

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

November 30, 2016 \* 5:30 PM

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

**Board Members Absent:** None

**Associate Board Members Present:** None

**District Staff:** Shiloe Braxton, Kelly Sheen, Trish Wardrip, Tracy McFadin and Angela Snyder

**Other Agency Staff:** Alex Cousins and Kate Grossman

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:35 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Owens to approve agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** MSC – Truman/Owens to approve minutes of October 19, 2016 regular meeting’s corrected minutes. O’Sullivan noted that Monthly Financial Report; 4.1 should read Wardrip also noted Larry Bain will be here in the week of October 24, 2016, *not* November 24, 2016. O’Sullivan also noted no need to take action in Item 11.0: Discuss/Take Action on Rose Owens’ Resignation as Director.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported on Financials being standard the last few months. Wardrip noted this month is in the red for a couple reasons; there are a few projects that still need to be invoiced along with the payout of contractor expense and the cost of the BLM Firewood sale. She also noted that the crews are going in to their off-season shortly, and the District will have less contracting expense over the next quarter. District also plans to tighten administrative expense through the off-season. Wardrip confirmed O’Sullivan’s request for a 6-month adjustment along with ideas for discussion to balance the administrative budget at the January 2017 meeting.

**4.2 Discuss and Approve List of Warrants for October 2016**

MSC- Rourke/Owens to approve list of warrants in the amount of \$158,552.67.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **5.0 Projects Report**

Braxton noted that Cynthia Tarwater is working hard to secure a roads decommissioning project in the Mt. Eddie area and the USFS has legacy money for this project. Braxton reported the new roof is on at the Young Family Ranch. He also reported that the Ranch still needs to be winterized. There is still some gutter work that needs to be done around the ranch.

### **6.0 NRCS Report**

Nothing to report.

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

Nothing to report.

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

O'Sullivan reported that she and Patrick Truman are working on strategic plan and working on retained receipts allocated.

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

With changes expected by the new Trump administration, Braxton reported thank you letters were sent to Congressman Huffman and USDA Chief Tom Vilsack for the attention and work with the collaborative. As part of a review process, the Collaborative has decided to do a facilitator lead self-evaluation regarding the goals of the next phase of moving forward with their mission. Braxton noted it should help with agencies to provide more funding.

### **10.0 Public Comment**

None.

### **11.0 Discussion on Rose Owens' Resignation**

Owens announced she feels it is not fair to the District if she stays on the Board with the health issues she is having. O'Sullivan inquired on possible candidates and mentioned Karl Fisher. Braxton explained the resignation process and Owens noted she is willing to stay on board as long as she is needed.

### **12.0 Discussion on Cancelling December 21, 2016 Board Meeting**

MSC- Rourke/Truman to approve cancelling December 21, 2016 Board Meeting. The Next meeting will be held January 18, 2017.

### **13.0 Discuss/Take Action on Resolution 16-07: Resolution of The Board of Directors of the Trinity County Resource Conservation District Approving and Authorizing the Execution of an Agreement with the California Department of Forestry and Fire Protection for the Trinity County Fuels Reductions and Community Chipping Project #16-SHU-1006.**

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Braxton noted the District has not received project yet, but wants to be ready for the next step of the application process. Funding is for chipping and fuels reduction in Lewiston, Trinity Center and Oregon Mountain. Tracy McFadin; TCRCDD's Grant Coordinator also noted the District has already applied for this project, but needs a Board-approved resolution in order to move forward.

MSC- Truman/Lowden to pass Resolution 16-07.

Roll Call Vote- All ayes: Lowden, Owens, O'Sullivan, Truman and Rourke

No noes

No abstentions

### **14.0 Board Reports/Correspondence**

Rourke noted during last month's board meeting, he was in Indianapolis with one of his students; Tyler Harris and that it was a great opportunity and a great trip. He noted that Mr. Harris is a budding business student looking to graduate in Business Ag Management. Rourke talked about the greenhouse situation being completely artificial. All indoor with tons of lights and multi-story isles. The sq. /ft. print in it is about a 1.5 million ft. green house. Rourke noted this greenhouse replaces nine total. Rourke made note of how interesting the Indiana Veneer tour was. He mentioned they ship raw product and actually ship units of veneer and sell by square meter. Rourke also noted they went to D.C. as well and with a very large group of well-behaved kids. Rourke commented on Non-Industrial Timber Management Program in D.C. and announced they did a great job and were in 9<sup>th</sup> and 10<sup>th</sup> place. Rourke also noted if anyone is ever interested in a forestry challenge, to see him. Truman reported he traveled to the CARCD Conference in Ontario with Ian Erickson and they had a great time. The conference was well attended with great workshops. They did not have any elections this time around because the bylaws were changed. Truman noted next CARCD meeting would be held in Redding near Turtle Bay.

### **15.0 District Manager's Report**

Braxton reported he has been very preoccupied with his personal health and noted he is very grateful for Colleen O'Sullivan and Patrick Truman for taking over the Weaverville Community Forest for him. He also noted he is still actively engaged with the Collaborative and is working on completing the County Wildfire Protection Plan.

### **16.0 General Discussion Regarding the Relationship Between the TCRCDD and the FoTCRCDD, including the MOU Between the Two Entities**

O'Sullivan noted this discussion was suggested by Alex Cousins back in October at their last board meeting. Cousins requested input on what the District wants to get out of FoTCRCDD as partnership. With a long discussion on the relationship between TCRCDD and FoTCRCDD, Cousins made it clear that the FoTCRCDD wants nothing more than to support the District in any way possible. The District will be working on submitting a grant application to serve as a "test case" to see how the two organizations will work together.

### **17.0 Adjourned at 6:46PM.**

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

January 18, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for November 30, 2016 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss November/December Monthly Financial Report
- 4.2 Discuss and Approve Semi-Annual Budget
- 4.3 Discuss and Approve List of Warrants for November, 2016
- 5.0 Projects Report
- 6.0 NRCS Report
- 6.1 Discuss National and State RCD and NRCS Operational Agreements
- 6.2 Discuss and Approve Operational Agreement between TCRCD and the NRCS Weaverville Field Office
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Swear in Directors O'Sullivan, Owens and Rourke Based on Reappointment of Each by Trinity County Board of Supervisors (August 16, 2016)
- 12.0 Board Reports/Correspondence
- 12.1 Distribution of Form 700 Report Information (Deadline: April 1, 2017)
- 12.2 Election of Board Officers
- 13.0 District Manager's Report
- 14.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

January 18, 2017 \* 5:54 PM

Board Members Present: Colleen O’Sullivan, Greg Lowden and Rose Owens

Board Members Absent: Mike Rourke and Patrick Truman

Associate Board Members Present: None

District Staff: Shiloe Braxton, Kelly Sheen, Trish Wardrip and Angela Snyder

Other Agency Staff:

Guests: Dennis Fox

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**1.0 Call To Order:** Meeting called to order at 5:54 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Lowden/Owens to approve modified agenda adding Item 4.4 on Discussion regarding adding facilities.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** MSC – Lowden/Owens to approve minutes of November 16, 2016 regular meeting’s corrected minutes. O’Sullivan noted Item 8.0 should state that Colleen O’Sullivan and Pat Frost *not* Colleen O’Sullivan and Patrick Truman are working on strategic plan and working on retained receipts allocated. O’Sullivan also noted Item 15.0 should state that Braxton is very grateful for Colleen O’Sullivan and Pat Frost *not* Colleen O’Sullivan and Patrick Truman for taking over the Weaverville Community Forest for him.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip reported that in November and December all crews were employed through both months. Wardrip noted that the showing on the books directly correlates with the cost associated with the District’s Firewood project. Expenses dropped significantly in December due to the winter season. Note payable is down to \$77k on line of credit.

**4.2 Discuss and Approve Semi-Annual Budget**

Budget was discussed for each project manager. Wardrip and Braxton plan to have discussion with BLM regarding firewood. Braxton mentioned that Tracy McFadin has a good feeling about State Water Resource Control Board Timber Fund proposal and had been working with staff on completion and it should be wrapping up soon. O’Sullivan inquired on the type of work and

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Braxton noted that it is fuels reduction to reduce wildfire and reduce sediment in river. Work will be done throughout Douglas City. O'Sullivan commented on budget ending and is pleased with the outcome. O'Sullivan also noted that it is very encouraging that the budget was worked on semi-annually.

MSC- Lowden/Owens to approve budget revision in the amount of \$2,017,603.00.

### **4.3 Discuss and Approve List of Warrants for November and December 2016**

MSC- Lowden/Owens to approve list of warrants for November in the amount of \$245,117.80.

MSC- Lowden/Owens to approve list of warrants for December in the amount of \$98,798.84.

