business men who overlook the products to make sure they are sustainable.

Rourke requested to see a draft of the Grass-C document. Fleitz will provide a copy to the board after the meeting.

Azalie Welsh explained that she has two grant proposals that are due tomorrow (6/18/2020). One of the grants is a CA Fire Safe Council grant with \$200,000 of CWPP implementation with planning and education and outreach components.

There is another grant due tomorrow that Sheen says will assist in funding the actual Grant Coordinator position for the District. Sheen explains that the Grant Coordinator not only does the grant writing, but also does the facilitation of meetings and acquires quarterlies, reports, etc. from Project Coordinators. The Grant Coordinator also responsible for making sure everything is complete and turned in on time.

Rourke mentioned there was prior discussion on coordination to get a RPF and asked where the District is, in that regard.

Sheen explained that Azalie's goal is to become a RPF and she is currently, and has been working with Kenneth Baldwin, who is a Registered Professional Forester.

Welsh reported she has five years completed, but needs a total of seven. She plans to call and get some additional clarification on how much time and education is needed in this process. Welsh has been reaching out to BLM and the USFS to get information on what is going on in the Weaverville Community Forest.

Rourke reported that Trinity PUD is moving at a rapid pace for the right of way expansion. There is going to be a lot of data and we need to get our Project Coordinator II out there with them learning all of their really resourceful information. Rourke and O'Sullivan suggested Sheen get ahold of Paul Hauser and invite him to the next WCF Steering Committee meeting.

Fleitz requested to advocate for the Fire Safe Council, in their absence.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.0 NRCS Report

Erin Taylor, the Acting District Conservationist for NRCS, attended the District's monthly board meeting through Zoom.

She reported there have been multiple project deadlines to wrap up for 2020. Weaverville received two CSPs undergoing the selection process. June 26, 2020 is the final EQIP batching period. There were 3-5 applications submitted.

On May 15, there were two applications picked up from Trinity Center for the Regional Conservation Program with two deadlines in May and two in June.

Taylor reported NRCS is still closed to the public. They have strict guidelines to follow with regard to the PPE and social distancing. They are also working on the social distancing requirements in the field as well. NRCS plans to open back up in three phases. First phase includes introducing staff back to the office with new requirements and guidelines, the second phase entails staggering onsite staff. Some working in office (with social distancing), others from home and switching back and forth. The third phase, which they are working toward now, is complying with the Governor's Orders and enforcing the strict guidelines of social distancing (6-feet apart) and using the proper PPE while working on site or in the field.

With personnel staff updates; the NRCS recently hired a graduate for the District Conservationist position. There was a job offer to Soil Conservationist from the Coast. There is a Farm Assistant, part-time position open. The forester position is still a part-time contract position that is also open. Taylor mentioned that the new hiring schematic with NRCS depends on how each individual NRCS is staffed.

Sheen noted that next Friday is the next round of EQIP applications deadlines and asked how soon after that, will there be another round. Taylor reported the next round will be in the spring of 2021.

Sheen and Taylor discussed the logistics of the next round of EQIP application deadlines and the updates about Taylor's detail expiring. Taylor noted that she had a discussion with her supervisor and was able to extend her work detail until the end of July, 2020 and will continue to be the main point of contact for the time being.

7.0 Northwest California RC&D Council

Truman reported they hired a couple of interns for the early field season.

8.0 Community Forest/Stewardship Committee Report

Nothing new to report.

9.0 Trinity County Collaborative Report

Nothing new to report.

Mike Rourke inquired on where the Coalitions and Collaboration acquires their funding.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen reported that it is out of Colorado and they are mostly focused on increasing the pace of scale and they are there to assist.

10.0 Public Comment

None.

11.0 Board Reports/Correspondence

O'Sullivan reported that she has been busy writing letters.

12.0 District Manager's Report

Sheen reported the crews came back from their layoff on June 1, and Azalie Welsh was hired on as the Forest Health Project Coordinator II the same day.

The crews were introduced to the new safety procedures relating to the COVID-19 pandemic. Two members from the Road's crew were hired on early to assist with the Fuels crews, but because of an injury in the field, the guys are down a man. Sheen also just received news that one of the Fuels members will be taking paternity leave within the next month or two. With the Fuels crews being short staffed, the District will start the hiring process to fill these positions.

Sheen reported that he received word from Nancy Currin with Six-Rivers, that their plan to begin the Fee for Service work in Ruth, will be the week after July 4. With the amount of work that needs to be done out there, the crews can be up to five people each. Sheen stated that since we will have the fuels crew working in Ruth and they will already be on PGE land, the District asked for \$100,000 for the Mad River/Ruth area. This will be perfect match for the Six-Rivers project. The PGE project must be complete and the funding spent by October, 2020, but some of the USFS projects will continue in to the next year.

Staff updates – Tarwater, the lead for the Roads Department is back in the office and is hoping to get started this season in Gemmil. Brian Stewart, who was re-hired back to work with the Roads Department, but was hired on early to assist with the Fuels crews, was injured in the field the first week of work. He will be assessed by his doctor every couple of weeks for his injury and we are hoping to find him light duty when he is able to return to work.

