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Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, March 27, 2024, 9:01 a.m. to 11:05 a.m.

MEETING

Board Members Present: Dennis Heiman (President), Bob Baily (Director), Matt Plummer (Director), John Moore (Director), Kathy Grissom (Director), And Mike Berry (Director).

Others Present: Maureen Teubert, Sharon McBroome, Kelli Middlebrooks, Chuck Dethero, and Ross Perry

Dennis Heiman, President, called the meeting to order at 9:01 a.m.

**Consent Agenda:** The board reviewed the meeting minutes from January and February. Matt commented on the scholarship funds and when that may be made available to award a scholarship. Maureen remarked that the interest should grow some more before we award a scholarship. Discussion was made on having that available for next year, 2025. Maureen requested that on the February minutes that the next meeting date listed be revised to March 27<sup>th</sup> because it stated January 31<sup>st</sup>. Sharon reviewed financials and project hours.

By motion made, seconded (Berry/Grissom) and unanimously carried, the Board of Directors approved the financials and minutes from the consent agenda.

**Additions/Changes to Agenda:** Maureen asked that we add an item for new staff and one for a Farm Bureau Social Update.

By motion made, seconded (Moore/Plummer) and unanimously carried, the Board of Directors approved the additions to the agenda.

**Public Comment Period:** None

**Correspondence:** Maureen made comment on a 273 corridor update survey that is available and passed around a flyer.

**NRCS Report:** None

**CARCD Update:**

- **6.1 CARCD Board Voting:** The board reviewed the CARCD nominations for Vice President and Secretary-Treasurer. Maureen remarked that her nominations would be Peter Braudrick for Vice President and Harold Singer for Secretary-Treasurer based on their candidate statements.



- By motion made, seconded (Berry/Moore) and unanimously carried, the Board of Directors approved nominating Peter Braudrick for CARCD Vice President and Harold Singer for Secretary-Treasurer.

**Old Business:** None

**New Business:**

- **8.1 CEQA Notice of Exemptions:**

- 8.1.1 Cook and Butcher Fish Screen Project: Ross reviewed the CEQA Notice of Exemption that was included in the board packet. Discussion was made on the closeout of the project.

By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved the CEQA Notice of Exemption for the Cook and Butcher Fish Screen Project.

- 8.1.2 Rock Creek Culvert Removal Restoration Project: Ross reviewed the CEQA Notice of Exemption that was include in the board packet.

By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved the CEQA Notice of Exemption for the Rock Creek Culvert Removal Restoration Project.

- **8.2 CSDA March Take Action Report:** Maureen reviewed the CSDA March Take Action Report that was included in the board packet.
- **8.3 CSDA Special District Grant Accessibility Act Letter of Support Request:** Maureen reviewed the request from CSDA to create a letter of support for CSDA for a Special District Grant Accessibility Act that was included in the board packet.

By motion made, seconded (Bailey/Plummer) and unanimously carried, the Board of Directors approved Maureen writing a letter of support for the Special District Grant Accessibility Act to send to our local Congressional Representative.

- **8.4 Spring Board Tour & Staff Picnic:** Maureen reviewed the spring board tour information that was included in the board packet.

By motion made, seconded (Baily/Grissom) and unanimously carried, the Board of Directors approved the spring board and staff tour and a budget of up to \$250 for the lunch.

- **8.5 Board Subcommittee Meeting Rescheduling –** Maureen reviewed the Board Subcommittee meeting schedule that was included in the board packet. She remarked that there will likely be some subcommittee meetings coming up in early April. April 10<sup>th</sup> for the project and planning meeting and April 17<sup>th</sup> for the admin and finance meeting were the tentative dates set.
- **8.6 Egnyte Renewal:** Maureen reviewed the Egnyte renewal schedule that was included in the board packet.



By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved the Egnyte renewal for the three year contract.

- **8.7 QuickBook Service Update:** Sharon reviewed the QuickBook service update and options for upgrading that was included in the board packet.

By motion made, seconded (Plummer/Berry) and unanimously carried, the Board of Directors approved upgrading to QuickBooks Desktop Enterprise Annual Subscription.

- **8.8 CSDA annual Awards:** Maureen reviewed the CSDA annual awards nomination that was included in the board packet. Discussion was made on our current projects and if any would be a potential nomination.
- **8.9 Farm Bureau Social:** Bob and John attended the Farm Bureau Spring Social and gave an update on the event. Discussion was made on WSRCD staff or board members attending Farm Bureau meetings and sending an invite to them.
- **8.10 New Staff Member:** Maureen reviewed that a new Executive Admin Assistant was hired and will start next week.
- **8.9 DM Report:** Maureen reviewed the DM report that was included in the board packet.

**Agenda Item(s) for Next Meeting:** April 24, 2023, next Meeting @ 09:00 am.

**Adjourn:** By motion made, seconded (Bailey/Moore) and unanimously carried, the regular meeting was adjourned at 11:05 a.m.