### **4.4 Discussion on Facilities**

Kelly Sheen presented everyone with a handout that generalized estimates of mortgage payments based on various length notes to be held by owner Cheryl Mikkola. Sheen proposes the District buys both parcels that District is currently renting from Mikkola. Owens expressed some concern with condition of building and Sheen was reassuring that a basic building inspection would be in place prior to moving forward. Sheen discussed pros and cons. Discussion went well. O'Sullivan and Owens advised to proceed with caution, but definitely follow up with Mikkola.

## **5.0 Projects Report**

Braxton reported some road issues on Sims. One culvert failed. Zack Blanchard and Jim Fitzgerald attempted to go out there, but could not due to weather conditions. They plan to try again next week.

## **6.0 NRCS Report**

### **6.1 Discuss National and State RCD and NRCS Operational Agreements**

### **6.2 Discuss and Approve Operational Agreement between TCRC and the NRCS Weaverville Field Office**

No actions were taken on Items 6.1 and 6.2. Heidi Harris was unable to attend meeting due to Hwy 299W road closure. O'Sullivan noted these discussions should be moved to February's meeting.

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

Nothing to report.

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

Nothing to report.

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

Braxton announced next Collaborative meeting would be February 17, 2017 at 10:00 AM in Hayfork at the Trinity County Fairgrounds Dining Hall.

### **10.0 Public Comment**

Dennis Fox reported on Fish and Wildlife community gathering in Redding today. Fox shared his interest in Pittman Robertson Act and noted that our current Administration is against non-lead ammunition.

### **11.0 Swear in Directors O'Sullivan, Owens and Rourke Based on Reappointment of Each by Trinity County Board of Supervisors (August 16, 2016)**

Directors O'Sullivan and Owens each affirmed their oath of office. Director Rourke was not present and will be sworn in at February's meeting.

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

#### **12.1 Distribution of Form 700 Report Information (Deadline April 1, 2017)**

Forms were distributed to all present, signed and returned to Clerk for filing.

#### **12.2 Election of Board Officers**

O'Sullivan, Lowden and Owens agreed to postpone Election of Board Officers until February's board meeting.

Discussion on Board candidates took place. Owens inquired on deadlines. Braxton and O'Sullivan noted once the position is advertised, there will be legal deadlines for candidate selection. Everyone is in agreement.

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

Braxton reported being focused on CWPP before the expiration of the grant. Braxton announced Erik Flickwir's completion of maps and tables along with final documents and they are now waiting to hear back from CalFire for comments. O'Sullivan expressed that everyone did a great job putting everything together and Patrick Frost was impressed with the early draft documents.

### **14.0 Adjourn**

Adjourned at 6:40 p.m.

TCRCD Office  
Conference Room

5:45PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

February 15, 2017

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- 1.0 Call to Order O'Sullivan 5:45 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for January 18, 2017 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for January, 2017
  - 4.3 Discuss/Take Action on Appraisal of District Facilities
  - 4.4 Discuss Audit for FY 15/16
- 5.0 Swear in Director Rourke based on Reappointment by Trinity County Board of Supervisors (August 16, 2016)
- 6.0 Board Reports/Correspondence
  - 6.1 Election of Board Officers
- 7.0 Projects Report
- 8.0 NRCS Report
  - 8.1 Discuss National and State RCD and NRCS Operational Agreements
  - 8.2 Discuss and Approve Operational Agreement between TCRCD and the NRCS Weaverville Field Office
- 9.0 Northwest California RC&D Council Report
- 10.0 Community Forest/Stewardship Committee Report
- 11.0 Trinity Collaborative Report
- 12.0 Public Comment
- 13.0 Discuss/Take Action on Trinity County Board of Supervisor's 2016 Biennial Notice for Conflict of Interest Codes
  - 13.1 Memo to Board of Directors regarding Amendments to the District's Conflict of Interest Code
- 14.0 District Manager's Report
- 15.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

February 15, 2017 \* 5:54 PM

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

**Board Members Absent:**

**Associate Board Members Present:** None

**District Staff:** Shiloe Braxton, Trish Wardrip and Angela Snyder

**Other Agency Staff:**

**Guests:**

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**1.0 Call To Order:** Meeting called to order at 5:50 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Lowden/Truman to approve agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** MSC – Truman/Lowden to approve minutes of January 18, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip discussed financials.

**4.2 Discuss and Approve List of Warrants for January, 2017**

MSC- Truman/Rourke to approve list of warrants for January in the amount of \$67,058.80.

**4.3 Discuss/Take Action on Appraisal of District Facilities**

Nedra is working on report, as appraisal is not complete. No action taken.

**4.4 Discussion on Audit for FY 15/16**

A DRAFT Audit was given to the Board. Wardrip reported a loss of nearly \$60K that was booked on Government side. Wardrip gave an explanation on the audit findings in regards to a couple transactions that were made prior to her employment with the District that should have been booked to fixed assets. The District sold and purchased a vehicle without Board approval. Wardrip noted that all fixed assets need Board approval. Wardrip reported another finding concerning

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Deferred Revenue. One entry was not made at close of last period, which was an advance from Fire Safe Council, project 385. Wardrip announced the Final Report would be ready next month.

### 5.0 Swear in Director Rourke based on Reappointment by Trinity County Board of Supervisors (August 16, 2016)

Director Rourke affirmed his oath of office.

### 6.0 Board Reports/Correspondence

Braxton plans to meet with BLM in spring. BLM is going to reissue the performance bond of \$2K back to the District and RCD will in turn do a site clean-up and get chippers out. Rourke inquired on equipment cost and asked about the changes that can be made to budget repairs. Rourke also noted that the rate for equipment cost should cover maintenance costs. Braxton noted the District has accounts in place for different issues. Braxton reported this season will be more organized and we will have everything structured. Braxton announced that Ian will be working with Fuels Crew and will be responsible for tracking equipment. Crews will also be out in the field with GPS and data tracking to keep up on projects and use of equipment. O'Sullivan requests to have money issues addressed in June. O'Sullivan inquired on ideas for a replacement for Rose Owens and asked Rourke if he had anyone in mind. Rourke answered no, and everyone agreed to start the process.

#### 6.1 Election of Board Officers

O'Sullivan announced the Board Elections and asked if anyone is interested in taking the Chair position. No one was interested. O'Sullivan volunteered to continue as Chair. O'Sullivan announced the Vice Chair availability and Rourke took interest in this position. Lowden nominated Colleen O'Sullivan as Chair and Mike Rourke as Vice Chair.

MSC- Lowden/Owens to approve Election of Board Officers.

### 7.0 Projects Reports

Braxton reported on a correction and an update in Projects Reports. One correction under **7.6 Grant Coordinator's Report: Western States WUI Grant Opportunity:** Trinity County Fuels Reduction and Senior Citizen Assistance Project Proposal submitted via CaLFire 9/13/2016, for \$91,029, *not* \$95,028. Update under **7.9 Other Projects/Information:** CalRecycle clean-up sites for 2017- Crews will perform same type of (clean-up) work, just without the HAZMAT aspect of it.

### 8.0 NRCS Report

#### 8.1 Discuss National and State RCD and NRCS Operational Agreements

#### 8.2 Discuss and Approve Operational Agreement between TCRCDD and the NRCS Weaverville Field Office

No actions were taken on Items 8.1 and 8.2. Heidi Harris was unable to attend meeting due to Hwy 299W road closure. O'Sullivan noted these items should be removed from discussion until further notice.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **9.0 Northwest California RC&D Council Report**

Nothing to report.

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

O'Sullivan reported on Firewood Sale and noted AOP was signed. O'Sullivan is also continuing to work on Strategic Plan.

### **11.0 Trinity County Collaborative Report**

Braxton announced next Collaborative meeting would be February 17, 2017 at 10:00 AM in Hayfork at the Trinity County Fairgrounds Dining Hall.

### **12.0 Public Comment**

None.

### **13.0 Discuss/Take Action on Trinity County Board of Supervisor's 2016 Biennial Notice for Conflict of Interest Codes**

Braxton noted the District's Conflict of Interest Code would need to be amended.

MSC- O'Sullivan/Truman to approve amendments.

Roll Call Vote- All ayes: O'Sullivan, Owens, Truman and Rourke

No noes

No abstentions

### **13.1 Memo to Board of Directors regarding Amendments to the District's Conflict of Interest Code**

Braxton reported necessary changes in the code. Braxton elaborated on what changes were important to be made and explained that the Fiscal Manager should be deleted from the Designated Positions and the Grant Coordinator and Assistant District Manager positions should be added. Everyone agreed.

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

Braxton reported CWPP plan is complete. A presentation will be before the Board of Supervisors on March 22, 2017. Braxton reported on his attendance of the Indian Creek Conference with Donna Rupp. Braxton noted the two topics of discussion to the conference were Marijuana Cultivation and the other discussion was on Prescribed Fires.

### **15.0 Adjourn**

Adjourned at 6:40 p.m.