Sheen reported that Tarwater's Roads Department have been dealing with some fairly significant set-backs including their contractors moving to the coast for other projects. The Roads Department is in need of a dump truck, excavator and equipment operator, but Tarwater is working diligently to get this taken care of.

Morgan Rourke offered information on a possible candidate who can operate an excavator and stated he will have the person get ahold of Sheen.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

MSC – O’Sullivan/Morgan Rourke to move into Closed Session at 7:30 PM
MSC – Truman/Lowden to move out of Closed Session at 8:10 PM.

Nothing to report.

14.0 Adjourn

Adjourned at 8:10 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

June 17, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at asandoval@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

July 15, 2020

- 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 17, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss May Monthly Financial Report
 - 4.2 Discuss June Monthly Financial Report
 - 4.3 Discuss and Approve List of Warrants for June, 2020
- 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 Applications and Letters of Interest to fill Three Seats With Four-Year Terms on the District's Board of Directors
- 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

July 15, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, and Angie Sandoval

Other Agency Staff: Erin Taylor, NRCS (Attended through Zoom)

Guests:

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

2.0 Discuss and Approve Agenda

MSC – O’Sullivan/Lowden to approve Agenda.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for June 17, 2020 Regular Meeting

MSC – O’Sullivan/Morgan Rourke to approve minutes from June, 2020 regular meeting.

4.0 Financial Reports

4.1 Discuss May Monthly Financials

Sheen updated the Directors about May’s financial report and noted that the revenue section is incomplete because there is invoicing that is still in the process.

4.2 Discuss June Monthly Financials

Sheen noted everything has been updated as of Friday and explained that the advances received are considered the deferred revenue. In response to inquiries regarding the importance of the District presenting financials dated six weeks prior to each board meeting, Sheen stated that his goal is to have everything set up by the end of the month and will be reporting from May’s financials moving forward.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.3 Discuss and Approve List of Warrants for June, 2020

MSC – O’Sullivan/Morgan Rourke to approve the list of warrants in the amount of \$127,647.21.

5.0 Projects Reports

Sheen reported on Tarwater and Blanchard’s report and explained to the Directors that the Roads Crew was having difficulties with invoicing the SF270, but everything is now cleared up. Sheen also reported there was a very late payment that came in from Enplan (Project # 90), which was a Fee For Service mitigation project.

Morgan Rourke inquired on whether or not the funding has come in from PGE, confirmation was received, but still awaiting award.

Sheen stated that Amelia Fleitz presented the draft 2020 Trinity County Active Transportation Plan at the Board of Supervisors’ meeting and even though it is a draft and is in the comment period, everything was well received.

The executed agreement from Six-Rivers was received adding another \$46,000 to help crews get red-carded in order to be ready for the fire season. This agreement should be coming soon.

6.0 NRCS Report

Erin Taylor reported on staffing updates and noted her official start date from Acting to full District Conservationist is August 17, 2020. Tiffany Perez who will be their Soil Conservationist has the same start date. With regard to funding opportunities, she noted for the second batch, there are two Regional Conservationist Partnership Programs, EQIP on the Oak Woodland project and the Joint Chiefs with a total of five applicants from Trinity County.

Taylor noted that now is the time to start working with new or existing clients for project participation.

Taylor inquired on whether or not the RCD has a cost list for the fuels crews. Sheen explained there is a basic set list of line items built in to a budget and offered to speak with Chris Cole to get this information set up for Taylor.

7.0 Northwest California RC&D Council

Nothing new to report.

8.0 Community Forest/Stewardship Committee Report

O’Sullivan reported on the meeting she attended last week. She noted the attendance was great and noticed that Azalie Welsh and Chris Cole were both present.

They wrapped up the three-year plan and noted that Amelia Fleitz does fantastic work.

Rob Winkler is with FMO (Field Management Office) and talked about working with Welsh.

Welsh will do the monitoring on that side and work with the USFS to get it started on this side and she has already jumped on opportunities with several different funding sources.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

O'Sullivan reported they are working to get a RPF under Kenneth Baldwin and are working on Phase III with Warner.

Sheen said that Warner is expecting to get the logging done first and reported the good news is that he will be up there sooner than later, which should be in the next couple weeks.

O'Sullivan noted they are getting the signs put up where you first get in to Weaverville from the Hwy 299. She expressed this is very encouraging especially having Welsh and Fleitz working on this.

Sheen is optimistic that the funding for Welsh will be coming in soon. There will be additional funding for the Grizzly Corp member as well.

There are 57 acres to treat with extra funding added to do burning. Sheen explained the area is going to be yarded, then piled and the RCD will do the burning. The plan is to pile in landing and give the public free access to the extra wood.

O'Sullivan reported the next community meeting will be in the fall.

9.0 Trinity County Collaborative Report

Sheen reported the Recreation meeting was last week and the full Collaborative meeting is this Friday. Sheen has been trying to get the Oak Woodland Restoration project on the agenda for a while now. NRCS is also a part of this project.

The big topic for Friday's meeting will be the Minersville Boat Ramp. They are going to need an extension of about \$4,500,000 on the boat ramp and design. Sheen noted there was some discussion regarding the letter from the Collaborative Group to the Board of Supervisors.

10.0 Public Comment

None.

