

WSRCD Regular Board Meeting Minutes

Monday, July 25, 2016, 5:30 PM – 9:09 PM

6270 Parallel Road- Anderson, CA 96007-4833

Call to Order: 5:34 PM

Attendees:

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

SCF Board: Mary Szydal, Carl Weidert, Phil Schoefer

NRCS: Jenna Cappella (Rangeland Manager)

WSRCD Staff: Chester Anderson (District Manager), Ali Warren (Fiscal Officer), Analia Bertucci (Project Coordinator), Harmony Gugino (Project Manager)

1. Additions/Changes to the Agenda: None

2. Public Comment Period: None

3. Presentation: Discussion regarding outreach and public relations: (Bertucci)

WSRCD is working on marketing and outreach efforts. It is important to convey who we are not (i.e. regulatory agency), just as much as who we are (e.g. explaining what a special district is).

Would like Board input. Some items outlined for consideration include:

- **Website** — Review examples & goals (e.g. simplify, ADA compliant, resource links, upcoming events)
- **Newsletter** — Quarterly info to interested recipients (bulk mail, electronic/posted on website)
- **Outreach** — Participate in long-standing events (e.g. Watershed Festival) and identify new opportunities.
- **Fact sheet** — Post on website, hand out at events.
- **Branding** — Youtube videos, etc.
- **Measure of success** — Client & public feedback through surveys and increased clientele.

Discussion:

(Betancourt) Have you considered a market analysis for target audience and best outlets for outreach?

(Bertucci/Anderson) Not yet. Also, hasn't yet been decided whether to bring on additional staff to plan/implement.

4. Approval/Change to 6/27/2016 meeting minutes: None.

➤ Motion to approve 6/27/2016 meeting minutes (Schoefer), 2nd (Weidert). Motion is unanimously carried.

5. Correspondence: None.

6. NRCS Report: Jenna Cappello presents the NRCD Report.

7. CARCD Activities: (Schoefer)

- **Grant Opportunity** — Upcoming \$2.5 million one-time grant appropriation from Dept of Conservation for RCDs state-wide (90+ districts). Criteria being developed and should be ready for applications by August-Sept 2016.

Discussion:

(Weidert) Maybe DOC grant application can be submitted for Public Relations effort.

- **2017 CARCD Conference** — 2017 CARCD conference location is being discussed. Is there interest in pushing for Anderson/Redding Area?

Discussion:

(Anderson) How much staff time and/or funding would our staff need to provide?

(Schoefer) Not sure, but foresee assistance with tours and logistics.

- **Action Item:** Phil Schoefer to contact Karen Burh to inquire on role of other RCDs for CARCD conferences in their service area.

8. District Manager's Report: (Anderson)

8.1 Grant/Service Contract Updates

Both CAFSC WUI Grant and [OTHER] were awarded for proposed Shingletown Fuel Break. Awaiting on response from submitted grant applications for:

- Shasta Lake Fuel Break – Section B East.....funds through Fire Safe Council
- Maintenance of Shasta Lake Fuel Break – Section A.....funds through SRA Funds
- Fish Barrier Removal on Cow Creek.....funds through CDFW Steelhead Report Card.
- Site Mitigation at Cottonwood Creek and Clear Creek.....funds through NFWF.

Discussion:

Olney Creek Fish Passage Project. SNC Prop 1 Grant may be submitted by Sacramento River Watershed Group on our behalf.

8.2 Staff Changes

Should know within 2-3 months if drought grant (disseminated through SMART Center) will be extended. Having these temporary personnel has helped a lot with projects, budgets, and making improvements to our office.

New Project Coordinator will be joining staff to assist Tessa Purdy on BLM Interlakes Stewardship Agreement projects (e.g. timber cruising, OHV trails).

8.3 Additional Info

- **Office** — Window replacement planned for upstairs. Shared cost between landlord and WSRCD.
- **Board Member Recruitment** — Allan Hill is interested in position. He is a landowner in Churn Creek Bottom. Thoughts?

Discussion:

(Betancourt) Would be great to have more diversity on Board as well.

(Warren) If interested person does not live in unincorporated Shasta County, they can obtain a sponsor who does and/or can get signatures of support.

- **Action Item:** Chester Anderson to follow up with list of suggested names for female Board members (e.g. Mary Occasion from Churn Creek Meadow Organic Farm).