TCRCD Office  
Conference Room

5:45PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

March 15, 2017

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- 1.0 Call to Order O'Sullivan 5:45 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for February 15, 2017 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for February, 2017
- 4.3 Discuss and Approve Final Audit
- 5.0 Board Reports/Correspondence
- 6.0 Discuss/Take Action on Resolution 17-01: APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, OFF-HIGHWAY VEHICLE GRANT FUNDS
- 7.0 Discuss/Take Action on Resolution 17-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRINITY COUNTY RESOURCE CONSERVATION DISTRICT (RCD) AUTHORIZING SUBMITTAL OF A FUNDING REQUEST TO CALIFORNIA DEPARTMENT OF CONSERVATION'S RCD ASSISTANCE PROGRAM
- 8.0 Discussion on District Salary Chart to Reflect January 2017's Minimum Wage Increase
- 9.0 Discussion on RCD's 2017 Scholarship Fund
- 10.0 Discussion on joining Trinity's 2018 Scholarship Fund
- 11.0 Public Comment
- 12.0 Projects Reports
- 13.0 NRCS Report
- 13.1 Discuss National and State RCD and NRCS Operational Agreements
- 13.2 Discuss and Approve Operational Agreement between TCRCD and the NRCS Weaverville Field Office
- 14.0 Northwest California RC&D Council Report
- 15.0 Community Forest/Stewardship Committee Report
- 16.0 Trinity Collaborative Report
- 17.0 District Manager's Report
- 18.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

March 15, 2017 \* 5:45 PM

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

Board Members Absent: Mike Rourke

Associate Board Members Present: None

District Staff: Shiloe Braxton, Trish Wardrip, Zack Blanchard and Angela Snyder

Other Agency Staff: Heidi Harris

Guests: None

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**1.0 Call To Order:** Meeting called to order at 5:48 PM by Lowden.

**2.0 Discuss and Approve Agenda**

MSC – Truman/Owens to approve agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** MSC – Truman/Owens to approve minutes of March 15, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip discussed financials. Wardrip noted in February’s financials, the District’s expenses exceeded revenue by \$11,000 causing us to dip in to the line of credit. Wardrip noted that February represents a month of planning and permitting for projects in the spring of 2017. The expense of permitting for projects without the crews in full force have caused the seasonal deficit.

**4.2 Discuss and Approve List of Warrants for February, 2017**

MSC- Truman/Owens to approve list of warrants for February in the amount of \$69,992.52.

**4.3 Discuss and Approve Final Audit**

Truman noted Agenda Item 4.3 should read Discuss and Accept Final Audit, *not* Discuss and Approve Final Audit.

MSC- Truman/Owens to Accept Final Audit for FY 15/16.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **13.0 NRCS Report**

#### **13.1 Discuss National and State RCD and NRCS Operational Agreements**

#### **13.2 Discuss and Approve Operational Agreement between TCRCD and the NRCS Weaverville Field Office**

Harris apologized for missing so many meetings and conferred with everyone about the agreement between the NRCS and the RCD. Harris needs approval from the TCRCD Board of Directors in order for Harris and Braxton to be able to sign the agreement. Harris noted a few changes made. One change omitting vehicle usage, the other omitting the CA RC&D Council. They also entered into the Trinity County Collaborative Group as an agreement resource where they can share info. Harris noted she is also required to ask the TCRCD Board if they made appropriate renewals of agreements between USDA, State of California and Conservation Districts. On another note, Harris announced that the NRCS is still frozen as far as not being able to hire additional employees. The agreements that NRCS has with TCRCD and CA RC&D's funds are frozen as well. Harris noted they are in their second batching period for this year with one more to go. They have submitted six contracts. One contract is with the Joint Chief's project. They are still trying to get landowners to sign up. Harris noted there is more funding with RCPP Program for the Oak Woodland Restoration. The funding is given specifically to Humboldt, Trinity and Mendocino counties. There is also an additional \$100,000 for Trinity County only. They received these funds through special request funds through the Joint Chief's funding isolated with the Upper Mad River and South Fork. These are special request funds ran through the UCCE Eureka office.

MSC- Truman/Owens to approve Operational Agreement between TCRCD and the NRCS Weaverville Field Office

### **8.0 Discussion on District's Salary Chart to Reflect January 2017's Minimum Wage Increase**

Wardrip discussed changes in the salary chart to reflect California's 2017 Minimum Wage Increase. Wardrip also noted there would be another salary increase in December to keep in step with California's annual minimum wage increase. All were in favor of moving forward and making appropriate current changes to the District's 2017 Salary Chart.

### **9.0 Discussion on RCD's 2017 Scholarship Fund**

### **10.0 Discussion on joining Trinity's Scholarship Fund**

Agenda Items 9.0 and 10.0 were combined into one discussion. All were in favor of joining Trinity's Scholarship Fund in 2018. O'Sullivan noted that the District is able to afford two \$500 awards this year. Both of these awards are available to students attending any high school in Trinity County.

### **5.0 Board Reports/Correspondence**

O'Sullivan reported on her and Greg Lowden's trip to the Ethic's Workshop last month. She said just as every year, it was an interesting workshop. Lowden mentioned it was all common sense, but it was good because the instructor told stories and tried to keep it entertaining. It was out in the middle of nowhere and there were around 20 people who attended.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **6.0 Discuss/Take Action on Resolution 17-01: APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS FOR THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION, OFF-HIGHWAY VEHICLE GRANT FUNDS**

Zack Blanchard reported they are applying for ground operations, which will include routine maintenance and storm proofing in Smoky Creek. It will open up at least 20 known miles with the heavy brush removed. The total project is \$72,000 and the District is requesting \$40,000. The pre-proposal has been submitted.

MSC- Truman/Owens to pass Resolution 17-01.

Roll Call Vote- All ayes: Lowden, Owens, O'Sullivan and Truman

No noes

No abstentions

### **7.0 Discuss/Take Action on Resolution 17-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRINITY COUNTY RESOURCE CONSERVATION DISTRICT (RCD) AUTHORIZING SUBMITTAL OF A FUNDING REQUEST TO CALIFORNIA DEPARTMENT OF CONSERVATION'S RCD ASSISTANCE PROGRAM**

Braxton noted this resolution is to apply for CARCD funding. Department of Conservation is offering funding and what we would do with the funding is participate in the Joint Powers Authority and long-term annual plan of North Coast RCD, North Ridge along with update District Strategic Plan and update District policies.

MSC- Owens/Truman to pass Resolution 17-02.

Roll Call Vote- All ayes: Lowden, Owens, O'Sullivan and Truman

No Noes

No abstentions

### **11.0 Public Comment**

No comment

### **12.0 Projects Reports**

Braxton noted that grants are starting to roll in for the season, big thanks to our Grants Coordinator, Tracy McFadin. Highlights of the new grants include; Prop 1 Wildlife Conservation Board planning grant, Caltrans Slate Creek Slipout and CalFire/Firesafe Council fuels reduction projects.

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

Nothing to report.

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

Nothing to report.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **16.0 Trinity Collaborative Report**

Braxton reported on attending a meeting with the Collaborative Fuelbreak Workgroup and Six Rivers National Forest. To review the Six-Rivers Joint Chiefs projects. Several projects are underway with the largest being the “First 48” project that encompasses a combination of forest fuels reduction, sheltered fuel break and 3.5mbf of timber production.

### **17.0 District Manager’s Report**

Braxton reported that the District is in negotiation for a contract of work on Beaver slide with Trinity River Lumber Company (TRLC). Kelly Sheen and Ian Erickson met with Brian Taylor (TRLC employee) and the meeting went really well. There is a possibility of 81 acres for each season with two seasons totaling, roughly, 162 acres. Braxton reported that Donna Rupp went to Sacramento for Wildlife Conservation project where she proved the need for area funding. Their board did not have any questions about the project and \$171,355.00 if awarded, will go toward stream flow improvements. Braxton discussed the awards pending from the list that Tracy McFadin provided and announced Caltrans awarded the District \$82,000 for the Slate Creek revegetation project, and gave thanks to Ian Erickson for his work in this regard.

### **15.0 Adjourn**

Adjourned at 6:40 p.m.



