



**Board of Directors Regular Meeting
MINUTES
April 1, 2019, 12pm
Plumas County Planning and Building Dept. Conference Room
555 Main St. Quincy, CA**

- A. Call Meeting to Order -Director Lunder called the meeting to order at 12:04pm**
- a. Determination of a Quorum **Directors Lunder, Wilson, Dutra, and Noia – Yes; Director Reid absent**
 - b. Acceptance of the Agenda **District manager added itme D.f.i. – Debt Policy (discussion); Director Wilson motioned to approve the minutes Director Noia second, consensus.**
- B. Approval of the Minutes (Action) – March 4, 2019 Director Wilson suggested amendment to Item G., reword to clarify that Director Noia suggested the new meeting time prior to the meeting. All agreed, Director Wilson moved to approve minutes as amended, Director Dutra second, consensus.**
- C. Public Comment/Agency Reports Maurice Huyhn – MH District Silviculturist – here to update on Moonlight project; Jeff Titcomb – IVCSD – here to observe; Dan Martynn - NRCS – discussion during agenda items; Hannah – PC FSC – discussion/update during agenda item.**
- D. New Business**
- a. Moonlight GNA/SNC – (Discussion/Action)

- i. Agreement - AI Director Noia asked about comments on the CEQA, DM summarized comments and responses, Director Noia voiced concerns about compliance, DM and Maurice summarized the contracting/on the ground environmental compliance and mitigation. Director Lunder asked said that he had read through the contract and it looks sufficient and contain basic agreement language. DM discussed the small changes that had occurred since the last draft was provided to the board. Director Noia motioned to approve the agreement and sign
 - ii. Hiring and Vehicles District Manager discussed the cash flow issues with buying a vehicle, Director Noia inquired about hiring employees and paying workers comp insurance and discussed the need to have an employee handbook, DM discussed the insurance and policy/employee handbook issues of having employees. DM will ask Director Reid to take lead on securing vehicles through Quincy Auto Sales.
- b. Crescent Mills – Yellow Creek Agreement (Discussion) DM provided update on Yellow Creek agreement, and that Cal Trans has set the budget and that it will be slim. Director Noia provided history of Cal Trans reducing budgets of these projects to a point where deliverables are difficult, if not impossible, to meet. DM will continue to work with Cal Trans on the budget and deliverables
 - c. CAL FIRE (Discussion)

- i. SB 901 - Pursuing agreement **DM summarized the effort to build a relationship with CAL FIRE that is outlined in SB 901, and how there had not been progress in scheduling a meeting with the local unit. Director Dutra asked if any of our District is in the Butte-Tehama Unit because they seem to be more active, DM doesn't think the District overlaps with any of BTU. CAL FIRE Vegetation Management Program was discussed, and that the RCD might be able to work with CAL FIRE to implement. Directors advised DM to continue to pursue this potential opportunity.**
- ii. 45 Day Report **Hannah from the Fire Safe Council summarized the 45 day report, and that out of the 35 high priority projects that were identified the Lassen Modoc Unit had one project that covers 57 acres in the Chester area. The reason for this was discussed, being the area has a Very High Severity burn rating.**
- d. Moving Office Space **DM updated that the RCD would be moving into the old Fire Safe Council office at the Plumas Corporation building at 47 Trilogy Way in Quincy. Dan from NRCS updated the board on the reason that the RCD is moving is due to the inability of NRCS to provide internet access for new hires, and that he is still working on an agreement that would not only allow internet access, but would provide the RCD with work.**
- e. Plumas Underburn Cooperative – Update **DM summarized the Cook-off fundraiser and the RCD's role in PUC. Director Noia discussed liability concerns. DM explained that the role of the RCD is to coordinate the group,**

with the Fire Safe Council, to organize meetings, assist with permitting, and keep the information for PUC in a central location. The RCD would not be putting any fire on the ground. Director Noia asked if PUC was its own entity. DM explained that it is not an entity, just a cooperative group of citizens.

