Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Tuesday, January 29, 2019, 5:32 p.m. to 7:28 p.m.

6270 Parallel Road, Anderson, CA 96007

Board Members Present: Dennis Heiman (President), Alan Hill (Director), Phil Scheofer (Director), Lois Kaufman (Director), John Moore (Director), and Melissa Markee (Director)

Others Present: Mindy Graves, Andrew Lee (NRCS), Dave Wallace (Conference Phone Call In), Chester Anderson (District Manager), and Sharon Clark (WSRCD Staff).

Dennis Heiman, President, called the meeting to order at 5:32 p.m.

Consent Agenda – Chester asked that the minutes from November 26, 2018 be added. Dennis commented that he liked the staff and project update that was sent out from Chester. The board asked that he continue distribute an update on a monthly basis.

By motion made, seconded (Scheofer/Kaufman) and unanimously carried, the Board of Directors approved the consent agenda with the addition of the minutes from the November 26, 2018 meeting.

Additions/Changes to Agenda: None

Public Comment: Mindy Graves introduced Andrew Lee a new NRCS Lead Planner in the Redding office.

Correspondence: EIR for the Fountain Wind Project, Dennis and Lois requested copies of document. Discussion was made on project and complaints of it. Alan remarked that he did not feel the board as a group should not send in any comments in regarding the project. Discussion was made on the difference of opinions of age groups regarding the visual impact of wind turbines.

SCF Update: There was not SCF update.

NRCS Report: Mindy reported that they were still working during the government shutdown, and that they are funded through the 15th, and there could be furloughs of area and state staff if the shutdown continues. 2018 Farm Bill was signed December 20, but they don’t know much about it or how it will impact NRCS yet. Discussion was made on ACID and work that NRCS has done with on farm updates, and the potential for the new farm bill to include irrigation funds. She remarked that they are losing their Point Blue partner biologist. She remarked
that they are reaching out to work with consulting foresters and landowners in the Carr Fire landscape, but it has been a slow trickle of interested parties. Lois remarked that My Sierra Woods and NRCS should talk more about working together on landowner forestry projects.

**CARCD activities:** Phil asked Jenny to send up materials on applying for a tax base and annexing.

**Old Business:** None

**New Business**

- **FY 18-19 Budget**
  - Dave reviewed the budget vs actual report and indirect costs for the first and second quarter. Alan remarked on the high indirect costs that were shown in the first quarter and the second. Discussion was made on bringing a report to the board each meeting to show hours spent by each employee and what projects were worked on. Alan asked that time sheets are reviewed every week. Allen asked to see a productivity report every month distributed to the board. Dave reviewed the 18-19 budget, and remarked that it can be amended as the fiscal year goes on. He remarked that the billable rates are important to keep going with in the future.

  By motion made, seconded (Scheofer/Hill) and unanimously carried, the Board of Directors approved the FY 18-19 budget.

- **Strategic Planning**
  - Chester reviewed the process that it took to gear up for the Carr Fire project and what funds have been approved by the State and FEMA. He remarked that it took 4 months to gear up and hit a stride to be running smoothly. He mentioned that he received a call from CalFire today asking if we could contract out funds they are receiving by March 1, 2019. They would like to do public contracting and bidding and making sure there is compliance with prevailing wage requirements. He feels that the WSRCD is not fulfilling its mission of bringing in money and serving land owners. He remarked that Churn Creeks is a fantastic project and if we had funds to do that work it would be an ideal type job. The best jobs, from a business perspective, is the ones that the state is wanting to give us but by doing so the WSRCD would be liable for any mistakes. He asked the board for direction on what they would like him to do when he receives calls such as the one from CalFire to direct contract and have the WSRCD to handle the bidding process. Allan remarked that he has watched some employees grow over their time at the WSRCD and learn how to manage projects, and would like to see what can be done to keep that type of staff member on instead of having quick staff turnover. Lois asked if the contract invoices would go through the Redding office first and then sent to Sacramento. Chester said most likely that would be the process. Dennis asked for clarification on Chester’s concerns on taking on the direct contracting. Chester remarked that it’s the risk that comes with turning
money around so fast and getting work done on the ground. Alan and Chester remarked that the mission statement needs to be updated. Dennis asked Chester to draft up a who we are and what we do statement. Melissa remarked that an approach that could be taken is that the board should break up the tasks of the strategic planning meeting by meeting. Chester stated his recommendations of continuing to pursue the direct contracting, continue working on getting into the black, and creating a summary of the work the WSRCD has completed over the last 60 years, updating the mission statement, gaining general revenue, and servicing private land owners.

- **Update Vacation and PTO Policy**
  
  o Chester presented the current vacation and PTO hours, 10 days and 6 days respectively. He asked to update the days to after 1 year of employment to increase it to 12 days and 12 days, after 3 years increase it to 14 days and 14 days, and after 5 years increase it to 16 days and 16 days. Discussion was made on when staff takes vacation days and when the WSRCD needs them for work. Lois remarked that the PTO days is more than what the state offers at 12 days. Melissa remarked that she thinks the PTO should be a constant across the board and increase the vacation hours. Chester proposed after 1 year of employment to increase it to 12 days and 10 days, after 3 years increase it to 15 days and 10 days, and after 5 years increase it to 18 days and 10.

  By motion made, seconded (Moore/Hill) and unanimously carried, the board of directors approved the update to the Vacation and PTO policies.

- **Approve DM to sign contract with Cal Fire**
  
  o Chester reviewed the contract with the board using contracting rates. Alan pointed out there are no expenses or mileage included in the budget. The contract is in Sacramento for approval.

  By motion made, seconded (Hill/Scheofer) and unanimously carried, the board of directors approved Chester to sign the contract when it comes back from Sacramento.

- **Approve DM to enter contract negotiations with Cal Trans**
  
  o Chester reviewed the fuel break and timber sale project along Hwy 44, that was presented to the WSRCD by Cal Trans. Chester asked Lois to review the details of the project that were sent from Cal Trans.
• **Agenda Item(s) for Next Meeting**: February 25, 2019 next Meeting 5:30 pm.

**Adjourn**: By motion made, seconded (Scheofer/Moore) and unanimously carried, the regular meeting was adjourned at 07:28 p.m.