TCRCD Office  
Conference Room

5:45PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

April 19, 2017

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- 1.0 Call to Order O'Sullivan 5:45 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for March 15, 2017 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve 2016-2017 9-Month Budget Adjustment
- 4.3 Discuss and Approve List of Warrants for March, 2017
- 5.0 Board Reports/Correspondence
- AB1234 Reminder
  - Form 700 Reminder
  - TCOE Invitation Letter to attend a Board Training Workshop
- 6.0 Discuss/Take Action on Resolution 17-03: STATE ONLY RESOLUTION REQUIRED BY THE DEPARTMENT OF JUSTICE TO ACCESS CRIMINAL HISTORY INFORMATION
- 7.0 Discuss/Take Action on Resolution 17-04: STATE/FEDERAL ONLY RESOLUTION REQUIRED BY THE DEPARTMENT OF JUSTICE TO ACCESS CRIMINAL HISTORY INFORMATION
- 8.0 Discuss/Take Action on California Special District Association Board of Directors Call for Nominations Seat C
- 9.0 Discuss/Take Action on 2017 California Association of Resource Conservation Districts Membership Dues
- 10.0 Discuss/Take Action on National Association of Conservation Districts Membership Dues
- 11.0 Public Comment
- 12.0 Projects Reports
- 13.0 NRCS Report
- 14.0 Northwest California RC&D Council Report
- 15.0 Community Forest/Stewardship Committee Report
- 16.0 Trinity Collaborative Report
- 17.0 District Manager's Report
- 18.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

April 19, 2017 \* 5:45 PM

Board Members Present: Mike Rourke, Rose Owens and Greg Lowden

Board Members Absent: Colleen O'Sullivan and Patrick Truman

Associate Board Members Present: None

District Staff: Kelly Sheen and Angela Snyder

Other Agency Staff: None

Guests: None

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**1.0 Call To Order:** Meeting called to order at 5:46 PM by Rourke.

**2.0 Discuss and Approve Agenda**

MSC – Owens/Lowden to approve agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** MSC – Lowden/Owens to approve minutes of March 19, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Kelly Sheen reported on line of credit and discussed financials in Wardrip's absence.

**4.2 Discuss and Approve 2016-2017 9-Month Budget Adjustment**

Sheen discussed budget adjustment and noted the difference in both reports is that one is broken down by project manager and the other is detailed by the actual project. Per Board's notations, no approval needed for this item.

**4.3 Discuss and Approve List of Warrants for March, 2017**

MSC- Lowden/Owens to approve list of warrants for March in the amount of \$87,852.63.

**5.0 Board Reports/Correspondence**

No reports were given. Snyder reminds those who need to complete their Form 700 and complete their Ethics AB1234 Training.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **6.0 Discuss/Take Action on Resolution 17-03: STATE ONLY RESOLUTION REQUIRED BY THE DEPARTMENT OF JUSTICE TO ACCESS CRIMINAL HISTORY INFORMATION**

Snyder explains that in order to obtain background checks on future employees, the Department of Justice is requiring the District's Board of Directors to adopt a State Only and a State/Federal Only Resolution authorizing access to state and federal summary criminal history information of employment including volunteers and contract employees.

MSC- Owens/Lowden to pass Resolution 17-03.

Roll Call Vote- All ayes: Lowden, Owens and Rourke

No noes

No abstentions

### **7.0 Discuss/Take Action on Resolution 17-04: STATE/FEDERAL ONLY RESOLUTION REQUIRED BY THE DEPARTMENT OF JUSTICE TO ACCESS CRIMINAL HISTORY INFORMATION**

MSC- Owens/Lowden to pass Resolution 17-04.

Roll Call Vote- All ayes: Lowden, Owens and Rourke

No noes

No abstentions

### **8.0 Discuss/Take Action on California Special District Association Board of Directors Call for Nominations Seat C**

No discussion. No action taken.

### **9.0 Discuss/Take Action on 2017 California Association of Resource Conservation Districts Membership Dues**

Rourke suggested the District pays the same dues of previous years.

MSC- Lowden/Owens to approve the 2017 dues in the amount of \$4,000.

### **10.0 Discuss/Take Action on National Association of Conservation Districts Membership Dues**

MSC- Lowden/Owens to approve the 2017 dues in the amount of \$700.

### **11.0 Public Comment**

No comment.

### **12.0 Projects Reports**

Sheen reported on a few different projects for the District. Cynthia Tarwater acquired work on the Sims Fire Restoration for \$184,000 for culvert replacements. There is also an \$81,000 contract for Slate Creek slide that needs to be spent by November. Sheen noted there would be a lot of

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

materials needed for this project, which will help with the spend down of some of this funding. Sheen noted Slate Creek is a part of a 5-year project. District was funded \$5,000 for seeds last year and the intention is to continue this project over the next few years. Sheen noted as for the Beaverslide project, the District would be hiring on two additional crewmembers to help with the production of this project and a couple others. Sheen reported Ian Erickson would be managing all Revegetation Coordination, so Cynthia Tarwater's crew was asked to come back to work earlier than expected to help with Erickson's project at Slate Creek for two weeks. Sheen discussed with the Board, Erickson's employment history and spoke very highly of him. Sheen noted Erickson is doing extraordinarily well. Sheen also noted that Caltrans would be a huge source of funding for Erickson's projects.

### **13.0 NRCS Report**

Nothing to report.

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

Nothing to report.

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

Nothing to report.

### **16.0 Trinity Collaborative Report**

Rourke and Sheen discussed the progress with the Trinity County Collaborative Group and Sheen noted he will be meeting with Randi Paris. Sheen noted the Pilot Project is moving forward. Rourke mentioned there has been a lot of time and effort put in to the Collaborative and is curious as to what has come out of it. Sheen noted there are issues with problematic timing concerning the owl surveys and that there has been a lot of poor planning and timing issues.

### **17.0 District Manager's Report**

Sheen and Rourke discussed Braxton's condition and his leave term. There was discussion on the appraisal in terms of the price for the two parcels. There was discussion on comparables and their location. Sheen noted the Schmidbauer building owners were not interested because they prefer to sell their building to someone who has interest in taking over the same type of business. Sheen plans to contact Cheryl Mikkola to further discuss details. Rourke noted the Board would need to process comparable amounts. Rourke also noted his concerns about the maintenance of the buildings. Rourke would prefer \$1000.00 to be set aside for maintenance fees if the District moves forward. Rourke also mentioned other concerns to be aware of and Sheen agrees to look further in to them.

### **15.0 Adjourn**

Adjourned at 7:11 p.m.

TCRCD Office  
Conference Room

5:45PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

May 17, 2017

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- 1.0 Call to Order O'Sullivan 5:45 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for April 19, 2017 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for April, 2017
- 5.0 Board Reports/Correspondence
- Presenting Director Rose Owen's Service Award
- 6.0 Discuss/Take Action on Letters of Interest for One Seat on District Board
- 7.0 Discuss/Take Action on 2017 California Association of Resource Conservation Districts Membership Dues
- 8.0 Discuss/Take Action on National Association of Conservation Districts Membership Dues
- 9.0 Discuss/Take Action on Updating District's Vehicle Operational Policy
- 10.0 Discuss and Approve Trinity County Resource Conservation District's 2016-2017 Annual Work Plan
- 11.0 Public Comment
- 12.0 Projects Reports
- 13.0 NRCS Report
- 14.0 Northwest California RC&D Council Report
- 15.0 Community Forest/Stewardship Committee Report
- 16.0 Trinity Collaborative Report
- 17.0 District Manager's Report
- 18.0 Adjourn

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

May 17, 2017 \* 5:45 PM

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

Board Members Absent: Patrick Truman

Associate Board Members Present: None

District Staff: Kelly Sheen, Trish Wardrip and Angela Snyder

Other Agency Staff: Heidi Harris

Guests: None

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**1.0 Call To Order:** Meeting called to order at 5:45 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Rourke/Lowden to approve agenda and omit items 7.0 and 8.0 due to the discussion and action already taken on items at previous board meeting.

**3.0 Discuss and Approve Meeting Minutes**

**3.1** Unable to approve Minutes due to lack of quorum from May 17’s regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Sheen and Rourke discussed monthly financials.

**4.2 Discuss and Approve List of Warrants for April, 2017**

MSC- Lowden/Owens to approve list of warrants for in the amount of \$55,117.12.

**5.0 Board Reports/Correspondence**

Sheen reported of a phone call he received from a Grant Manager with Caltrans to discuss two significant projects. Collins Bar project will be modified to have an additional \$100,000. The Slate Creek Slide, Phase 1 was funded \$81,000 and there is an additional amount of \$330,000 that will be funded over the next 5 years.

Sheen stated he negotiated and finalized the per acre cost for the Beaverslide at \$1800/acre, which is an increase from 2013-2014 contract. New Beaverslide contract is scheduled to run through December 2019. However, with the District hiring of two extra people, it is anticipated to be complete by end of year in 2018.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Sheen discussed extra funding with several other contracts. Sheen noted we have taken on at least 3-4 years of work for Fuels Crew.

Sheen reported the need for an extension on the line of credit because next year we will be several months out with no significant income. Sheen discussed the line of credit and the advancing process due to the nature of the funding sources. Sheen noted the most important part will be the changes we make in how we plan and budget in the future.

### **13.0 NRCS**

Harris reported NRCS has five contracts funded in the last batching cycle with two that are up for closing on May 19, 2017. RCPP Oak Woodland Restoration will be moving forward as soon as they get their internal ranking structured. Harris noted they are now with FSA, RMA and NRCS Farm Production and Conservation mission area, which means they will then be placed under a different Secretary than the USFS.