11.0 Discuss/Take Action on Application and Letters of Interest to fill Three Seats with Four-Year Terms on the District's Board of Directors

Letters of interest were received by the Clerk, from O'Sullivan and Mike Rourke. Morgan Rourke wishes to resign and will turn in his letter of resignation at August's board meeting.

No action taken and will proceed at next meeting.

12.0 Board Reports/Correspondence

O'Sullivan reported that it is great having Welsh on board with the District and she is very excited to have a point person to work with.

O'Sullivan also noted the Friends of the Trinity County RCD is going to have a board meeting on July 22. O'Sullivan asked Sheen to set up a Zoom meeting for them from 6:30-8:00 PM. Mike Rourke will be attending to work on Ivan Books sales.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

13.0 District Manager's Report

Sheen reported some of the fuels crew guys started working with the Six-Rivers crew on July 6 and will be in the Ruth area for almost the rest of this season. We applied for \$100,000, received \$50,000 last year and \$50,000 this year. There was some cross-over with the Watershed Training and Research Center (WRTC) asking for funding in the same area the District is going to treat. The funds for the District will be coming from PGE. The funds for the WRTC will be from the CA Fire Safe Council and the District will be assisting the WRTC with their portion of the work.

Sheen expressed his intentions of hiring more crew members so there will be a fifth person to send to Ruth to assist with that project. The District received permission to use PGE funding for match on other projects in that area.

Staffing Updates: Sheen noted that Fleitz is taking this time to work as a Fish Biologist, which is her field of study. She is going to work one 10-hour day each week with the intent to come back full time in October.

Elizabeth Sandoval is working on budgeting and putting a presentation to TMC to get a 5-year budget. She is hoping that her work with the Trinity River Restoration Program will continue.

Sheen reported the District completed some fee for service (FFS) work on the Bethke project and was paid in person. Bethke is happy with the overall work the District has done.

There is another FFS project of about fifteen acres of treatment in Ridgeville area.

The Roads group is getting started in their field season, but do not have an operator at this time.

Their operator moved to the Coast. They will be working in Gemmill and move to Six-Rivers, which will entail road upgrades.

The Revegetation Department has two new crew members. They are doing maintenance and watering for Caltrans. Their work on the Swift Creek Ridge in Trinity Center and Ditch Gulch is going to be pushed out until next year. Sheen and Howard have been working with Caltrans to get the two agreements in place with multiple year agreements. The Native Plant Nursery has been doing really well.

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

MSC – Lowden/O'Sullivan to move into Closed Session at 6:58 PM

MSC – Lowden/O'Sullivan to move out of Closed Session at 7:56 PM.

Nothing to report.

15.0 Adjourn

Adjourned at 7:56 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

August 19, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at asandoval@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

Board of Directors Meeting

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Agenda

August 19, 2020

- 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 15, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss May and June Monthly Financial Report
 - 4.2 Discuss July Monthly Financial Report
 - 4.3 Discuss and Approve List of Warrants for July, 2020
- 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 Applications and/or Letters of Interest to fill Three Seats With Four-Year Terms on the District's Board of Directors
- 12.0 Discuss/Take Action on Trinity County Board of Supervisor's 2020 Notice of Conflict of Interest Codes
 - 12.1 Memo to Board Regarding Amendments to Conflict of Interest Code
- 13.0 Review and Adopt District's 2020 Organizational Chart
- 14.0 Review and Adopt Personnel Policy
- 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

August 19, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, Rebekah Wolfenbarger, and Angie Sandoval

Other Agency Staff: Erin Taylor, NRCS (Attended through Zoom)

Guests: None

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

2.0 Discuss and Approve Agenda

MSC – O’Sullivan/Lowden to approve Agenda and to move Item 14.0 Review and Adopt Personnel Policy, after Item 4.3 Discuss and Approve List of Warrants for July, 2020.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for July 15, 2020 Regular Meeting

MSC – O’Sullivan/Morgan Rourke to approve minutes from July, 2020 regular meeting.

4.0 Financial Reports

4.1 Discuss June Monthly Financials

Caldwell gave an update on June financials and noted there has not been much of an increase. Doing a lot of quarterly invoicing right now. Balance sheet improved by \$37,000 for June and noted the difference in both sets of June balance sheets, is that there is \$16,000 in additional income. The expenses went down by \$12,000 and Receivables increased by \$32,000. Project Coordinators have been busy and since the invoicing has been updated since Friday, the total receivables increased to \$138,000. Caldwell reported they were initially looking at a \$62,000 loss, but it is now down to a \$44,000. There has been improvement.

Sheen also commented that there are several Project Coordinators whose invoicing has not been reflected in these numbers yet. Sheen explains that they were advanced for a project, have finalized the report and wrapped everything up just last week.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.2 Discuss July Monthly Financials

Caldwell reported that all the fees and interest for the last quarter of 2019 taxes have been paid. Since then, the District has received about \$1200 refund from the IRS.

4.3 Discuss and Approve List of Warrants for July, 2020

MSC – O’Sullivan/Lowden to approve the list of warrants for July, 2020 in the amount of \$136,810.23.

14.0 Review and Adopt Personnel Policy

Sheen reported after weighing a lot of options, they decided to step down from the Blue Shield of California Platinum healthcare plan to a 750/30 Gold plan that is completely paid for by the District. Sheen explains that the employees are responsible for paying a \$750 deductible in order to see a specialist or ER visit and a \$30 co-pay fee for doctor visits. He says that by stepping down to the Gold plan, it will save the District around \$15,000 to \$16,000 annually, which is a 12% reduction of what we would be paying if we kept the same plan.