9. Financials: Ali Warren presents the Financial Reports.

Financials have not yet been audited. Our CFO will be doing so. As such, only the 'Check Register' and 'Deposit Summary' sections of Financial Reports can be approved for this meeting.

Discussion:

(Anderson/Warren) Moving forward, all financial reports will be available on SpringAhead software. Demo for staff is scheduled for early August. Full launch date TBD.

- Motion to approve 'Check Register' and 'Deposit Summary' sections of Financial Reports (Betancourt), 2nd (Weidert). Motion unanimously carried.

10. Old Business:

10.1 Pink House Curve Endowment (Anderson)

Request for motion to approve signing of contract for WSRCD to hold fee title on property and manage in perpetuity in exchange for one-time payment of \$44,000.

- Property is located along HWY 299
- Currently owned by Caltrans
- WSRCD initially approached several years ago.
- Property holds conservation value that includes limestone deposits for rare salamander and flower
- Provides opportunity to build a Land Conservation Program for small parcels, which is not currently offered by other organizations in the area (e.g. Shasta Land Trust, McConnell Foundation).

Discussion:

(Schoefer) Concerned about WSRCD taking ownership of property again (e.g. liability, cost of maintenance).

(Anderson) Our insurance covers liability risk, there is no baseline report requirement, and does not require exclusion fencing around property. Provides opportunity

- Motion to approve contract (Betancourt), 2nd (Weidert). Motion carries with four 'yes' and one 'no'.

11. New Business:

11.1. PG&E Funding for Battle Creek (Anderson)

Request motion to approve service agreement for \$5,000 to prepare baseline report for Battle Creek Conservation Easement.

- Motion to approve service contract to prepare baseline report (Betancourt), 2nd (Schoefer). Motion unanimously carried.

11.2. Lease of land with Dignity Health for 35-50 Sacramento River Project (Anderson)

Request for approval of land lease to use proposed staging/stockpile areas for N. Cypress Side Channel Project (tentative implementation this Fall). These parcels are preferred option (e.g. space, proximity to project area and roads, already surveyed for cultural and biological resources). Cost is \$6,000 per month.

- Motion to approve land lease (Schoefer), 2nd (Weidert). Motion unanimously carried.

11.3. Individual Learning Assessment (Anderson)

Have interacted with Conservation Strategy Group through CARCD Leadership training. Session would be free. Excellent opportunity to build on strategic planning session. Is there interest by the Board to participate? October 13 or 14 preferred date?

- Motion to approve host assessment workshop (tentatively 10/13/2016) at WSRCD office (Betancourt), 2nd (Moore). Motion unanimously carried.

11.4. Delegate for CARCD Conference (Anderson)

Are any Board members interested in being delegate at CARCD Conference in November?

- **Action Item:** Elizabeth Betancourt will let Board know by next meeting if she can attend as WSRCD Board Delegate.

11.5. Budget Amendment (Weidert)

Discussion:

Moved to closed session.

11.6. Proposed Amendment to Policies and Procedures (Weidert)

Discussion:

(Anderson) Work schedules will remain flexible as long as staff is completing work on time and within budget.

(Betancourt) There is open communication already between WSRCD Board and staff. If it is a question of 'direction', that would not be effective. Direction to staff needs to come from District Manager to be consistent and avoid potential conflict.

12. Planning Referrals: None.

13. Closed Session:

13.1. District Manager Salary (Letton)

Ben Letton not present. Tabled for next meeting.

13.2. Draft MOA SCF/WSRCD (Anderson)

Report on Closed Session:

Recommendation to approve SCF letter (dated 7/25/2016), with specified changes (outlined below), to separate relationship between WSRCD Board and SCF Board.

- Change 'Shastina ranch endowment' to 'Shastina ranch start-up'.
- Strike 2012 and 2013 tax returns. These have been obtained by SCF.
- Strike 2015 tax returns. WSRCD has requested these and have not received to date. SCF to inquire with previous auditor
- Provide invoices (to date) for WSRCD services to SCF.
- Issue of loan to be resolved separately.

- Motion to approve revised letter (Scheofer), 2nd (Betancourt). Motion unanimously carried.

14. Set Next Meeting Date and Identify Agenda Items: Next meeting (Monday 8/22/2016). Agenda Items (TBD).

Adjourn: 9:09 PM

- Motion to adjourn (Betancourt), 2nd (Weidert). Motion unanimously carried.