Harris noted she went to Chico for a Women's Program and was honored to sit next to Secretary Ross, who is California's Agricultural Secretary. Harris asked that Secretary Ross and Carlos Suarez come up to do a site visit this summer. Harris noted the RCD would be pleased to show them around the Weaverville Community Forest. Harris told Secretary Ross that since he is already coming up here for his field visit, it would be a great idea to also check out the timber opportunity in Trinity County.

Harris reported on the status of NRCS and noted they are still frozen. All packages that have been sent out for jobs have been sent back. Harris noted they are understaffed by 60% statewide and they are in need of an area forester. They are going on their third year without an area forester. Harris reported they are also in need of a licensed engineer. Harris stated they would just have to keep moving forward on ground operations, as usual, until they are notified differently.

### **6.0 Discuss/Take Action on Letters of Interest for One Seat on District Board**

O'Sullivan received two letters of interest. Due to a conflict of interest, it might be challenging to get a quorum. A special meeting was requested to be set up to appoint one of the two to replace Owens.

### **9.0 Discuss/Take Action on Updating District's Vehicle Operation Policy**

Wardrip noted District Staff has had some questions about the District's Vehicle Operation Plan. Wardrip reported that if staff is hired, at time of hire, the District requests that they provide valid CA Driver License and proof of valid auto insurance.

Rourke announced that staff should have valid driver license and auto insurance continually if they are driving District vehicles. Sheen mentioned the District's policy has never reflected appropriate language regarding vehicle insurance and it is important to update the policy.

MSC- Rourke/Lowden to approve updates to District's Vehicle Operation Policy.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **10.0 Discuss and Approve Trinity County Resource Conservation District's 2016-2017 Annual Work Plan**

Sheen reported Noreen Doyas created the District's Annual Work Plan. Sheen also noted the AWP was a requirement by the DOC to qualify for a grant.

O'Sullivan announced that it read really well and it was complete and accurate.

MSC- Lowden/Rourke to approve Trinity County Resource Conservation District's 2016-2017 Annual Work Plan.

### **11.0 Public Comment**

No comment.

### **12.0 Projects Reports**

Lowden asked about the logging in Grass Valley Creek. Sheen mentioned that he was told by a representative from BLM to bring someone on to package the sale. Sheen mentioned he is unsure of what they want to happen that has not already be done, but he is still planning to follow up with the request. Sheen noted there is not enough timber. Tom Waltz with SPI went on a walk through and agreed that there was not enough volume. Sheen noted he is unsure of the volume because he had not seen inventory and BLM reps moved lines on it that actually made it smaller. The suggestion was to go back to BLM for a fuels project to modify the project, instead of having a timber harvest. Sheen noted he would follow up on this.

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

Nothing to report.

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

O'Sullivan reported she attended the WCF Steering Committee meeting a couple weeks ago and it went well. There is also a WCF community meeting on June 15, 2017 to discuss the West Weaver Creek campground. The plan is to go to the BLM board members prior to June 15 meeting and discuss the plan to close the campground.

Sheen noted the Weaverville CSD had been working with the recreation folks at the Forest Service and WCSD is up there every day. The issue is contractors who are working under the Forest Service are losing money on it, so they plan to subcontract Weaverville CSD to do general maintenance and security on a daily basis and turn it in to a "day use" type of campground instead of overnight camping.

### **16.0 Trinity Collaborative Report**

Nothing to report.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **17.0 District Manager's Report**

Sheen reported new information- A couple Fridays ago Sheen was approached by Trinity County Department of Transportation to hire someone for a full time position under Sheen to perform analysis work and GIS. Sheen noted Polly Chapman would like the District to present to the Board an amendment to the contract.

Sheen reported of his plans to train a new staff member during the month of June and noted the contract closes June 30, 2017. Sheen reported our MOU for next year would be more extensive with a 4-5 year term. Sheen noted the District would need to purchase another license and another workstation.

### **15.0 Adjourn**

Adjourned at 7:20 p.m.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

June 21, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for May 17, 2017 Regular Meeting
- 3.2 Discuss and Approve Minutes for May 31, 2017 Special Meeting
- 3.3 Discuss and Approve Minutes for June 8, 2017 Special Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for May, 2017
- 4.3 Discuss and Approve 2017-2018 Budget
- 5.0 Board Reports/Correspondence
- 6.0 Discuss/Take Action on SDRMA's 2017 Board of Directors Election
- 7.0 Discuss/Take Action on Resolution 17-07: A Resolution of the Governing Body of the Trinity County Resource Conservation District for the Election of Directors to the Special District Risk Management Authority Board of Directors
- 8.0 Discuss/Take Action on California Special District Association 2017 Board Elections
- 9.0 Discuss and Approve West Weaver Creek Bid Solicitation Review and Award
- 10.0 Discuss/Take Action on Resolution 17-05: Resolution of the Board of Directors of Trinity County Resource Conservation District Declaring the Notice of Determination for Initial Study/Mitigated Negative Declaration (IS/MND) with Changes for the West Weaver Creek Salmonid Habitat Rehabilitation Project
- 11.0 Discuss/Take Action on Resolution 17-06: Resolution of the Board of Directors of Trinity County Resource Conservation District Approving the Application for Grant Funds from the Wildlife Conservation Board for the Weaver Creek Watershed Flow Enhancement Project
- 12.0 Public Comment
- 13.0 Projects Reports
- 14.0 NRCS Report
- 15.0 Northwest California RC&D Council Report
- 16.0 Community Forest/Stewardship Committee Report
- 17.0 Trinity Collaborative Report

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

18.0 District Manager's Report

19.0 Adjourn

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TCRCD Office  
 Conference Room  
**5:30PM**  
 #6 Horseshoe Lane  
 Weaverville, CA

## Board of Directors Meeting

### *Agenda*

**June 21, 2017**

- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for May 17, 2017 Regular Meeting
  - 3.2 Discuss and Approve Minutes for May 31, 2017 Special Meeting
  - 3.3 Discuss and Approve Minutes for June 8, 2017 Special Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for May, 2017
  - 4.3 Discuss and Approve 2017-2018 Budget
  - 4.4 Discuss/Take Action on Vehicle Purchase**
- 5.0 Board Reports/Correspondence
  - 5.1 Swear in New Board Member Morgan Rourke Based on Trinity County Board of Supervisors' Approval (June 20, 2017).**
- 6.0 Discuss/Take Action on SDRMA's 2017 Board of Directors Election
- 7.0 Discuss/Take Action on Resolution 17-07: A Resolution of the Governing Body of the Trinity County Resource Conservation District for the Election of Directors to the Special District Risk Management Authority Board of Directors
- 8.0 Discuss/Take Action on California Special District Association 2017 Board Elections
- 9.0 Discuss and Approve West Weaver Creek Bid Solicitation Review and Award
- 10.0 Discuss/Take Action on Resolution 17-05: Resolution of the Board of Directors of Trinity County Resource Conservation District Declaring the Notice of Determination for Initial Study/Mitigated Negative Declaration (IS/MND) with Changes for the West Weaver Creek Salmonid Habitat Rehabilitation Project
- 11.0 Discuss/Take Action on Resolution 17-06: Resolution of the Board of Directors of Trinity County Resource Conservation District Approving the Application for Grant Funds from the Wildlife Conservation Board for the Weaver Creek Watershed Flow Enhancement Project
- 12.0 Public Comment
- 13.0 Projects Reports
- 14.0 NRCS Report

*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

- 15.0 Northwest California RC&D Council Report
- 16.0 Community Forest/Stewardship Committee Report
- 17.0 Trinity Collaborative Report
- 18.0 District Manager's Report
- 19.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

June 21, 2017 \* 5:30 PM

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

**Board Members Absent: Patrick Truman**

**Associate Board Members Present: None**

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

**Other Agency Staff: Heidi Harris**

**Guests: None**

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Mike Rourke/Lowden to approve Agenda with modifications and to move items on Agenda.

**Item 4.4 Discuss/Take Action on Vehicle Purchase** was added to Agenda. **Item 5.1 Swear in New Board Member Morgan Rourke Based on Trinity County Board of Supervisors’ Approval (June 20, 2017)** was added to Agenda. All agreed to move the following items: Item 5.1 to follow Item 3.3. Items 9.0, 10.0, 11.0 and 14.0 to follow Item 4.4.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for May 17, 2017 Regular Meeting**

Discussion on Minutes with corrections. Corrections should read: Unable to approve Minutes due to lack of quorum from April 19’s regular meeting, *not* May 17’s regular meeting. Corrections in Item 15.0 should read: There is also a WCF community meeting on June 15, 2017 to discuss **East Weaver Creek campground**, *not* West Weaver Creek campground. The plan is to go to **the Forest Service** (*not* the BLM Board Members) prior to June 15 meeting and discuss the plan to close the campground.

MSC- Lowden/Mike Rourke to approve corrections from May 17’s regular meeting.