Sheen also explains that the District pays cash “In-Lieu” to any employee that is not accepting the District’s insurance. He stated that the “In-Lieu” portion is very vague in our personnel policy. Sheen would like to review and update this portion of the policy and present it next month. In the meantime, Sheen requests to have a cap on what the District provides to employees with regard to cash in-lieu.

MSC – Morgan Rourke/O’Sullivan to put a \$600 cap on health care cash “In-Lieu” benefits for employees.

5.0 Projects Reports

O’Sullivan inquired on the National Fish and Wildlife Foundation (NFWF) grant on page 3 of projects report.

Sheen noted that BLM has been very proactive with including us in large scale fuel reduction projects on BLM land adjacent to private land. The project in total is \$1,000,000 and the District will receive around \$25,000.

O’Sullivan expressed that she is happy to know that BLM wants to work with the District. Sheen reported on a 2020 PG&E grant of \$75,000 that PG&E Fuels Management Officer Ian Erickson requested the District to work with PG&E to do fuel reduction work on a landowner’s property in the Bridgeville area in Humboldt County. Sheen is putting together an agreement with Humboldt County RCD to complete the work in their jurisdiction referencing the North Coast RCD Collaborative MOU. Sheen noted the District will receive about \$15,000 of the \$75,000 to get nine acres of fuel reduction done on the Humboldt County side to serve as an introductory partnership based on that MOU. Most of the projects the District has done for PG&E have been Fee-For-Service projects that can be used as match for other federal projects.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

6.0 NRCS Report

Taylor reported NRCS has been pretty busy wrapping up the Fiscal Year. As of this week, Taylor announced her official title as the District Conservationist for NRCS and Tiffany Perez as the official Soil Conservationist.

Taylor has been working remotely in Humboldt County and hopes to relocate soon. They are wrapping up EQIP funding cycles for 2020 and California received an additional \$10,000,000 in funding to help with picking up two Joint Chiefs, two applicants and two RCPP contracts. Taylor is working closely with Carrie Nichols and explained that she has contacted Kelly Sheen to get things moving with the Young Family Ranch.

7.0 Northwest California RC&D Council

Patrick stated the NC RC&D Council has been plugging right along but has nothing new to report.

8.0 Community Forest/Stewardship Committee Report

O'Sullivan reported she received an email noting that Warner has started Phase III last week and there will be a field tour on the 25th. She has not seen the agreement yet, but has been told that the project can be charged.

Sheen confirmed the project is now active and the District can charge to the project. The District will be doing fifty-seven acres of fuel reduction and pile burning. With this project, the District is able to get personal protective equipment (PPE) for the crews through this project and it is all funded by the Joint Chiefs.

9.0 Trinity County Collaborative Report

Sheen stated the next Collaborative meeting is next month with the usual Recreation Committee meeting held on the second Friday of the month.

10.0 Public Comment

None.

11.0 Discuss/Take Action on Application and Letters of Interest to fill Three Seats with Four-Year Terms on the District's Board of Directors

Board Clerk confirmed that no other letters of interest were received to fill any of the seats on the TCRCD Board of Directors.

MSC – Truman/O'Sullivan to accept resignation of Morgan Rourke.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC – Lowden/Truman to reappoint Mike Rourke and Colleen O’Sullivan to serve as Directors on the TCRCD’s Board.

12.0 Discuss/Take Action on Trinity County Board of Supervisor’s 2020 Notice of Conflict of Interest Codes

Sheen requested the approval to remove Consultants from the list. All agreed.

MSC – O’Sullivan/Morgan Rourke to remove Consultants from the list.

13.0 Review and Adopt District’s 2020 Organizational Chart

Sheen explains the difference between the three organizational charts presented to the Board. Sheen states there was some confusion in knowing the difference between a Project Coordinator I and II. He states that he has looked at other District’s and they use these titles. Sheen requests the approval to change the title of the Project Coordinator II to Program Manager and explains that this change will not affect salary, it is only a title change.

MSC – O’Sullivan/Truman to adopt new District Organizational Chart as presented.

15.0 Board Reports/Correspondence

Morgan Rourke announced that they had a great Junior Livestock and Sale. There were forty less animals this year, but twice the profit. The auction was in person with clubs and organizations. Sales were a mix between virtual and live. There were a lot of new buyers and medical businesses. Unfortunately, things were delayed as people got kicked offline. Morgan explained that three weeks after the fair and no new COVID cases, there was an active effort to get new buyers to invest. There was one student who sold a pig at \$14/lb. (cheapest) and \$100/lb. for turkeys.

16.0 District Manager’s Report

Sheen acknowledged Angie’s departure from the District and introduced Rebekah Wolfenbarger to everyone and noted she is in training. Sheen requested to record the minutes in the meantime. Sheen feels it would be very helpful and for the time being, it will help provide more accuracy. There were no objections to recording the minutes through December 2020.

