

## WSRCD Regular Board Meeting Minutes

Monday, August 22, 2016, 5:30 PM – 7:55 PM

6270 Parallel Road- Anderson, CA 96007-4833

**Call to Order:** 5:36 PM

**Attendees:**

WSRCD Board: Dennis Heiman (President), Elizabeth Betancourt, Carl Weidert, Phil Schoefer, John Moore

SCF Board: Mary Szynal, Carl Weidert, Phil Schoefer

NRCS: Mindy Graves

WSRCD Staff: Chester Anderson (District Manager), Gary Lauben (Project Manager), Harmony Gugino (Project Manager)

Other: Susan Loyd, Keith Hamlin, Roger Jaegel

**1. Additions/Changes to the Agenda:** None. Motion to approve (Weidert), 2<sup>nd</sup> (Moore).

**2. Public Comment Period:** No public comment.

**3. Approve minutes of 7/25/16 Regular Board Meeting:** (Heiman)

**Discussion:**

(Chester) begins the talk about more diversity on board.

(Carl) wants a good accountant and attorney on board.

Board mentions Elizabeth reaching out to potential candidates.

(Chester) believes it is important to have Associate Directors.

Motion to approve minutes Weidert, 2<sup>nd</sup> Moore. Motion is unanimously carried.

**4. Correspondence**

**Discussion:**

(Anderson) mentions the CARCD document which explains what they do. The Redding, Anderson, and Shasta Lake projects mentioned as potential activities for conference in 2017 in Redding.

(Lauben) describes high resolution imagery project.

**5. SCF Update:**

**Discussion:**

(Szynal) points out missing information on invoice. Notes a difference in the indirect charge from 18% and 15%. Figuring out how number came about. Regarding "missing information", cannot pay without more information.

(Weidert) on conservation easements. The function of SCF was to allow the RCD to get grants (up till that time).

(Szynal) admin service from February 9<sup>th</sup> to June/large difference. Still waiting to hear about conservation easements. (Heiman) summarizes - Shastina goes Land Trust/Highland to RCD, need more info on invoices (clarifying).

(Szynal) could not turn easement to RCD because bi-laws do not allow them.

(Szynal) discusses separation of the WSRCD and SCF, hiring attorney, looking at bi-laws, what they can and cannot do. Highland Park Conservation Easement (discussion regarding endowment funds).

(Anderson and Szynal) promissory note discussion –Important

Meeting location complies with the Americans with Disabilities Act. A person needing assistance should contact the Clerk of the Board of Directors by telephone (530) 365-7332 x-201 or in person or by mail at 6270 Parallel Road Anderson, CA 96007 or by e-mail to [wsrca@westernshastarc.org](mailto:wsrca@westernshastarc.org) at least two (2) working days in advance.

Shastina Ranch under SCF.

(Szynal) Shastina and Highland Park with same developer.

Back to original agreement under RCD/Highland.

(Szynal) Chester suggests SCF amend bi-laws to allow transfer to WSRCD.

(Weidert) Fire Safe Council is under SCF.

(Heiman) asks Chester for further comment.

(Anderson) they may come in anytime, but further discussion in the meeting shall be saved for Closed Session.

#### **6. NRCS Report:**

##### **Discussion:**

Graves replacing Bob as District Conservationist. Discussion regarding technical service agreement with WSRCD re: Engineer on staff. Still in review.

Gary received extension for GIS mapping of fuel breaks contract with NRCS.

Graves working with Dave, trying to get the word out to veterans. Part time office, part time field. Likely done funding contracts. Short of \$83,000.

(Graves) Working on civil rights project and can provide civil rights information. Mentions Census of Agriculture.

#### **7. CARCD Activities: (Schoefer)**

##### **Discussion:**

Mentioned a CARCD meeting taking place tomorrow.

(Schoefer) the location on where to have the conference is still being determined between Sacramento, Monterey, and Redding. Potential to bring a million dollars into district for tourism. Potential to hold it at new hotel by Turtle Bay.

(Weidert) says this will be good for the RCD's publicity.

(Moore) agrees with the statement.

