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Western Shasta Resource Conservation District (WSRCD)

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, August 28, 2024, 9:02 a.m. to 11.05 a.m.

MEETING

Board of Directors Present: Bob Baily (Director), Matt Plummer (Director), John Moore (Director), Lois Kaufman (Director)

Board of Directors Absent: Dennis Heiman (Board President), Mike Berry (Board Vice President), Kathy Grissom (Director)

Others Present: Litza Lopez-Ramos (NRCS), WSRCD District Manager Maureen Teubert, Executive Admin Assistant Buffy Gray, Grant Accountant Sharon McBroome, Project Manager Kelli Middlebrooks, Project Manager Sarah Seiler, CFO Karl Drexel

Board Director Matt Plummer called the meeting to order at 9:02 a.m.

Consent Agenda:

- **1.1** The board reviewed the meeting minutes for June 2024 and July 2024. The Board provided an amendment to the June 12th minutes by correcting the time to reflect "a.m." instead of "p.m."
- **1.2** Financials from July 2024

By motion made, seconded (Kaufman/Moore) and unanimously carried, the Board of Directors approved the minutes as amended and financials from the consent agenda.

Additions/Changes to Agenda: None

Public Comment Period: Introductions by members of the public and staff.

Karen Hopkins, mentee under Director Plummer.

Francis Belden, member of the Fire Safe Council Summit.

Jarod Boldt, mentee under Director Plummer.

Correspondence: WSRCD District Manager Maureen Teubert discussed the Wallace Stanger Center Environmental Dispute Resolution Program and explained that she was accepted and will be attending the 6 weeks of online courses.

WSRCD District Manager Maureen Teubert explained that she was encouraged to put in an interest card to become a partner implementor for the UC Environmental Steward Program. The California Conservation Corp is expanding their program to provide more educational courses in natural resource management. Maureen will be looking more into what it may involve before she makes a commitment to the program.



WSRCD District Manager Maureen Teubert explained that she will be a panelist for the Community College Climate Summit on September 17th and 18th.

WSRCD District Manager Maureen Teubert spoke on the Northern Sac Valley Soil Hub. She explained that the RCD's work together for ag related soil health work. They want one person from each RCD to sit on their advisory committee. They will be doing a regional needs assessment.

Fire Safe Council Summit member Francis Belden provided an update on the activities of the Fire Safe Council.

NRCS Report: Litza Lopez-Ramos provided a verbal report explaining they are wrapping up the end of the fiscal year and starting to plan for the next fiscal year.

CARCD Activities: WSRCD District Manager Maureen Teubert explained this year's conference will be held in Sacramento December 10th – 12th and she will be attending and encourages Board members and staff to go if they are interested.

WSRCD District Manager Maureen Teubert explained that CARCD membership dues are due August 31st and due to the district having over \$375,000 in unrestricted expenses the district will have to pay the full amount of \$7,500.

By motion made, seconded (Bailey/Kaufman) and unanimously carried, the Board of Directors approved the district to pay the full amount of \$7,500 for the CARCD membership dues.

Old Business: None

New Business:

- **8.1: New Truck Selection:** Executive Admin Assistant Buffy Gray presented a staff report with quotes for the purchase of a new pick-up truck for WSRCD.

By motion made, seconded (Bailey/Moore) and unanimously carried, the Board of Directors approved the purchase of the 2024 GMC Sierra 1500 Turbo Diesel as the first choice and the 2024 Chevy Silverado 2500 as the second choice if the first choice is no longer available.

- **8.2 Board Subcommittee (Admin Subcommittee):** Next subcommittee meeting will be Thursday, September 19, 2024, at 9am. Subcommittee members are Board Director Plummer, Board Director Kaufman, and Board Director Moore.
- **8.3 WSRCD & Fire Safe Council Summit Summary:** WSRCD District Manager Maureen Teubert provided a report on the combined meeting with WSRCD Board and the Shasta County Fire Safe Council (SCFSC). Each had 3 members of their Board/Council present at the meeting.

By motion made, seconded (Kaufman/Bailey) and unanimously carried, the Board of Directors approved providing a monthly WSRCD report to the SCFSC, updating the MOU between WSRCD and SCFSC, and meeting twice annually.



- **8.4 Board Training Opportunities:** WSRCD District Manager Maureen Teubert provided information to the Board regarding training opportunities through Shasta College. The available trainings are Techniques for Managing a Non-Profit Organization, Strengthen the Functioning and Effectiveness of Your Board, and Effective Fund Raising and Grant Writing.
- **8.5 District Manager Report:** WSRCD District Manager Maureen Teubert reviewed the District Manager report that was included in the Board packet.

Project Manager Kelli Middlebrooks spoke on needing volunteers to help plant over 30,000 plants to help restore 150 acres of watersheds in Shasta County. The planting is scheduled to take place on October 11th and 12th from 8:30 a.m. – 2:00 p.m. at 3778 Gover Road in Anderson. She explained you can visit the River Partner website for more information and release forms.

By motion made, seconded (Moore/Bailey) and unanimously carried, the regular meeting was adjourned to closed session at 10:09 a.m.

Closed Session: Closed Session opened at 10:15 a.m.

- **9.1 District Manager Annual Review**

By motion made, seconded (Bailey/Kaufman) and unanimously carried, the Board provided an exceeded satisfactory performance on the district manager's annual evaluation.

- **9.2 Performance Evaluation of a Public Partner**

By motion made, seconded (Moore/Kaufman) and unanimously carried, the closed session was adjourned at 10:58 a.m.

Regular meeting re-opened at 11:00 a.m.

REPORT OUT FROM CLOSED SESSION:

9.1 District Manager Annual Review:

Each Board Member provided comments regarding the district managers' performance. Below are a few of those comments:

- Strengthened the financial status of the WSRCD
- Created a great working environment for employees
- Works with partners to create a good working relationship
- Very happy to have her as the district manager

By motion made, seconded (Kaufman/Moore) and unanimously carried, the Board of Directors approved advancing the district manager up two steps in the WSRCD Salary Schedule to step 8.



9.2 Performance Evaluation of a Public Partner

No reportable action

Set next meeting date and identify agenda items:

WSRCD Regular Board Meeting: Wednesday, September 25, 2024, at 9 a.m.

Adjourn:

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