Sheen noted by and large the District is moving forward with the season. Crews are doing great and complying with COVID-19 regulations. The crews are in Ruth. The work in Ruth is funded by the USFS Six Rivers and work on the PG&E grant will begin in September after receiving the executed agreement. There has been a lot of transition lately and new employees, but we are all working together great. We have been identifying where the District is lacking and are moving forward.

Sheen reported the Grant Manager position still needs to be filled, but employees are trying to fill in where needed as much as possible.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Morgan Rourke asked about the possibility of having an Assistant District Manager position and Sheen noted he is considering it.

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

MSC – Morgan Rourke/O’Sullivan to move into Closed Session at 6:58 PM

MSC – O’Sullivan/Lowden to move out of Closed Session at 7:53 PM.

Nothing to report.

15.0 Adjourn

Adjourned at 7:53 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

September 16, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at rwolfinbarger@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

Board of Directors Meeting

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Agenda

September 16, 2020

- 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 19, 2020 Regular Meeting
- 4.0 Financial Report
 - 4.1 Discuss July Monthly Financial Report
 - 4.2 Discuss August Monthly Financial Report
 - 4.3 Discuss and Approve List of Warrants for August, 2020
 - 4.4 Discuss and Approve Fiscal Year 2020-2021 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 Discuss/Take Action on Personnel Policy Additions/Revisions
- 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

September 16, 2020 * 5:30 PM

Board Members Present: Mike Rourke

Board Members Absent: Colleen O'Sullivan, Greg Lowden, Morgan Rourke and Patrick Truman

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, Rebekah Wolfinbarger

Other Agency Staff: Erin Taylor, NRCS

Guests: None

1.0 Call to Order: Meeting called to order at 5:30 PM, by Mike Rourke.

2.0 Adjourn

Adjourned at 5:31 PM. (No Quorum)

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

October 21, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at rwolfinbarger@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

Board of Directors Meeting

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Agenda

October 21, 2020

- 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 19, 2020 Regular Meeting
- 3.2 Discuss and Approve Minutes for September 16, 2020 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss July Monthly Financial Report
- 4.2 Discuss August Monthly Financial Report
- 4.3 Discuss September Monthly Financial Report
- 4.4 Discuss and Approve List of Warrants for August, 2020
- 4.5 Discuss and Approve List of Warrants for September, 2020
- 4.6 Discuss and Approve Fiscal Year 2020-2021 Budget
- 5.0 Projects Report
- 5.1 August
- 5.2 September
- 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 Personnel Policy Additions/Revisions
- 12.0 Discuss/Take Action on Letter of Intention Kent Collard
- 13.0 Discuss/Take Action on 2021 NACD Dues
- 14.0 Board Reports/Correspondence
- 15.0 District Manager's Report
- 16.0 Closed Session: Government Code § 54957(b): District Manager's Report
- District Manager Kelly Sheen's Annual Performance Evaluation

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT
17.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

October 21, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O’Sullivan, Greg Lowden and Patrick Truman (Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, and Rebekah Wolfenbarger

Other Agency Staff: None

Guests: Kent Collard (Attended through Zoom)

1.0 Call to Order: Meeting called to order at 5:35 PM, by Mike Rourke.

2.0 Discuss and Approve Agenda

MSC – O’Sullivan/Lowden to approve Agenda and to move Item 14.0 Review and Adopt Personnel Policy, after Item 4.3 Discuss and Approve List of Warrants for July, 2020.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for August 19, 2020 Regular Meeting

MSC – O’Sullivan/Lowden to approve minutes from August, 2020 regular meeting.

3.2 Discuss and Approve Minutes for September 16, 2020 Regular Meeting

MSC – O’Sullivan/Lowden to approve minutes from September, 2020 regular meeting.

4.0 Financial Reports

4.1 Discuss July Monthly Financials

Caldwell stated she updated the financials for July to reflect additional receivables and discussed the balance sheet. She noted the **Balance Sheet** is up to \$529,000, which is improving.

4.2 Discuss August Monthly Financials

Caldwell reported on the Balance Sheet for August is at \$584,000. She noted the same time last year, **it was about** \$628,000 difference of \$44,000.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen noted the Program Managers are doing much better, but we are still waiting on billing for August and September.

4.3 Discuss September Monthly Financials

Caldwell reported on financials and noted September is at a \$30,000 loss.

4.4 Discuss and Approve List of Warrants for August, 2020

MSC – Lowden/O’Sullivan to approve the list of warrants for August, 2020 in the amount of \$404,703.85

4.5 Discuss and Approve List of Warrants for September, 2020

MSC – O’Sullivan/Truman to approve the list of warrants for September, 2020 in the amount of \$209,991.10

Sheen noted the changes in employee spending and stated that instead of using the credit card, the employee must get approval first, then make the purchase through the District’s PayPal account, which is a direct debit from the bank account. It is a much better way to keep track of expenses and District funds.

4.6 Discuss and Approve Fiscal Year 2020-2021 Budget

Sheen reported that the budget should have gone out in July. The budget includes projects received with approvals and signed agreements. Sheen noted that the budget also includes some agreements that haven’t been finalized but are currently determined to be certain. Sheen explained the spreadsheets and each of the columns and noted the spreadsheet is broken down by each program. The Fee For Service is not being tracked the same as in the past.

Sheen noted that last year, out of a \$1,900,000 budget, the loss was only \$38,000 and for year 2020, the net gain is \$53,000.

