Western Shasta Resource Conservation District

MINUTES OF THE REGULAR BOARD MEETING

Tuesday, February 25, 2019, 5:33 p.m. to 6:30 p.m.

6270 Parallel Road, Anderson, CA 96007

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

Others Present: and Sharon Clark (WSRCD Staff).

Dennis Heiman, President, called the meeting to order at 5:33 p.m.

Consent Agenda –

Alan asked that a closed session be added to the agenda for discussion. Phil asked that the bank balance be added into the financials. Discussion was made on contacts for the State Water Board and invoice processing. Discussion was made on the FEMA funding for the Carr fire project. Financials were discussed and Chester remarked that the AR and AP do not follow each other because Board Meetings are at the end of the month and Invoices are created at the beginning of the month for the previous month, and AP are entered as bills come in. Chester gave a verbal staff update including update on the Cal Fire Grant starting at $200,000 and the Caltrans grant that is the fuel break along Hwy 299, and possible BLM contract for weeds management. Dennis asked that the staff update be quarterly; Allen disagreed and would like to see them on a monthly basis. The board reviewed the Morgan Stanley accounts and balances from the financials. Dennis asked for a Carr fire update, Chester responded that 450 acres have been treated so far.

By motion made, seconded (Scheofer/Hill) and unanimously carried, the Board of Directors approved the consent agenda with the addition of the closed session. Elizabeth Betancourt abstained from approving the minutes because she was not in attendance at the last meeting.

Additions/Changes to Agenda: Addition of closed session.

Public Comment: None

Correspondence: Members and Leadership Academy book from CSDA. Discussion was made on 700 forms being due by April 1.

SCF Update: There was not SCF update.
NRCS Report: None

CARCD activities: Phil remarked that they have a meeting on Friday.

Old Business: None

New Business

- Review Position Description, District Manager
  - Chester remarked that he would like to reduce his hours for a month or two to three days a week. He also remarked that the District needs a transition procedure in place for when he decided to step down as District Manager. He recommended the board looks into hiring an assistant District Manager to fill in and begin learning the role. Recommended that the Assistant would work under the DM for 6 months to a year to learn and get to know the District, Board of Directors, Staff, and projects. Alan stated that this discussion was what he was intending for the closed session and since it is being discussed now there is no need for the closed session. He asked that a committee be formed, and would be willing to be on it, Phil and Dennis volunteered to be on the committee as well. Discussion was made on the conversations with BOR and the potential to get the Shasta County projects back. Alan said he would schedule a meeting for the committee soon. Melissa remarked that some rewording of some of the qualifications should be done to what was included in board packet for DM qualifications. The committee decided to schedule a meeting for tomorrow at 2 pm.

By motion made, seconded (More/Hill) and unanimously carried, the Board of Directors approved Chester to have a work schedule of 3 days a week and to revisit the schedule at the next Board Meeting.

- Agenda Item(s) for Next Meeting: March 25, 2019 next Meeting 5:30 pm.

Adjourn: By motion made, seconded (Scheofer/Moore) and unanimously carried, the regular meeting was adjourned at 06:30 p.m.