**3.2 Discuss and Approve Minutes for May 31, 2017 Special Meeting**

Meeting was not called to order due to lack of quorum. No meeting was held. No approval needed.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **3.3 Discuss and approve Minutes for June 8, 2017 Special Meeting**

Rourke requested that we contact SDRMA to seek input on the legality and requirements of Board members voting on and approving items from previous Board Meetings they did not attend.

No approval on Minutes for June 8, 2017 Special Meeting.

### **5.0 Board Reports/Correspondence**

#### **5.1 Swear in New Board Member Morgan Rourke Based on Trinity County Board of Supervisors' Approval (June 20, 2017)**

Morgan Rourke affirmed his oath of office as a Director of Trinity County Resource Conservation District's Board.

### **4.0 Financial Report**

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

Wardrip discussed financials and noted this is a big month for revenue for the District. Wardrip discussed balance sheet and noted accounts highlighted in blue are accounts on retention. Wardrip reported some invoices that were submitted to CA Parks and Recreation were not paid until six months down the line. Sheen reported on future revenue from additional projects that Ian Erickson would be managing.

#### **4.2 Discuss and Approve List of Warrants for May, 2017**

MSC- Lowden/Mike Rourke to approve list of warrants for May in the amount of \$70,067.06.

#### **4.3 Discuss and Approve 2017-2018 Budget**

Wardrip reported on 2017-2018 Budget handouts. Wardrip noted Ian Erickson's Collin's Bar project was modified at \$177,000 and the original discussion of modification only included \$100,000 in the budget so will be an adjustment of \$77,000 in revenue. This budget reflects a \$10,000 shortfall in admin, where as last year was at \$75,000. Wardrip noted the major expenses are in staff and the only way to cut admin spending is to reduce staff hours and supplies. Wardrip reported there would be a slight downsizing in staff this fall due to administrative staff and planned leave. O'Sullivan requested a 3-month budget review.

MSC- Mike Rourke/Lowden to approve 2017-2018 Budget.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**4.4 Discuss/Take Action on Vehicle Purchase**

Sheen reported Fleet # 9401 is an older F350 with high mileage. The District has spent \$7,400 on repairs to this vehicle since March 2017. Sheen noted he looked into replacing this truck with an F250 Diesel for productivity and reliability when the crews are working on the Beaverslide project. Sheen reported on Quote #88101 received from Corning Ford Mercury Inc. that showed two different financing options. Sheen's suggestion is to go with Option A with financing of \$44,736.00.

MSC- Morgan Rourke/Lowden to accept Option A and agrees to move forward with financing 2017 Ford F-250 Crew XL Diesel in the amount of \$44,736.00.

**9.0 Discuss and Approve West Weaver Creek Bid Solicitation Review and Award**

Rupp reported the work must begin by July 17 and has an end date of October 15, 2017.

Bid Opening Results:

Low Bid: McCullough Construction Inc. (715577, 669956) \$312,402.37

Other Bids:

Judd Buick Construction (914273) \$315,480.00  
Stimpel-Weibelhaus Associates (605471) UNOPENED

MSC- Lowden/Morgan Rourke to accept lowest responsible bid, from McCullough Construction Inc., in the amount of \$312,402.37

**10.0 Discuss/Take Action on Resolution 17-05: Resolution of the Board of Directors of Trinity County Resource Conservation District Declaring Adoption of the Notice of Determination for Initial Study/Mitigated Negative Declaration (IS/MND) with Changes for the West Weaver Creek Salmonid Habitat Rehabilitation Project**

MSC- Lowden/Morgan Rourke to Adopt Resolution 17-05.

Roll Call Vote- All ayes: Lowden, O'Sullivan, Morgan Rourke and Mike Rourke

No noes

No abstentions



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**11.0 Discuss/Take Action on Resolution 17-06: Resolution of the Board of Directors of Trinity County Resource Conservation District Approving the Application for Grant Funds from the Wildlife Conservation Board for the Weaver Creek Watershed Flow Enhancement Project**

MSC- Morgan Rourke/Mike Rourke to pass Resolution 17-06.

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

No noes

No abstentions

**14.0 NRCS**

Harris reported that NRCS Weaverville office is still short staffed. One of their movements is that more work will be done through a Technical Service Provider (TSP). Harris noted that if a landowner has a project, the TSP would have to sign up and go through training and would then be put on a list for that landowner. NRCS would then modify their contract and agreement with the landowner and add in a line item for a TSP. Harris reported TSPs are critically in need of Engineers, Archeologists, Foresters and Irrigation Specialists. Harris reported the timeline for a TSP to be paid is 30 days.

Harris reported of NRCS funding two additional contracts in the last batching period and noted that every contract has actually been able to be funded. Harris noted they are continuing to get more landowners past Kettenpom near Alder Point Rd.

**6.0 Discuss/Take Action on SDRMA’s 2017 Board of Directors Election**

No Action taken.

**7.0 Discuss/Take Action on Resolution 17-07: A Resolution of the Governing Body of the Trinity County Resource District for the Election of Directors to the Special District Risk Management Authority Board of Directors**

No Action taken.

**8.0 Discuss/Take Action on California Special District Association 2017 Board Elections**

MSC- Mike Rourke/Lowden to elect Fred Ryness for Seat C on the California Special District Association 2017 Board Elections.

**12.0 Public Comment**

No comments.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **13.0 Projects Reports**

Sheen reported of the possibility of a larger crew next year. Wardrip reported in Item 13.6 of the Projects reports, the DOT Collins Bar Agreement was originally projected to be \$100,000 but we recently received a modification of an additional \$77,000 for this agreement.

### **15.0 Northwest California RC&D Council Report**

Nothing to report.

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

Nothing to report.

### **17.0 Trinity County Collaborative Report**

Braxton reports of upcoming meeting on Friday, June 23 at the Trinity County Fairgrounds' Dining Hall in Hayfork. Braxton reports Collaborative is meeting with the Forest Service and they plan to have Pilot Project up and running again. Performing stand exams with Dave Jaramillo and Tracy McFadin sent a letter to Jim Fitzgerald for Hyrdo work.

### **18.0 District Manager's Report**

Sheen reported the crew is finishing up Greenhorn. They will be transitioning to the Lewiston CWPP project prior to Beaverslide, which will begin July 10, 2017. Tarwater and her crew have been working out at Sims. Sheen reported of \$80,000 contract for GIS work for the County was scheduled to expire June 30, 2017 but was extended until June 30, 2018. New GIS Technician is in training for the County GIS work and everything is progressing well.

Sheen noted the Fuels Crew became saw certified and received their S-212 Training Certificates. Sheen noted that federal agencies are requiring to have saw certification to apply for future funding that requires saw use. Their training was at the Redding BLM office and went very well. Sheen noted it was supposed to be a three-day course and the crew was able to be certified in two days.

### **19.0 Adjourn**

Adjourned at 7:40 p.m.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

July 19, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for June 21, 2017 Regular Meeting
  - 3.2 Discuss and Approve Minutes for June 8. 2017 Special Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for June 2017
- 5.0 Board Reports/Correspondence
- 6.0 Public Comment
- 7.0 Projects Reports
- 8.0 NRCS Report
- 9.0 Northwest California RC&D Council Report
- 10.0 Community Forest/Stewardship Committee Report
- 11.0 Trinity Collaborative Report
- 12.0 District Manager's Report
- 13.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

July 19, 2017 \* 5:30 PM

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

**Board Members Absent: Patrick Truman**

**Associate Board Members Present: None**

**District Staff: Shiloe Braxton, Trish Wardrip and Angela Snyder**

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC - Lowden/Mike Rourke to approve Agenda

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for June 21, 2017 Regular Meeting**

No discussion.

MSC - Mike Rourke/Morgan Rourke to approve minutes from June 21, 2017 regular meeting.

**3.2 Discuss and Approve Minutes for June 8, 2017 Special Meeting**

No discussion.

MSC – Mike Rourke/Lowden to approve minutes from June 8, 2017 special meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip opened discussion with District’s 9-month budget being right on target. Wardrip discussed District’s revenue and losses. Mike Rourke noted the District should bill more staff time to projects instead of admin. Braxton discusses plans to budget and get line of credit paid down.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.2 Discuss and Approve List of Warrants for June, 2017**

MSC- Mike Rourke/Lowden to approve list of warrants for June in the amount of \$163,462.95.

### **5.0 Board Reports/Correspondence**

Braxton announces his plans to coordinate a time and place to present a Recognition of Service Award to Rose Owens.

### **6.0 Public Comment**

None.

### **7.0 Projects Reports**

Braxton noted the Young Family Ranch Property Management renewal of \$23,000 is for a three-year contract. Mike Rourke noted the grade under the gazebo at the Ranch needing to be completed and inquired on it being a priority on the list. Braxton announced that it is on list but there is additional funding needed to complete the work. O'Sullivan inquired on the estimate of cost to finish and Braxton noted it depends on whether or not it is concrete or a different type of material used.

