



**RESOURCE CONSERVATION DISTRICT of TEHAMA COUNTY**  
2 Sutter Street, Suite D, Red Bluff, California 96080

Minutes of the  
**RCDTC Board Meeting & Special Finance Meeting**  
**May 20, 2020 9:15 AM**  
**Teleconference only: (339) 209-4637**

**Directors Present:** Jack Bramhall, Scott Söder, Walt Williams, Michael Vasey, and Anne Read

**Directors Excused:** NA

**Directors Unexcused:** NA

**Associate Directors Present:** NA

**Staff Present:** Vicky Dawley, Kris Lamkin, Brin Greer, Emmy Westlake, Jennifer Zirkle, Rob Rianda, and Jon Barrett

**NRCS Staff Present:** Jenna Ganoung

**Visitors Present:** None

**I. Introductions**

J. Bramhall began the meeting at 9:15 a.m.

**II. Public Communications**

None.

**III. Minutes of April 15, 2020 Regular Meeting and Finance Meeting**

The board reviewed the minutes from April 15, 2020 Regular Meeting of the Resource Conservation District of Tehama County.

**Motion:** M. Vasey moved to approve the minutes of the April 15, 2020 meeting, as presented

**Second:** Anne Read

**Vote:** Unanimous

**IV. Action Items**

**A. Policy 3515 Tobacco Free Workplace Update**

The board discussed the updated to Policy 3515 Tobacco Free Workplace which will now include smokeless tobacco and e-cigarettes.

**Motion:** S. Söder moved to approve the updates to Policy 3515 as presented.

**Second:** W. Williams

**Vote:** Unanimous

**B. FY 18-19 Audit**

The board reviewed and discussed the 2018-2019 Financial Audit of the Resource Conservation District of Tehama County. Staff had reviewed the audit and found no issues within the presented draft.

**Motion:** S. Söder moved to approve the 2018-2019 audit, as presented.

**Second:** A. Read

**Vote:** Unanimous

**C. Temporary Field Crew Hire**

The board discussed the need for an additional temporary field crew member.

**Motion:** M. Vasey moved to approve the hiring of an additional temporary full-time field crew member.

**Second:** W. Williams

**Vote:** Unanimous

**D. Used Truck Purchase**

The board reviewed and discussed the need for an additional used truck with the current workload.

**Motion:** S. Söder moved approval of up to \$35,000 for the purchase of a used truck with the capability to tow equipment.

**Second:** W. Williams

**Vote:** Unanimous

**E. COVID-19 Re-open Plan**

The board reviewed the Coronavirus Educational material and the proposed RCD of Tehama County Field and Office Operations Plans during the Statewide COVID-19 Order.

**Motion:** M. Vasey moved approval of the proposed plans as presented

**Second:** S. Söder

**Vote:** Unanimous

**V. Financial Reports**

**A. Staff provided the Finance Report and lead a discussion regarding other agenda items related to the financial condition of the RCDTC for the May 20, 2020 Board Meeting.**

**Motion:** W. Williams moved to approve the Finance Report

**Second:** Anne Read

**Vote:** Unanimous

**B. Approval of Warrants; there are no unbudgeted items this month**

**Motion:** Anne Read moved to approve the Warrants

**Second:** Walt Williams

**Vote:** Unanimous

**VI. Discussion/Report Item:**

**A. NRCS Staff Report**

Jenna Ganoung Natural Resource District Conservationist presented a detailed report on the current workload of NRCS and current program deadlines of the Natural Resource Conservation Service.

**B. District Manager Report**

V. Dawley reviewed the District Manager report that was included in the board packet.

**C. RCDTC Housing**

Staff is preparing to move STWEC to Suite D and the board discussed the need for a sub-committee to review the opportunity to purchase the building and/or explore other opportunities. M.Vasey and S. Söder will represent the board on the sub-committee for RCDTC housing opportunities.

**D. RCDTC Staff Reports**

Staff updated the board on subjects in their Staff Reports that were included in the board packet.

**E. Land Use Reports**

None

**F. Other Report**

S. Söder updated the board on current progress with the Task Force Committee for interest in the Red Bluff Recreation Area.

**G. Board of Directors Comments**

None

**VII. Correspondence: Reviewed after meeting.**

**VIII. Adjourned: 11:15 a.m.**

**Next Meeting Date:**

Regular Meeting & Special Meeting Finance, June 24, 2020.

Respectfully Submitted,

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Emmy Westlake, Project Manager

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Anne Read, Board Secretary