Sheen explained the Individual sheets show the District and Admin with higher overhead rates. The growth of the Forest Health department is half of the District’s revenue.

Rourke inquired on the Admin fees that are in red and asked if they should be in black.

Sheen explained that where it totals out, it cancels out to show expenses, not technically as a negative. The total of \$53,000 net gain is for all projects. The administrative fees under the Revenues section shows that \$2,300,000 of all revenue includes all admin.

Rourke noted that \$354,000 is the same and asked if the sum is going across all projects all the way to the last page.

Sheen said it is not and that the meeting that was cancelled due to the lack of quorum gave us more time to work with the budget to get more accurate numbers.

O’Sullivan noted the last page that had three EQIP projects that are Fee For Service projects are complete.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

The Forest Management Plans have increased. There are more Fee For Service projects with word of mouth referrals.

Amelia Fleitz will be back working one day per week on the ECPW project which will bring in lots of money. This project has a short time-frame with no extensions. Due for completion in 2021, mid-March.

MSC – Truman/Lowden to approve the Fiscal Year 2020-2021 budget of \$2,329,762.

5.0 Projects Reports

5.1 August Project Report

Sheen reported that the National Fish and Wildlife upper South Fork project for Cynthia Tarwater's crew was redirected due to fires and will be working doing sediment control. He noted the District was awarded the funding for the project, but has not done the work. They are working on Grants & Agreements. Cynthia and Zack are also working on adjusting the downed trees in that area. A landowner wants the work done and they are willing to pay.

Sheen reported the PG&E work affected, had to redirect the work from Mad River to Down River. This is a short contract that must be completed by November 31, 2020 for \$75,000. Amelia Fleitz has contacts.

5.2 September Project Report

Sheen reports that he has both crews focusing on down river work for PG&E service area. They are trying to get work done and the funding spent. With regard to the Temporary Entry Permits required, there was no mass mailing involved this time. The Forest Health Program Manager and Project Coordinator knocked on doors to get things flowing. O'Sullivan inquired on the new employee.

Sheen noted there is a new Education and Outreach Coordinator working with Elizabeth. Her name is Maya Williams, who is an AmeriCorps member who is working with Six-Rivers and working out of New Orleans.

Sheen reported the Grants Manager he was hoping to hire turned down the position. Sheen has another candidate in mind who is very trainable and has a lot of skills. Sheen hopes to have her start on November 9.

There is another new hire for the Revegetation Program Manager. Annie Barbeau will be running the Revegetation Department. Annie's start date is Monday, October 26.

6.0 NRCS Report



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Taylor was unable to attend the meeting, but gave the board clerk her report to share with the Directors.

Rourke inquired on a part in Taylor's report that had to do with ACES. Sheen explained that NRCS can hire previous employees up to 1000 hours. He noted he is out with many people to work on this project and is excited to work with Jim and Lorrie out of Yreka.

Rourke inquired on the wildfires in Taylor's report. Sheen explained that it is new funding for fire restoration.

7.0 Northwest California RC&D Council

Truman reported that the Director of the RC&D Council is looking to leave, but is unsure as to who would be taking over in the long term transition.

Truman announced his resignation from the TCRCD Board of Directors, effective October 22, 2020. Rourke asked thanked Truman for serving on the Board and asked that he submits a written letter of resignation.

8.0 Community Forest/Stewardship Committee Report

O'Sullivan reported that Azalie and Kathleen worked at the Farmer's Market. There are a lot of irons in the fire. Azalie has been extremely busy working on many different projects and is doing a great job. Kathleen is hired to work on the Strategic Planning and there are still tons of projects going on.

9.0 Trinity County Collaborative Report

Sheen reported on the Recreation Committee meeting and noted that the fires have interfered with the meeting. This meeting has been postponed to this Friday through Zoom. There will be a presentation of buy out on Pacific Crest Trail that is unrelated to the Big Bay purchase.

Sheen noted the reports for Fire Response are out.

With regard to Mt. Eddie to Scotts Mountain, Sierra Pacific Industries are piecing several parcels that are sectioned out. Pacific Crest Trail- travels ridge.

Rourke inquired on the buyout. Sheen explained it is a land trust that is part of the Pacific Crest Trail, that is a separate trust. He is not certain, but thinks the USFS is using a middle person for the buyout.

10.0 Public Comment

Kent Collard mentioned the comment that O'Sullivan made about a lot of irons in the fire and noted that this is very impressive and exciting.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

11.0 Discuss/Take Action on Personnel Policies Additions/Revisions

Sheen reported on policy additions and revisions. Policy # 3505- Retirement/Benefits. Policy # 3420- Health and Welfare Benefits, added revision for clarification. Health/Dental- Non-emergency/expanded on Personnel Policy, made clarifications and added a cap on in-lieu policy.

MSC – Truman/Lowden to accept updates to Personnel Policies Additions/Revisions.

12.0 Discuss/Take Action on Letter of Intention - Kent Collard

Sheen reported he received a second letter from another individual that was turned in after the closing date. He liked both, but only one was turned in on time.

Rourke inquired on Collard's letter of interest.

Collard noted he worked at the RCD in prior years. He had experience with projects with NRCS and knows Truman. He is a landowner and has done work on his own property in Hyampom. Collard mentioned that Azalie Welsh shared information with him about this opportunity and he wanted to be a part of it.