FRRCD Policy ~~Manual~~ Handbook (Discussion/Action) DM discussed the need to have policies, and that the proposed policies came from a CSDA template that was amended first by another RCD, and then by the DM to fit the RCDs needs. The overall structure and a specific policies were discussed briefly, and it was decided that this would be adopted as a draft policy handbook, to be used in the interim while the policies are reviewed and honed. Director Lunder pointed out that it would be wise to seek legal counsel that the RCD can employ when needed. The Board will lead the search for counsel. Jeff suggested first using the 50 free hours provided through the CSDA membership. Board elections were discussed, it was decided that elections need to occur soon. Director Noia moved to adopt the policy handbook as a working draft, Director Wilson second, consensus.

- i. Debt Section – DM discussed the need for a debt section, and that the template provided did not include one. DM is working on amending a policy acquired from a water/community services district to meet the RCDs needs. DM will provide the draft to the board for review at the next board meeting. Jeff Titcomb suggested using State access to an Umpqua credit card that has very reasonable rates.

E. Old Business

- a. DOC RCD Grant - Update **DM submitted the final invoice and final report. Will update when the grant is closed out.**
- b. Genesee Valley Watershed Improvement Project - Update **DM updated that Plumas Audubon Society is asking the Forest and SNC for a modification to the project area. An addendum to both the NEPA and CEQA will be necessary, and the DM will bring the addendum to the board, if it is completed, prior to the RCD approving and filing a Decision on the projects IS/MND.**
- c. FRRCD Strategic Plan 2019-2024 (Discussion/Action) **The plan was discussed and it was decided to table the action until the plan could be reviewed further. Director Noia motioned to Table adopting the Strategic Plan, Director Dutra second, consensus.**
- d. Butte County RCD and Sierra Valley RCD MOU - Update **DM updated that Butte County RCD had signed the MOU, and that the DM will need to have a conversation with the Chair of the SVRCD board before they put the MOU on an agenda.**

F. Financial (Action) **Director Noia left the meeting (1:35p)

- a. Financial Reports – March 2019 (Action) **DM discussed the financial reports, and explained the new format. Recent transactions that were not included in the report, including depositing checks from One Tree Planted and from SNC for the Moonlight CEQA, were summarized.**

- b. Investment of CMWCA Endowment funds - Update **DM discussed the Payden agreement that was sent, the anticipated portfolio was not included. This will have to be revisited after DM and Director Reid contact Payden. Jeff Titcomb of IVCSA suggested using LAIF for investing, as it is through the State, secure, and provides a reasonably high interest rate for the level of investment security. Jeff will provide the DM the information.**
- c. Compliance (Discussion/Action)
 - i. Audit
 - 1. Lost Invoices 2017 - Update **Director Lunder updated that Robert Allen has not been able to help yet, and will follow up with her.**
 - 2. Request for Proposal Responses (Action)- **DM updated that only one proposal was received. Director Dutra motioned to use the CPA that submitted the proposal, Director Wilson second, consensus**
 - ii. State Controller Reports **DM updated that the State controller Reports still need to be submitted. Jeff suggested that that happen as soon as possible.**
- d. Local, Regional, State and National Dues (Discussion/Action) **DM discussed that this conversation is meant to include Director Noia, as he has the most knowledge of the memberships and benefits. Director Lunder suggested that DM and Director Noia meet and decide which dues are necessary to pay.**

**Director Dutra motioned that the above suggested process be used to decide,
Director Wilson second, consensus.**

**G. Adjourn/Next Meeting Confirmation – May 6, 12p Director Lunder adjourned the
meeting at 1:55pm, the RCD may need to hold an adjourned meeting in May as
Director Lunder will not be able to make the May 6th meeting time.**

**H. Items for Next Meeting: RCD MOUs (AI), Strategic (AI) and Annual Plan
(Discussion), GVWIP Decision (AI)**