



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**MINUTES**

**REGULAR BOARD MEETING**

February 28, 2024 \* 5:30 PM

**Board Members Present:** (In Person) Mike Rourke, Kent Collard, Josh Brown

**Board Members Absent:** Mary Ellen Grigsby,

**Associate Board Members Present:** None

**District Staff:** Kelly Sheen, Joan Caldwell, Marla Walters, Annie Barbeau

**Other Agency Staff:**

**Guests:** None

**1.0 Call to Order:** The meeting was called to order at 5:32 PM by M. Rourke.

**2.0 Discuss/Take Action on Approval of Agenda**

MSC –Kent Collard/Josh Brown to approve the Agenda.

The motion passed unanimously.

**3.0 Discuss and Approve Meeting Minutes**

3.1 Discuss and Approve Minutes of January 17, 2024 Meeting

MSC – J. Brown/K. Collard to approve the Minutes of the January 17, 2024 Meeting.

The motion passed unanimously.

**4.0 Financial Reports**

4.1 Discuss Updated December Monthly Financial Report

J. Caldwell reported that although December is showing in the negative for the month, additional invoicing to CALFIRE and the DOC will change that. The house sale of the Steel Bridge house was moved back to the date of acquisition in March 2023. She also reported that CALFIRE has refused to pay for holiday pay for two existing projects. Discussion followed.



## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

### 4.2 Discuss January Monthly Financial Report

Discussion was held regarding January's first look, Caldwell noting that CALFIRE and DOC invoices will be added.

### 4.3 Discuss/Review Balance Sheet

Caldwell stated the Balance Sheet was included for additional information. The auditors have had all of the requested information for a month and a half; she will follow up with them.

### 4.4 Discuss/Approve List of Warrants for January 2024

MSC: K. Collard/J. Brown to approve the January 2024 warrants in the amount of \$227,763.98.

The motion passed unanimously.

### 4.5. Second Quarterly Budget Revision

K. Sheen discussed the Quarterly Budget Revision (copies distributed). Highlighted colors are the new projects.

MSC: K. Collard/J. Brown to approve the Quarterly Budget revision.

The motion passed unanimously.

## 5.0 Projects Reports

The Projects Report was reviewed. Discussion ensued regarding the Non-Native Brook Trout Removal. K. Sheen will follow up.

## 6.0 NCRS Report

C. Cole was not in attendance but gave the following written report: "We continue to plan and rank our projects to submit for potential funding. We have, as an agency, had some issues with our business tools that allow us to perform planning and assessments and so some of our dates have been pushed back. All the projects we are seeking financial assistance for will be submitted by March 6<sup>th</sup> and we will know what has been selected for funding by March 22<sup>nd</sup>. Last year they offered two separate times during the year where we could get a project in for potential funding. As of now, there is just one time but many folks think it likely there will be another, but we don't know at this point."



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**7.0. Trinity Collaborative Report**

K. Sheen reported that there was no field tour in February due to the weather. March 8<sup>th</sup> will be the regularly scheduled Rec meeting and the 15<sup>th</sup> will be the full Collaborative.

**8.0 Report from Botany Program Manager**

Barbeau reported on the Botany program's projects. The Collins Bar project achieved 98% success. Barbeau also reported that Roughly 950 plants have been propagated this year. The program is busy with several CalTrans projects, noxious weeds projects, and a new NFWF grant. She is gradually transitioning to the Grants Manager position but will continue to assist with plant surveys.

**9.0 Discuss/Take Action on the Notice of Exemption Under Statutory Exemption 7799.05(d)(1) for the Northern Trinity County Forest Resilience Partnership, Glenison Gap Area.**

The documents were reviewed and discussed.

MSC: J. Brown/K. Collard to Approve the Notice of Exemption Under Statutory Exemption 7799.05(d)(1) For the Northern Trinity County Forest Resilience Partnership, Glenison Gap Area.

The motion passed unanimously.

**10.0 Discuss/Take Action on Declaring the No-Till Drill as Surplus Equipment**

K. Sheen discussed the need to take the No-Till Drill off of the Asset list so that it can be sold. We will need to take bids. M. Rourke described how the Drill works. Discussion followed.

MSC: K. Collard moved that the No-Till Drill be declared as surplus equipment. J. Brown seconded the motion.

The motion passed unanimously.

**11.0 Discuss/Take Action on compensation analysis and proposed Pay Scale Adjustment, eff. 3/1/2024**

K. Sheen led a discussion regarding the proposed Pay Scale adjustment. One correction was noted by K. Sheen, under the 202 Step 1.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MSC: K. Collard/J. Brown to adopt the new Pay Scale Adjustment, with the correction, effective 3/1/2024.

The motion passed unanimously.

**12.0 Discuss/Take Action on Resolution 2024-02, Authorizing Entering into a Cooperative Agreement with CALTRANS for the Trinity River TMDL Sediment Reduction Project, 2024-2027**

K. Sheen described the project. C. Tarwater will be the Program Manager.

J. Brown moved to approve Resolution 2024-02 Authorizing Entering into a Cooperative Agreement with CALTRANS for the Trinity River TMDL Sediment Reduction, 2024 – 2027. K. Collard Seconded the Motion. Voting:

Director Collard: Aye

Director Brown: Aye

Director Rourke: Aye

The motion passed unanimously.

**13.0 Board Reports/Correspondence**

K. Collard reported the next CARCD Business meeting will be March 7. Brief discussion was held regarding recommendations. J. Brown mentioned that the Junction City Burn Association will meet on March 9.

**14.0 District Manager's Report**

K. Sheen brought up the following:

- Consideration of utilizing a Consent Calendar? Discussion followed. He will find some examples.
- Consideration of listing the TCRCD in the Government meeting listings in The Trinity Journal.
- Further participation by the TCRCD in the NACD.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**15.0 Closed Session: Government Code § 54957(b): District Manager's Report**

No closed session.

**16.0 Adjourn**

The meeting was adjourned at 8:12 PM by M. Rourke.

**Approved and adopted this 20th day of March, 2024. I, the undersigned, hereby certify that the Minutes of the Regular Meeting of February 28, 2024, were duly adopted by the following vote of the Board of Directors.**

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(Secretary Signature)