



6270 Parallel Road, Anderson, CA 96007-4833 · Phone: (530) 365-7332 · Fax: (530) 365-7271

Western Shasta Resource Conservation District (WSRCD)

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, September 25, 2024, 9:02 a.m. to 11.33 a.m.

MEETING

Board of Directors Present: Dennis Heiman (Board President), Bob Baily (Director), Matt Plummer (Director), John Moore (Director), Lois Kaufman (Director), Kathy Grissom (Director)

Board of Directors Absent: Mike Berry (Board Vice President)

Others Present: Litza Lopez-Ramos (NRCS), WSRCD District Manager Maureen Teubert, Executive Admin Assistant Buffy Gray, Grant Accountant Sharon McBroome, Project Manager Kelli Middlebrooks, Project Manager Sarah Seiler, Project Manager Ross Perry, Project Manager Andrea Claassen, CFO Karl Drexel

Board Director Dennis Heiman called the meeting to order at 9:02 a.m.

Consent Agenda:

- **1.1** The board reviewed the meeting minutes for August 2024.
- **1.2** Financials from August 2024

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

Additions/Changes to Agenda: None

Public Comment Period: None

Correspondence: WSRCD District Manager Maureen Teubert passed around a SDRMA letter that congratulated the WSRCD on No Paid Worker's Compensation Claims for the 2023-2024 fiscal year.

NRCS Report: Litza Lopez-Ramos provided a verbal and written report to the board.

CARCD Activities: WSRCD District Manager Maureen Teubert explained this year's conference will be held in Sacramento December 10th – 12th and she has registered to attend and encourages Board members and staff to go if they are interested. Robert Baily inquired about registration and Maureen will follow up with him on what dates he would like to register for.

Old Business: None

New Business:



- **8.1: Approval and Acceptance of the Audit Report:** Karl Drexel presented the Audit Report and Power Point presentation that was provided by the Auditor and included in the board packet.

By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved the fiscal year 2021-2022 and 2022-2023 combined audit.

- **8.2 26-84 China Gulch Contractor Selection:** Kelli Middlebrooks presented the 26-84 China Gulch contractor selection that was included in the board packet.

By motion made, seconded (Bailey/Grissom) and unanimously carried, the Board of Directors approved the selection of Summitt Forestry Inc as the contractor to implement the expansion of the China Gulch Fuel Break.

- **8.3 Dersch Road Fuel Reduction CEQA Notice of Exemption:** Andrea Claassen presented the Dersch Road Fuel Reduction CEQA Notice of Exemption staff report that was included in the board packet.

By motion made, seconded (Plummer/Bailey) and unanimously carried, the Board of Directors approved WSRCD filing of the NOE as the Lead Agency under CEQA.

- **8.4 Reading Island Boat Ramp EA/IS Mitigated Neg Dec:** Ross Perry presented the Reading Island Boat Ramp EA/IS Mitigated Negative Declaration staff report and attachments that were included in the board packet.

By motion made, seconded (Kaufman/Grissom) and unanimously carried, the Board of Directors approved WSRCD filing of the EA/IS and MND as the Lead Agency under CEQA.

- **8.5 WSRCD Egnyte Contract Amendment:** Maureen Teubert reviewed the WSRCD Egnyte Contract Amendment staff report and attachments that were included in the board packet.

By motion made, seconded (Moore/Plummer) and unanimously carried, the Board of Directors approved the amended Egnyte contract.

- **8.6 Appointed a District Treasurer:** Maureen Teubert reviewed the staff report to appoint a District Treasurer that was included in the board packet.

By motion made, seconded (Plummer/Bailey) and unanimously carried, the Board of Directors approved to appoint Maureen Teubert and the District Treasurer.

- **8.7 WSRCD Staff Position Descriptions:** Marueen Teubert reviewed the updated and new WSRCD staff position descriptions staff report and attachments that were included in the board packet.

By motion made, seconded (Kaufman/Grissom) and unanimously carried, the Board of Directors approved the updated and expanded WSRCD position descriptions.



- **8.8 WSRCD Subcommittee Report:** Maureen Teubert and Karl Drexel reviewed the WSRCD subcommittee report and attachments that were included in the board packet.

By motion made, seconded (Kaufman/Plummer) and unanimously carried, the Board of Directors approved the adoption of the second presented scenario of a 50-50 split of the net revenue to be put aside as restricted reserves and to create a policy on how and when they can be utilized.

Maureen Teubert reviewed the upcoming WSRCD board subcommittee meeting schedule staff report that was included in the board packet.

- **8.9 WSRCD Holiday Planning:** Maureen Teubert reviewed the WSRCD holiday planning staff report that was included in the board packet. Discussion was made on wanting to have the holiday party off site and catered.

By motion made, seconded (Plummer/Moore) and unanimously carried, the Board of Directors approved an initial Holiday Party Budget of up to \$2,500 for booking a venue.

- **8.10 District Manager Report:** WSRCD District Manager Maureen Teubert reviewed the District Manager report that was included in the Board packet.

Closed Session: None

Set next meeting date and identify agenda items:

WSRCD Regular Board Meeting: Wednesday, October 23, 2024, at 9 a.m.

Adjourn:

By motion made, seconded (Plummer/Grissom) and unanimously carried, the regular meeting was adjourned at 11:22 a.m.