O'Sullivan asked if there were any specific areas of interest.

Collard mentioned his biggest interest is Forestry.

O'Sullivan asked if it is over the hill or through Zoom.

Collard said he prefers in person, but it depends on the season.

Rourke read that he has outdoor education and years of experience and stated that it is a big benefit.

MSC – O'Sullivan/Lowden to appoint Kent Collard to the TCRCD Board of Directors to serve a four-year term.

13.0 Discuss/Take Action on 2021 NACD Dues

O'Sullivan recommends the Silver version instead of the Gold this year because it will be less costly for the District.

MSC – O'Sullivan/Truman to renew 2021 NACD dues (Silver).

14.0 Board Reports/Correspondence

Lowden shared that he had a great golfing experience and has turned 70 years old. He reported the Lions Club is collecting money, a GoFundMe for Southern Trinity, there was a trailer in Hayfork accepting donations. He noted it is in the Trinity Journal and on Facebook.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

15.0 District Manager's Report

Sheen reported on staffing. She reported the Board of Supervisors approved the District's Conflict of Interest Codes and Rourke and O'Sullivan's reappointments were approved as well.

Sheen reported on the NCRA application, the negotiation of the Administrative rates and Indirect Cost rates as well as the District's preparations for the upcoming yearly audit.

Sheen noted that based on the two years' prior, the last year had unstable numbers that came out high. The 20% cost rate of expenses on project has been submitted and approved and will be going to the negotiators. Sheen noted there was a lot of influx last year that pushed the rate up to 17.5-18.56. This year it is at 23.5.

Sheen noted that once the audit is done for this fiscal year, it will not expire before this one does in June. Next year, the District will be operating under the provisional rate for the current year for the submission for June expiration of last one.

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

- **District Manager Kelly Sheen's Annual Performance Evaluation**

MSC – O'Sullivan/Lowden to move into Closed Session at 7:21 PM

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

Directors agreed to reschedule Sheen's annual performance evaluation for November's meeting. Nothing further to report.

17.0 Adjourn

Adjourned at 7:52 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

December 16, 2020

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE MEETINGS:

Based on the requirements of the Trinity County Public Health Officer to conduct social distancing and the guidelines from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices will be closed to the public at this time.
- The meetings will be conducted via teleconferencing using Zoom. (See Executive Order 29-02)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +16699009128,

Enter the **Meeting ID** 863 5024 5406 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81070303579?pwd=UlkzYmZmaHRlNnV1V3NMUENoenVRUT09>

with internet access that meets Zoom's system requirements (see <https://zoom.us/hc/en-us/articles/20136023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through Zoom mobile app on a smartphone and enter **Meeting ID** 863 5024 5406

HOW TO SUBMIT PUBLIC COMMENT:

Written/Read Aloud: Please email your comments to the District's Board Clerk at rwolfinbarger@tcrd.net, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number **and** title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before **4:00 PM on the day of the meeting** will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be added to the record after the meeting.

Board of Directors Meeting

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Agenda

November 18, 2020

- 1.0 Call to Order Mike Rourke 5:30 PM
- 1.1 Swear in Reappointments/Colleen O’Sullivan/Mike Rourke and New Board Member Kent Collard
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for October 21, 2020 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss September Monthly Financial Report
- 4.2 Discuss October Monthly Financial Report
- 4.3 Discuss and Approve List of Warrants for October, 2020
- 5.0 Projects Report
- 5.1 October
- 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 Letter of Intention/Heidi Carpenter-Harris/Pat Frost/Josh Brown
- 12.0 Discuss/Take Action on 2021 CSDA Dues
- 13.0 Board Reports/Correspondence
- 14.0 District Manager’s Report
- 15.0 Closed Session: Government Code § 54957(b): District Manager’s Report
- District Manager Kelly Sheen’s Annual Performance Evaluation
- 16.0 Adjourn



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

November 18, 2020 * 5:30 PM

Board Members Present: Mike Rourke, Colleen O'Sullivan, Greg Lowden and Kent Collard (Zoom/Call-in)

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Joan Caldwell, and Rebekah Wolfinbarger

Other Agency Staff: None

Guests: None

1.0 Call to Order: Meeting called to order at 5:25 PM, by Mike Rourke.

2.0 Discuss and Approve Agenda

MSC – O'Sullivan/Lowden to approve Agenda and to move Item 1.1 Swear in Reappointments, after Item 2.0 Discuss and Approve Agenda, Adjourned moved to 15.0 and no closed session.

2.1 Swear in Reappointments and New Member Kent Collard/Mike Rourke/ Colleen O'Sullivan

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes for October 21, 2020 Regular Meeting

MSC –Lowden/O'Sullivan to approve minutes from October, 2020 regular meeting.

4.0 Financial Reports

4.1 Discuss September Monthly Financials

Caldwell stated she updated the financials for September to reflect additional receivables and discussed the balance sheet. She noted the loss of net income at \$30,000 had been updated and dropped to only \$773 due to invoicing. She also mentioned the total liabilities and net assets was updated to \$608,333 it was checked just prior to meeting and was actually up to \$609,000

4.2 Discuss October Monthly Financials



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Caldwell reported a loss of \$120,000 from September to October. Currently at \$30,000. They are way behind and currently working on invoicing. She is hopeful that next month updated should be close to the September updated totals.

