



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

MINUTES

REGULAR BOARD MEETING

May 15, 2024 * 5:30 PM

Board Members Present: (In Person) Mike Rourke, Kent Collard, John Ritz, Josh Brown, Mary Ellen Grigsby

Board Members Absent: None

Associate Board Members Present: None

District Staff: Kelly Sheen, Kayla Meyer, Marla Walters, Bethany Llewellyn, Shay Callahan, Kaety Howard

Other Agency Staff: Chris Cole, NRCS

Guests: None

1.0 Call to Order: The meeting was called to order at 5:30 PM by M. Rourke.

2.0 Discuss/Take Action on Approval of Agenda

MSC – K. Collard/M. Grigsby to approve the Agenda.

The motion passed unanimously.

3.0 Discuss and Approve Meeting Minutes

3.1 Discuss and Approve Minutes of the April 17, 2024 Meeting

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

The motion passed unanimously.

4.0 Financial Reports

4.1 Discuss Updated January Monthly Financial Report

No comments.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

4.2 Discuss March Monthly Financial Report

K. Sheen reported that March invoicing is done; we are still working on April invoicing.

4.3 Discuss/Approve List of Warrants for April 2024

MSC: M. Grigsby/K. Collard to approve the April 2024 warrants in the amount of \$389,610.16.

The motion passed unanimously.

4.4 Discuss/Approve 2023-2024 Final Quarterly Budget Revision

K. Sheen presented and discussed the 2023-2024 Final Quarterly Budget Revision. Forest Health's numbers were adjusted and there was some cleanup of the other departments. Sheen feels the budget is now more realistic. All new accounts have colored columns. Discussion followed.

MSC M. Grigsby moved we adopt the 2023-2024 Final Quarterly Budget. J. Brown seconded the motion. (Amount: \$5,238,747.)

The motion passed unanimously.

5.0 Projects Reports

The Projects Report was reviewed and discussed. B. Llewellyn and K. Sheen announced that we have been awarded the *Downriver Community Wildfire Defense Grant* for \$7,949,648. This will include roadside shaded fuel breaks, defensible space improvements, and other strategic fuel breaks. The project also includes education and outreach support intended to improve the social resilience of communities by increasing knowledge regarding wildfire safety and building neighborhood connections for mutual aid.

K. Sheen welcomed K. Meyer and noted that he will be taking over supervision of the Watershed Program. K. Meyer will retain Education and Outreach and possibly some Admin (Grants Manager and Office Manager). M. Rourke requested a definite list of the division of duties be shared at the next meeting. It has been decided, due to funding, that we will not be filling the Program Manager position for Watershed at this time.

6.0 NCRS Report

C. Cole reported that they are dealing with "obligation time" for their eight selected projects. Their Joint Chiefs funding has been mostly expended. He is currently detailed out as the Area Forest; T. Perez will be acting in his stead while detailed. Discussion followed.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

7.0. Trinity Collaborative Report

K. Sheen reported that the Recreation Committee met on May 10; the full Collaborative will meet on May 17. At the last Collaborative, T. Jones discussed her Five-Year Plan vision. It is all conceptual at this point. At the Rec meeting, it was decided by the NRA to proceed with the Trinity Lake Trail and not wait on the Stoney Point crossing. Discussion was also held about the Minersville Boat Ramp and concerns about the parking area and funding. Lastly, docks and amenities should be moved to the Trinity Center ramp before the Memorial Day holiday.

8.0 Discuss/Take Action: Bid Opening and Contractor Selection: Weaver Basin Roadside Fuels Reduction

Four bids were received and opened. After a brief examination and discussion, S. Callahan and B. Llewellyn were excused to check requirements and then to report back.

9.0 Discuss/Take Action: Resolution 2024-03, Destruction of District Records

K. Sheen explained that Staff has embarked on cleaning out the storage area and we need to dispose of obsolete records. The attachment to Resolution 2024-03 was reviewed and discussed. M. Rourke noted concern about item number 26, which he felt might be needed later.

MSC: K. Collard moved, and J. Ritz moved, that Resolution 2024-03 be approved, minus item number 26, which should be retained.

Vote:

M. Rourke: Aye
K. Collard: Aye
J. Ritz: Aye
M. Grigsby: Aye
J. Brown: Aye

The motion passed unanimously. Item #26 will be removed from the list and the Resolution will then be signed.

10.0 Discuss/Take Action on Resolution 2024-04, Live Scan for Employment

M. Walters described the necessity to have the TCRCD set up to conduct “Live Scans” for potential Camp employees. Resolution 2024-04 is the template provided by the Department of Justice. K. Collard noted the process takes approximately two years.

MSC: M. Grigsby/J. Ritz to adopt Resolution 2024-04, Live Scan for Employment.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

Vote:

M. Rourke: Aye

K. Collard: Aye

J. Ritz: Aye

M. Grigsby: Aye

J. Brown: Aye

The motion passed unanimously.

11.0 Discuss/Take Action: Trinity County Weed Management Area Memorandum of Understanding

K. Howard, Project Coordinator, Botany, gave a brief history on the former unstructured group working to manage noxious weeds in Trinity County. The MOU, a draft of which was provided and discussed, will provide more structure and allow the group to apply for funding. Discussion followed.

MSC: J. Ritz/K. Collard moved that K. Sheen be granted authority to enter into the MOU once finalized.

The motion passed unanimously.

8.0 (Continued): Discuss/Take Action: Bid Opening and Contractor Selection: Weaver Basin Roadside Fuels Reduction

B. Llewellyn and S. Callahan re-joined the Board and the results were reviewed and discussed.

MSC: J. Brown/M. Grigsby to select Silver Top Tree Service as contractor.

The motion passed unanimously.

12.0 Board Reports and Correspondence

M. Grigsby noted that the last Science on Tap program, regarding wildflowers, was well-received. 137 people attended.

M. Rourke announced, that after 34 years, he will be retiring from the TCRCD Board in November 2024. Gratitude was expressed.



TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

13.0 District Manager's Report

K. Sheen reported the following:

- He and K. Meyer are working on various administrative projects, including a new Workplace Prevention Policy, a revision of the Org Chart, evaluations, and check-signing duties.
- The price of the audit went up considerably. We intend to put out a RFP for a new auditor.
- The June 19 holiday will be observed on June 17, which is better for the crews.
- Ben Sundal from the Forest Service will be allowing us to use the USFS radio frequency in the fleet, which will save funds. We are presently using Garmins, which cost \$20 per unit per month.
- All RAC agreement paperwork has been completed by us and is now with Grants and Agreements.
- There was a Wildfire Reduction Infrastructure Team field tour today. We received compliments for carrying out the Team's vision.

14.0 Adjournment

The meeting was adjourned at 7:432 PM by M. Rourke.

Approved and adopted this 19th day of June, 2024. I, the undersigned, hereby certify that the Minutes of the Regular Meeting of May 15, 2024, were duly adopted by the following vote of the Board of Directors.

(Secretary Signature)