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Western Shasta Resource Conservation District (WSRCD)

MINUTES OF THE REGULAR BOARD MEETING

Wednesday, July 29, 2026

Board President Mike Berry called the meeting to order at 9:00 a.m.

WESTERN SHASTA RESOURCE CONSERVATION DISTRICT

Regular Board of Directors Meeting Minutes

Call to Order

Board President Mike Berry called the regular meeting to order at 9:00 a.m.

Board of Directors Present: Mike Berry (Board President), Bob Bailey (Vice President), John Moore (Director), Kathy Grissom (Director), Dennis Heiman (Director), Lois Kaufman (Director), Charlie Chamberlain (Director), and Francis Berg (Associate Director).

Board of Directors Absent: None.

Others Present: Maureen Teubert (District Manager), Annalissa Powner (Executive Administrative Assistant), Sharon McBroome (Grant Accountant), Kelli Middlebrooks (Project Manager), and Joe Sweeney financial presenter, Garrett Schroeder NRCS representer.

1. Additions/Changes to the Agenda

Sharon McBroome requested that we move item 8.6 to the next board meeting to give the subcommittee time to review.

By motion made and seconded (Bailey/Heiman), the Board unanimously approved moving item 8.6 to next meeting.

Sharon McBroome reviewed the safety procedures for participants attending the meeting via Zoom.

3. Consent Agenda

3.1 Approval of the June 2026 Regular Board Meeting Minutes

Sharon McBoome presented the previous board meeting minutes for the board to review.

By motion made and seconded (Grissom/Bailey), the Board unanimously approved June 2026 minutes.

3.2 Approval of the June 2026 Financial Statements

Maureen Teubert and Shannon McBoome gave explanations and reviews of financial statements.

By motion made and seconded (Chamberlain/Moore), the Board unanimously approved the June 2026 financials.

4. Correspondence

Maureen Teubert shared correspondence informing the board that we have received a refund from SDMA for not having any workers comp claims this year. Teubert also shared information about an upcoming golf Deer tournament, this will be an agenda item for the next board meeting to discuss possible sponsorship. Teubert also shared feedback from Iron Mountain Mine interviews. The board is still currently welcome to participate in interviews and give further feedback. Bob Bailey gave feedback from his experience with Iron Mountain Mine as well. Teubert reminded the Board that six complimentary tickets have been provided to the Board for the upcoming October event.

5. NRCS Report

Garrett Schroeder gave the NRCS report. They currently have Forty-Four active contracts this cycle, no new applications selected at this time, 7 of those obligated, one that may get selected but waiting on confirmation, the 14th of August is our deadline for obligation contracts new planning. There are 34 on waitlist currently. Within the next two months there will be developments we are expecting to see how re-organization will affect things. No action needed

6. CARCD Activities

Maureen Teubert reported that CARCD continues to meet regularly. The budget was approved for the year in July at the meeting Teubert attended. Teubert reminded President Mike Berry that he is needing to attend the annual conference which will be the 16th – 20th of November. When the registration opens there will be an email sent out to those that would like to attend. The discussion of the October meeting date was discussed and the potential need to change the WRCD board meeting date to allow needed attendance at both events.

7. Old Business

7.1 Strategic Plan (Recurring Item) Maureen Teubert provided an update on Strategic Plan objectives currently being implemented by staff.

7.2 Building Update: Maureen Teubert reported that Annalissa Powner was looking into revised quotes for front door upgrade and informed board that Strange and Sons fencing was projected to start work on the new fence August 20th after she approved moving forward with their newest quote.

7.2.1 **Front Door and Lighting Quote**: Teubert informed board of updated quotes for Blake's electric for outdoor lighting which Powner went into detail of the lighting specifics. Teubert also informed board we have requested an in-person evaluation for updated front door quote to be solidified by the end of the day after company came out of the post meeting.