O'Sullivan asked about a bill from SDRMA for \$70,000. Sheen explained that we have not been able to make payments for our liability insurance and workman's comp due to cash flow issues. He cited COVID and fires as cause. He will make a payment plan and make payments monthly. He stated that it must be paid in full by May 31st. There was a discussion of new employees hired and the cost. Sheen explained almost all hours will be billable to projects and we are also waiting on payments from Fire Safe Council and have finished working off advances. He reiterated that we are working on invoicing and is hopeful it will all fall in to place.

4.3 Discuss and Approve List of Warrants for October, 2020

MSC – O'Sullivan/Lowden to approve the list of warrants for October, 2020 in the amount of \$178,025.88

Collen asks about a payment for GrizzlyCorp member. Kelly explains we were paid and then we paid. We owe \$1500, \$1000 of that is paid by TRRP from Educ. & Outreach. It was a \$20,000 agreement but dropped to \$16,500 because she lives at the YFR. He noted that with the hours she is contracted it works out to less than minimum wage, but gets paid from a stipend and has other benefits from GrizzlyCorp.

5.0 Projects Reports

5.1 October Project Report

Collard asked about work flow since COVID. Sheen explained the crew's field season is usual mid-March through mid-December. COVID hit the week before crew start date. It took 2 & ½ months to get them working. Their start date was June 01, 2020. It cut the season short by 2 months putting us behind. Sheen stated that PG&E wrapped up from down river. They advanced us half up front there is \$37,500 remaining. There was an exchange of work from South County to down river on PG&E projects because of fire. Wrapping up season now but will continue next season.

6.0 NRCS Report

No report

7.0 Northwest California RC&D Council



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Northwest RC&D Council item to be removed from agenda

8.0 Community Forest/Stewardship Committee Report

Community Forest/Stewardship Committee Report also to be removed from agenda. It was asked that Kathleen McCully and Azalie Welsh continue to report via Board Reports. It was also noted that if there was anything notable O'Sullivan would report out but it is not necessary to keep as standing item on agenda.

9.0 Trinity County Collaborative Report

Sheen reported we are looking at funding with the USFS 420 Project, he noted that the minutes are paid for by Shasta-Trinity and Six Rivers also Pat Frost as a subcontractor has been paid.

Sheen also reported the rec meeting showed a lot of turnover and changes to staffing. NRA-Sara Acridge is on maternity leave. Chris Losi is now D.M. of South-Fork Management Unit. Terra Jones of Weaverville S.O. previously was timber sales. They will be looking at Minersville Boat ramp, mitigation of fires and staffing as well as post fire rehab and response to fire in Shasta-Trinity at the Full Collaborative Meeting. Sheen stated he was asked to facilitate fuel break work group.

Rourke asked about reaching out to a supervisor. Sheen responded that members are better situated for that. Facilitators make money, members can reach out. Kristen Lark is a known commodity. Rourke asks about the longevity of the collaborative. Sheen responds that Judy Morris is a big player but is stepping down. He explains that he is not sure how they will continue but Jeremy Brown is also a Supervisor on the Collaborative.

10.0 Public Comment

No comments

11.0 Discuss/Take Action on Letter of Intention - Heidi Carpenter-Harris/Josh Brown/Pat Frost

Sheen reported that Pat Frost withdrew letter of interest. There was a discussion on how to proceed with two candidates and one open seat. It was decided that interviews would be conducted at next meeting and an appointment made at that time with oath and swear in for selected candidate. Sheen also stated that as the candidate is taking a vacated seat that is still in term, they do not need to be approved by the Board of Supervisors.

12.0 Discuss/Take Action on 2021 CSDA Dues

MSC – Lowden/Collard to approve CSDA dues for 2021 in the amount of \$6345



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

13.0 Board Reports/Correspondence

Rourke reports the fire camp closed in Hayfork. He went to Mad River to get cows and they were logging hazard trees on the side of the road. He stated that Forest Glenn, Rattlesnake Bridge to South Fork Mountain all trees are being removed, and there are issues with the culverts. There is a large log deck there and they are working on the guardrails.

14.0 District Manager's Report

Kelly Sheen reported that TCRCD is hosting an online event for GIS day and they need the Zoom. He was to be a speaker at the event. He was out of time to report and had to end the meeting.

15.0 Adjourn

Adjourned at 7:00 PM.

TCRCD Office Conference
Room

5:30PM

20 Horseshoe Lane, Suite 2B
Weaverville, CA

Board of Directors Meeting

Agenda

December 16, 2020

- 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 November 18, 2020 Regular Meeting
- 4.0 Projects Report
- 5.0 Candidate Interviews
- 5.1 Heidi Carpenter-Harris
- 5.2 Josh Brown
- 5.3 Discuss/Take Action on Candidates
- 6.0 Swear in Candidate/Oath of Office
- 7.0 Public Comment
- 8.0 Board Reports/Correspondence
- 9.0 District Manager's Report
- 10.0 Closed Session: Government Code § 54957(b): District Manager's Report
- District Manager Kelly Sheen's Annual Performance Evaluation
- 11.0 Adjourn