(Anderson) Offers great exposure, the timing is perfect though a little fast, but he says go for it.

(Schoefer) difficulty getting people via flights.

(Anderson) Many projects should be wrapping up.

#### **8. District Manager's Report: (Anderson)**

##### **8.1 Grant/Service Contract Updates**

##### **8.2 Staff Changes**

(Anderson) WSRCD will be hiring two new Project Coordinators and will be losing Amber in six (6) months.

##### **8.3 Additional Info**

- **Equipment** — (Anderson) Passed around a sheet detailing equipment status and information. Lots of old trucks and equipment. It was necessary to postpone a project due to equipment issues. We are labor rich and do well getting projects completed but cost charges do not pay for wear and tear on equipment.

**Board Member Recruitment** — (Anderson) addresses vacancy. Recommends having a full board and 3 or 4 associate directors.

(Betancourt) Never know when openings come about and agrees we need diversity.

(Heiman) points out the possibility of some directors retiring in the near future.

(Weidert and Schoefer) believe Alan has a good resume.

- (Weidert) moves that we offer directorship position to him. Seconded (Moore). Motion is unanimous.

(Roger Jaegel) wants to keep his responsibilities focused toward fire and the fire safe council.

- (Anderson) Crews working on restoration project in Hat Creek and there are potential small projects with Caltrans. Interviews with Amy Stork re: Individual Assessment should be taking place soon. Many had an interview with her.

(Anderson) talks briefly about college interns. There are a couple of fuel break grants that did not get funded.

(Lauben) will resubmit both.

(Anderson) the controlled burn program is perfect timing for where State Agencies are thinking.  
(Anderson) mentions need for contingency plans. The workgroup with the NRCS will be held September 7<sup>th</sup>.  
CSDA has two webinars that they offer for Board Training on Brown Act Compliance

- **Action Item:** Chester Anderson is to pick a webinar and then send out an email.

**9. Financials:** Susan Loyd presents the Financial Reports. See attached.  
(Loyd) Financials look good. Well within budget.  
(Weidert and Loyd) discuss negative numbers on checking. If checks were not cut, would have positive balance but A/P would be higher. Audit to begin October.

- Motion to approve financials (Betancourt). Motion 2<sup>nd</sup> (Schoefer). Motion unanimously carried.

**10. Old Business:**

**10.1 Individual Learning Assessment for WSRCD (Anderson)**

- October 13<sup>th</sup> meeting and getting together with Amy changed to November 11<sup>th</sup>

**10.2 Resolution 16-09, Authorizing Dennis and Ben as signatories on Highland Park Conservation Easement**

Ben and Dennis are both to be signatories on the Highland Park Conservation Easement.

(Anderson) would like to have the resolution in hand.

Need to discuss what to do with endowment money.

(Schoefer) there are more checks and balances with Morgan Stanley than the others.

- Motion to approve Resolution 16-09 (Weidert). Motion 2<sup>nd</sup> (Schoefer). Motion unanimously carried.

**11. New Business:**

**11.1. Contract for gravel placement below Keswick Dam (under 35-50). Sent out 5 requests and received 2 quotes. (Anderson)**

(Gugino) reached out to 4-5 gravel projectors and has received 2 quotes. Russel Ricks, who worked on the Market Street project and Jim Schmitt. (Gugino) Amber will be doing water quality testing.

- Motion to approve gravel placement (Moore). Motion 2<sup>nd</sup> (Betancourt). Motion unanimously carried.

**12. Planning Referrals:** None.

**13. Closed Session:**

**13.1. District Manager Salary (Heiman)**

DM salary increased \$5,000 retroactively to July 1<sup>st</sup> 2016. Revisit another \$5,000 increase January 2017 to reach competitive salary with other DMs. Discussed other personnel issues.

**14. Set Next Meeting Date and Identify Agenda Items:** Next meeting (Monday 9/26/2016). Agenda Items (TBD).

**Adjourn:** 7:55 PM

- Motion to adjourn (Schoefer), 2<sup>nd</sup> (Betancourt). Motion unanimously carried.