By motion made and second (Chamberlain/ Louis) granting Teubert the ability to approve front door quote without board meeting needed if the quote does not exceed twelve thousand dollars. The Board unanimously approved the May 2026 financials.

7.3 Northern Sacramento Valley Coalition RFFC Regional Priority Planning (Recurring Item)

Maureen Teubert provided an update regarding ongoing Regional Priority Planning activities.

8. New Business

8.1 Financial Investment Annual Report (Joe Sweeney)

Sweeney gave a report and provided packets going over our financial investments and current standing. No action required

8.2 CA- CLASS annual report

Maureen Teubert gave report to the board. No action required

8.3 CARCD Annual Dues to the Board Agenda

Sharon McBroome gave a report on our annual dues and supplied invoices in need of payment.

By motion made and seconded (Bailey/ Heiman), the Board unanimously approved to pay the dues needed.

8.4 Board Admin Subcommittee Report

Teubert and McBroome gave a report of meeting held on July 24th to go over the other budgets needed approval, supplemental budgets such as easement maintenance. The subcommittee has recommended approval of the budget the unrestricted funds by the board. Mcbroome suggested adding "events" to the board tablet funds account as well.

8.4.1 Unrestricted Reserves budget – Teubert and McBroome precented the report showing last years approved funds along with the proposed future budget for the unrestricted funds such as the summer internship which was approved in the 4-29-26 board meeting.

By motion made and seconded (Chamberlain/Kaufman), the Board unanimously approved the unrestricted budget

8.4.2 CFO Position

Teubert presented the board with the draft for the CFO position to be posted.

By motion made and seconded (Bailey/Chamberlain) the Board unanimously approved the job posting for the CFO position to be posted.

8.4.3 Easement Budget

Teubert explained that this was part of the discussion from 8.4.1 and would be voted on during the Shasta Conservation Fund Board meeting that would be following the current board meeting. No action required.

8.5 National Association of Conservation District Membership

Teubert brought to the board a correspondence that came from the SRDC but on the National level, a platform with membership tiers. The platform is for informational purposes, job posting, grant access.

By motion made and seconded by (Bailey/ Heiman) the Board unanimously approved the payment to be made for a one-year trial at the basic membership level.

8.6 2026 Local Agency Biennial Notice Clerk of the Board letter.

Moved item to August board meeting.

8.7 Civic Plus (WSRCD website) Fee increase. (Information)

Teubert explained that our current service that oversees our website and ensures that it is ADA compliant has sent us email information about a significant increase in fees. She is currently working on getting a proper breakdown of the cost for this increase along with ensuring that our discount is being utilized but is not getting much traction from the company so at this time this is for informational purposes that will potentially need further action.

8.8 WSRCD Christmas Party Planning

Teubert informed the board of the Gia Hotel not being available for this year's Christmas party, so Powner has been putting together a spreadsheet of available venues and catering options.

By motion made and second (Bailey/ Chamberlain) the Board unanimously approved to have the Christmas party at Shasta Trinity Flyfishery with O'dells to cater on December 4th, 2026, with a backup date of December 11th, 2026

8.9 Maureen Teubert Annual Review Planning

Powner informed the Board that they would receive the employee feedback reviews via email along with a blank review for them to fill out prior to next month's meeting in which Teubert's review will be performed. Perry noted that he would be out of town during this meeting and therefore Bailey would need to be present. No action required.

8.10 District Manager Report

Teubert gave a report on the status of all current projects.

9. Closed Session: There was no Closed Session.

10. Next Meeting

The next regular Board meeting is scheduled for Wednesday, August 29, at 9:00 a.m.

A Subcommittee meeting was scheduled for August 14 at 10:00 a.m.

Tentative Agenda Items

1. Deer golf tournament
2. 2026 Local Agency Biennial Notice Clerk of the Board letter
3. Clarification of if we can send a thank you letter to Cal Fire

Adjournment

By motion made and seconded (Grissom/Kaufman), the Board unanimously adjourned the regular meeting by voice vote at 11:45 am