### **8.0 NRCS Report**

Nothing to report.

### **9.0 Northwest California RC&D Council Report**

No comments.

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

Nothing to report.

### **11.0 Trinity County Collaborative Report**

Braxton announced the next meeting is on Friday July 21, 2017. Braxton announced the progress made on the Joint Chief's Project. Braxton also noted he is working with John Driskoll to get Congressman Jared Huffman to attend a tour of the Joint Chief's Projects in Southern Trinity and reconnect him to the Trinity County Collaborative Group.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

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

Braxton reported he conferred with Patricia Hickey, Mendocino RCD, about developing talking points about the impacts of cannabis cultivation for the CARCD. He also attended a webinar, which entails developing a tool for recording and tracking RCD projects across the state. He announced the initial project is being funded through the individual RCD's.

Braxton notified the District's Board of Directors of the incident that happened to one of our employees while he was on duty at the Young Family Ranch on Monday July 17, 2017. The District's employee was working alone at the Ranch after all the Summer Day Campers were sent home with their parents, when the employee was carjacked and forced to drive the suspect down to the Bay Area. The incident is under investigation. The Board's recommendation is to type a letter as soon as possible informing the parents of the incident that occurred that day and inform them of all precautionary actions that are being taken. Braxton noted that the fence line at the Ranch has been reestablished. There is increased personnel with the Campers and Braxton noted his plans to put in additional lighting along with surveillance cameras around the property.

### **19.0 Adjourn**

Adjourned at 6:25 p.m.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

August 16, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for July 19, 2017 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for July 2017
- 5.0 Board Reports/Correspondence
- 6.0 Discussion on presenting Rose Owens with a Recognition of Service Award
- 7.0 Public Comment
- 8.0 Projects Reports
- 9.0 NRCS Report
- 10.0 Northwest California RC&D Council Report
- 11.0 Community Forest/Stewardship Committee Report
- 12.0 Trinity Collaborative Report
- 13.0 District Manager's Report
- 14.0 Adjourn

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*Items may be taken out of order to accommodate special circumstances. Additions to the Agenda in accordance with Section 54954.2 (b)(2) of the Government Code (Brown Act), two-thirds vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after agenda was posted.)*

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

August 16, 2017 \* 5:30 PM

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

**Board Members Absent: Patrick Truman**

**Associate Board Members Present: None**

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

**Other Agency Staff: None**

**Guests: Girl Scouts**

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**1.0 Call To Order:** Meeting called to order at 5:30 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC - Lowden/Mike Rourke to approve Agenda with modifications. All agreed to move Item 7.0 to follow Item 4.2.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for July 19, 2017 Regular Meeting**

No discussion.

MSC - Lowden/Morgan Rourke to approve minutes from July 19, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip noted revenue of \$322,747.38 and expenses of \$158,724.59. LOC is down from last month. Lowden noted the vacation/comp time accruals seems high and Wardrip explained because of the busy season, there has been very little time taken, mostly accrued. Will see a significant decrease in the winter months.

**4.2 Discuss and Approve List of Warrants for June, 2017**

MSC- Mike Rourke/Lowden to approve list of warrants for July in the amount of \$219,214.63.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **7.0 Public Comment**

A young lady named Clair introduced herself as being a member of the Girl Scouts who is serving three different communities. Clair informed the Board that they are working on a project to improve entryways by adding stepping-stones for Senior Facilities and the Children's Garden. The Girl Scouts would also like to provide the same service for the Young Family Ranch. Their deadline is September 1, 2017.

### **5.0 Board Reports/Correspondence**

Rourke noted they had a great time at the Trinity County Fair.

### **6.0 Discussion on presenting Rose Owens with a Recognition Award**

In Braxton's absence, Kelly Sheen announced Braxton's plans to meet with Rose Owens and several others on August 30, 2017 around noon at the Roderick Center. Braxton plans to have lunch with Rose and present her with a recognition plaque for all her hard work and several years of dedication serving as a Director and as Vice-Chair for the District's Board of Directors.

### **8.0 Projects Report**

In Braxton's absence, Sheen reported July being a busy month with Fuels Crew working in Ruth on the Beaverslide project all of July and the first week of August. Sheen announced Ian Erickson's plans to hire a regular (30-40 hours/week) employee to help facilitate some of his projects. Sheen reported Cynthia Tarwater starting an OHV project soon due to logistical issues with rental equipment on current project.

Sheen reported Donna Rupp recently having a pre-planning meeting with McCullough Construction and are putting together a detailed budget for the extra pieces of the project. It is a 6-8 week project with an additional 2-3 weeks of equipment work.

Sheen reported the District receiving the funding for improvements on the Young Family Ranch. Sheen noted the Fundraiser for the Ranch being rescheduled for another date and time in September.

### **9.0 NRCS Report**

Nothing to report.

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

Nothing to report.

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

Nothing to report.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **12.0 Trinity County Collaborative Report**

Sheen noted the next Collaborative meeting would be held at the Weaverville Fire Hall from 10 AM to 4 PM on August 18, 2017.

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

Sheen reported the District has acquired all parts and equipment for the new truck. Erik Flickwir has plans to get all equipment installed on Friday August 18 and truck should be ready for use the following week.

Sheen reported Flickwir's plans to set up new phone system, which is an IP/Network based phone system that will have specific voicemail for each individual. This system will be set up to be able to send out email or text when there are new messages in each voicemail inbox.

### **19.0 Adjourn**

Adjourned at 6:10 p.m.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

September 20, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for August 16, 2017 Regular Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for August 2017
- 5.0 Discussion on Scheduling Separate Meeting for District's 5-Year Strategic Plan
- 6.0 Board Reports/Correspondence
- 7.0 Public Comment
- 8.0 Projects Reports
- 9.0 NRCS Report
- 10.0 Northwest California RC&D Council Report
- 11.0 Presentation: Caltrans Revegetation Projects – Ian Erickson
- 12.0 Community Forest/Stewardship Committee Report
- 13.0 Trinity Collaborative Report
- 14.0 District Manager's Report
- 15.0 Closed Session: Government Code § 54957(b): Discussion on Shiloe Braxton's Evaluation
- 16.0 Adjourn

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

September 20, 2017 \* 5:30 PM

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

**Board Members Absent: None**

**Associate Board Members Present: None**

**District Staff: Shiloe Braxton, Kelly Sheen, Trish Wardrip and Ian Erickson**

**Other Agency Staff: None**

**Guests: None**

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**1.0 Call To Order:** Meeting called to order at 5:31 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Morgan Rourke/Mike Rourke to approve Agenda.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for July 19, 2017 Regular Meeting**

No discussion.

MSC - Mike Rourke/Morgan Rourke to approve minutes from August 16, 2017 regular meeting.

**4.0 Financial Report**

**4.1 Discuss Monthly Financial Report**

Wardrip noted revenue of \$221,787.74 and expenses of \$206,451.87. LOC is down again from last month. Morgan Rourke made a couple of requests for easier reading of the financial reports. Wardrip noted and will update for future meetings.

**4.2 Discuss and Approve List of Warrants for August, 2017**

MSC- Mike Rourke/Morgan Rourke to approve list of warrants for August in the amount of \$228,360.22.

**5.0 Discussion on Scheduling Separate Meeting for District’s 5-Year Strategic Plan.**

Braxton explained that there a couple of meetings scheduled with staff to draft the focus of the District’s Strategic Plan and there also needs to be a meeting for the Board of Directors to review and provide input regarding their focus for the 5-Year Strategic Plan. Board of Directors discussed

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

their availability and determined that a few hours prior to the December meeting would work best with everyone's schedule.

### **6.0 Board Reports/Correspondence**

Nothing to report.

### **7.0 Public Comment**

None.

### **8.0 Projects Report**

O'Sullivan inquired about the flood crew and Braxton explained that they have been helpful with the Moon Lee Ditch and revegetation projects. O'Sullivan also commented on the District's fuels crew services and how they might be helpful to the community in this time of rehabilitation after the Helena fire and maybe should be highlighted in the Almanac. Mike Rourke inquired to Ian Erickson about the District focus regarding Noxious Weeds and Broom project on Highway 3 and inquired about which part of the Highway is the work being done. Erickson replied that the focus is mainly on the northern end of Highway 3 near Trinity Center. Mike Rourke mentioned there is a large population closer to Highway 36 and he would like to pursue opportunities for those areas. Braxton also discussed the improvements made to the Nursery regarding sprinkler lines. O'Sullivan asked if the lines were mapped or flagged for future repairs or improvements and noted this could be very beneficial for future staffers working in that area because when staff turns over, that information is sometimes lost.

### **9.0 NRCS Report**

Nothing to report.

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

Truman reported on their quarterly Board of Director's meeting that took place in July. Business as usual with nothing new to report.

### **11.0 Presentation: Caltrans Revegetation Projects – Ian Erickson**

Erickson gave a detailed report on the District's Slate Creek Slip Out Emergency Repair Project. He noted the site location, implementation plan along with the future monitoring plan.

