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Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, January 31, 2024, 9:03 a.m. to 11:36 a.m.

MEETING

Board Members Present: Dennis Heiman (President), Lois Kaufman (Director), Matt Plummer (Director), John Moore (Director), Kathy Grissom (Director), Mike Berry (Director), and Bob Bailey (Director)

Others Present: Litza Lopez-Ramos (NRCS), Maureen Teubert, Sharon McBroome, Kelli Middlebrooks, Ross Perry, Andrea Claassen, Karl Drexel (WSRCD Staff)

Dennis Heiman, President, called the meeting to order at 9:03 a.m.

**Consent Agenda:** Sharon remarked that the minutes for December were not completed and will be presented during the February 2024 board meeting. Sharon reviewed the financials that were included in the board packet. Matt inquired about the balances in the Class account and the bank account and what max amounts should be held in the bank account. Discussion was made on what options are available and the current bank balance should be kept around \$250,000.

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

**Additions/Changes to Agenda:** Maureen asked that item 8.2 be moved to closed session.

By motion made, seconded (Berry/Moore) and unanimously carried, the Board of Directors approved moving item 8.2 District Human Resources Management Transition to a closed session.

**Public Comment Period:** None

**Correspondence:** Maureen let the board know that the Shasta Land Trust is looking for new board members and that the information is on their website.

**NRCS Report:** Litza gave her report and that they are working on the EQUIP and the deadline for submissions is the 16<sup>th</sup>. The conservation stewardship bulletin will be coming out soon. Mindy is still the acting supervisor for the area. Bob thanks Litza and the NRCS for the work they are partnering with the WSRCD on.

**CARCD Update:** Maureen reviewed the attachment that was included in the board packet regarding nominating a district representative to vote on CARCD matters. Discussion was made on the requirements of the delegates which are minimal and remote meetings are available. Matt Plummer volunteered to be the delegate to represent the WSRCD Board.



By motion made, seconded (Grissom/Moore) and unanimously carried, the Board of Directors approved Matt Plummer to be the WSRCD Board Delegate for CARCD.

**Old Business:** None

#### **New Business**

- **8.1 26-84 China Gulch Fuels Reduction Phase II Notice of Exemption for Expansion of Fuelbreak:** Ross and Andrea reviewed the 26-84 China Gulch Fuels Reduction Phase II Notice of Exemption for expansion of fuelbreak that was included in the board packet.

By motion made, seconded (Bailey/Berry) and unanimously carried, the Board of Directors approved the 26-84 China Gulch Fuels Reduction Phase II Notice of Exemption for Expansion of Fuelbreak.

- **8.2 District Human Resources Management Transition:**

The board went into closed session at 9:36 to discuss item 8.2 District Human Resources Management Transition.

The board reopened the meeting at 10:02 and stated that they approved the presented corrective action plan for the staff member and approved looking at options for handling human resource items, to include additional staff or an outside company.

- **8.3 District Retirement Benefits Policy Update:** Maureen reviewed the retirement benefits policy update that was included in the board packet. Discussion was made on the cost implication of updating the retirement policy and moving to a 457B retirement plan. Maureen and Kelli remarked on the caps of contribution that Vanguard has and also on how rate changes would affect current billing rates and grants. Maureen reviewed that more analysis will be done and brought to the finance committee for additional review and recommendations.
- **8.4 2023-2024 Mid Year Budget Review:** Maureen, Sharon, and Karl reviewed the 2023-2024 Mid Year Budget that was included in the board packet. Discussion was made on the increased expenses and revenue which was a result of additional projects being added to the budget. Sharon also remarked on those added projects reducing the projected indirect cost down by a couple percent.
- **8.5 Project & Policy Subcommittee Staff Report:** Maureen reviewed the staff report and policy and subcommittee reports that were included in the board packet.
- **8.6 Staff Member Update:** Andrea gave an update to the board on projects that she has been working on including Pollinator and Wildlife enhancement grant that includes private and public lands. Currently there are about 13 sites that are being worked on with this grant. She stated that the work at the Lillian Nelson Nature Preserve is the flag ship of what work is being done with the agreement and other work is taking place there.



- **8.7 Board Member Review:**

- **8.7.1 Board Email Policy:** Maureen and Sharon reviewed the board email policy that was included in the board packet. Discussion was made on records retention and Brown Act compliance with regards to electronic communication.

By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved the presented board member email policy.

- **8.7.2 Annual Form 700 Required Filing:** Maureen reviewed the annual form 700 required filing for board members that was included in the board packet and reminded board members to be on the lookout for their individual emails so they can file their forms before the deadline of April 2<sup>nd</sup>.
- **8.7.3 Sexual Harassment and Ethics Training:** Sharon reviewed the staff report that was included in the board packet regarding sexual harassment and ethics training for the board members. She asked that the board members complete the trainings by the end of February 2024.

- **DM Report:** Maureen reviewed the DM report that was included in the board packet.

**Agenda Item(s) for Next Meeting:** February 28, 2024, next Meeting @ 09:00 am.

**Adjourn:** By motion made, seconded (Kaufman/Bailey) and unanimously carried, the regular meeting was adjourned at 11:36 a.m.