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

Nothing to report.

### **13.0 Trinity Collaborative Report**

Braxton discussed the Huffman visit to Trinity County and his meeting with the Collaborative group. The Collaborative is working on drafting a letter to the Board of Supervisors for their support to send on to the Natural Resource Committee regarding the effects on the land from the cannabis industry and how the federal lands are under siege. They are requesting that the Forest

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Management Practices be updated in this regard. Braxton also discussed the Pilot Project and Sheen mentioned how it will be used as a model for all future Pilot projects to minimize litigation.

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

Braxton reiterated on projects previously noted in minutes and mentioned the pending contract with Trinity Public Utilities District for line clearing in the burned areas. He also mentioned the Fire Fund the Weaverville Rotarians are building for the community. Braxton also discussed in further detail the work that is happening on the Moon Lee Ditch and how it is being funded. Mike Rourke inquired about the landowners along the ditch with water rights and Morgan Rourke inquired about the materials being estimated in regards to flow purposes. Braxton went on to discuss the Fire Safe Council and how they are looking to find interpreters for the Mong population in Trinity County. Braxton discussed how the Beaver Slide project has been stalled due to NSO requirements and the lack of USFS staff due to the emergency fire work that pulled everyone from their normal duties. Braxton thanked Erik Flickwir and Kelly Sheen for their time and efforts with regards to the District's upgraded phone system.

### **15.0 Closed Session: Government Code § 54957(b): Discussion on Shiloe Braxton's Evaluation**

MSC - Truman/Morgan Rourke to go into closed session at 7:30PM.

MSC – Mike Rourke/Truman to go come out of closed session at 8:39PM.

Report: Board of Directors will conduct District Manager annual evaluation on October 4, 2017 at 6PM.

### **16.0 Adjourn**

Adjourned at 8:40PM

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

0  
Board of Directors Meeting

*Agenda*

October 18, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
- 3.1 Discuss and Approve Minutes for September 20, 2017 Regular Meeting
- 3.2 Discuss and Approve Minutes for October 4, 2017 Special Meeting
- 4.0 Financial Report
- 4.1 Discuss Monthly Financial Report
- 4.2 Discuss and Approve List of Warrants for September, 2017
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Discuss and/or Take Action on Director Travel to CARCD 72<sup>th</sup> Annual Conference November 15-18, 2017 in Sacramento
- 11.0 Discuss and/or Take Action on Appointment of District Delegate and/or Alternate Delegate to 2017 CARCD Annual Meeting November 15-18, 2017 in Sacramento
- 12.0 Discuss/Take Action on National Association of Conservation Districts Membership Dues
- 13.0 Discuss Liability Insurance requirements for contractors
- 14.0 Public Comment
- 15.0 Board Reports/Correspondence
- 16.0 District Manager's Report
- 17.0 Closed Session: Government Code § 54957(b): District Manager Shiloe Braxton's Evaluation
- 18.0 Adjourn

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TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

October 18, 2017 \* 5:30 PM

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

**Board Members Absent:** None

**Associate Board Members Present:** None

**District Staff:** Shiloe Braxton, Kelly Sheen and Trish Wardrip

**Other Agency Staff:** Heidi Harris (NRCS)

**Guests:** None

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**1.0 Call To Order:** Meeting called to order at 5:32 PM by O’Sullivan.

**2.0 Discuss and Approve Agenda**

MSC – Morgan Rourke/Truman to approve modified Agenda. All agreed to move an Item on Agenda. **Item 17.0 Closed Session: Government Code § 54957(b): District Manager Shiloe Braxton’s Evaluation** to follow Item 2.0.

**17.0 Closed Session #1: Government Code § 54957(b): District Manager Shiloe Braxton’s Evaluation**

MSC – Lowden/Morgan Rourke to go into closed session at 5:35 p.m.

MSC – Lowden/Truman to come out of closed session at 5:44 p.m.

**3.0 Discuss and Approve Meeting Minutes**

**3.1 Discuss and Approve Minutes for September 20, 2017 Regular Meeting**

No discussion.

MSC - Truman/Morgan Rourke to approve minutes from September 20, 2017 regular meeting.

**3.2 Discuss and Approve Minutes for October 4, 2017 Special Meeting**

No discussion.

MSC- Truman/Morgan Rourke to approve minutes form October 4, 2017 special meeting.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **4.0 Financial Report**

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

Wardrip reported on financials and noted that the LOC had been paid off in September.

#### **4.2 Discuss and Approve List of Warrants for September, 2017**

MSC- Mike Rourke/Truman to approve list of warrants for September in the amount of \$129,133.03

### **5.0 Projects Report**

Sheen made reference to Tracy McFadin's Award Report regarding Slate Creek (Adv). Mike Rourke inquired on the type of award for CWPP. Mike also inquired about staff delegation for new awards. Mike would like to see a workplan for field crews. O'Sullivan noted the Salmon Festival went really well. Sheen agreed and stated Turtle Bay is very well received and new salmon tent was a hit with the children. Mike Rourke inquired on whether or not the soil amendment threshold project was regarding water quality or simply soil. Sheen noted it being a research project.

### **17.0 Closed Session #2: Government Code § 54957(b): District Manager Shiloe Braxton's Evaluation**

MSC – Morgan Rourke/Lowden to go into closed session at 6:00 p.m.

MSC – Mike Rourke/Truman to come out of closed session at 6:12 p.m.

### **6.0 NRCS Report**

Harris reported on signing off many projects. Harris noted her appreciation of EQIP projects coming to completion. RCPP marketing tool equals increase habitat oaks and grass (soft reveg). Harris reported they are still waiting on Washington DC for a resolution. Their state conservationist is in Puerto Rico. Harris noted NRCS has been tapped for Agriculture with all natural disasters. Harris announced recently giving notice to NRCS. Harris thanked the RCD Board for always supporting NRCS. Wardrip asked Harris to connect the District with her replacement so he/she may be invited to future District board meetings.

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

Truman reported on Leadership/Conference which was a statewide meeting in Davis. Five Board members around the state attended. Truman announced next quarterly board meeting scheduled for October 25, 2017.

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

Nothing to report.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### **9.0 Trinity Collaborative Report**

Sheen reported to Board of Supervisors the Collaborative is set to celebrate 5-year anniversary. Pat Frost made BOS history of Collaboration and Conception. Friday October 20, 2017 is next full Collaborative meeting. Focus will be work/projects in regards to Joint Chiefs.

### **10.0 Discuss/Take Action on Director Travel to CARCD 72<sup>nd</sup> Annual Conference November 15-18, 2017 in Sacramento.**

MSC- Mike Rourke/Lowden to approve travel.

### **10.1 Upcoming BOD Meeting**

O'Sullivan proposes to move the November regular meeting to November 29, 2017 and not meet in December, 2017 due to late meeting in November and holidays in December.

### **11.0 Discuss and/or Take action on Appointment of District Delegate and/or Alternate Delelate to 2017 CARCD Annual Meeting November 15-18, 2017 in Sacramento**

MSC- Lowden/Morgan Rourke to appoint Patrick Truman as District Delegate.

### **12.0 Discuss/Take Action on National Association of Conservation District's Membership Dues**

MSC- PT to pay NACD's 2018 (Gold) Membership Dues in the amount of \$775.

### **13.0 Discuss Liability Insurance Requirements for Contractors**

Sheen discussed current situations. Mike Rourke noted it being a risk to the District.

### **14.0 Public Comment**

None.

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

Lowden announced the Lions Club Ribbon Chili Cook-off for October 21 and 22. Rourke noted he is heading to Indianapolis with two students who will each have the American Farm degree.

### **16.0 Adjourn**

Adjourned at 7:19 PM.

TCRCD Office  
Conference Room

5:30PM

#6 Horseshoe Lane  
Weaverville, CA

## Board of Directors Meeting

### *Agenda*

November 29, 2017

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- 1.0 Call to Order O'Sullivan 5:30 P.M.
- 2.0 Discuss and Approve Agenda
- 3.0 Discuss and Approve Meeting Minutes
  - 3.1 Discuss and Approve Minutes for October 18, 2017 Regular Meeting
- 4.0 Financial Report
  - 4.1 Discuss Monthly Financial Report
  - 4.2 Discuss and Approve List of Warrants for October, 2017
- 5.0 Projects Report
- 6.0 NRCS Report
- 7.0 Northwest California RC&D Council Report
- 8.0 Community Forest/Stewardship Committee Report
- 9.0 Trinity Collaborative Report
- 10.0 Public Comment
- 11.0 Discuss/Take Action on California Special Districts Association's Annual Membership Fees
- 12.0 Presentation: West Weaver Creek Rehab Project- Donna Rupp
- 13.0 Board Reports/Correspondence
- 14.0 District Manager's Report
- 15.0 Adjourn

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