



*“A Non-Profit Community Development Corporation”  
Serving Trinity, Humboldt and Del Norte Counties*

## MEETING MINUTES

Wednesday, October 12, 2016- 1 PM

Crescent City Harbor 101 Citizens Dock Rd, Crescent City

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### Board of Directors Attendance:

Ryan Sundberg, NW California RC&D Council President, Humboldt Co. BoS  
Patrick Truman, NW California RC&D Council Vice-President, Trinity Co. RCD  
Gail Tarbell-Silva, NW California RC&D Council Director at Large, Del Norte Co.  
Gerry Hemmingsen, NW California RC&D Council Sponsor, Del Norte Co. BoS.  
Gus Kormeier, NW California RC&D Council Director at Large, Trinity Co. (on phone)  
Steven Westbrook, NW California RC&D Council Sponsor, Del Norte Co. RCD  
Bill Burton, NW California RC&D Council Sponsor, Trinity Co. BoS

### Staff Attendance:

Sandra Pérez, 5C Program Manager (on phone)  
Trish Wardrip, Accounting  
Mark Lancaster, 5C Program Director (on phone)  
Elizabeth J. Sandoval, Office Assistant II (on phone)

### Agenda Item 1.0 Welcome and Introductions

### Agenda Item 2.0 Review and/or Revise Agenda

**Motion by** Bill Burton, **Second by** Patrick Truman  
**Vote:** UNANIMOUS. **Motion Carried.**

### Agenda Item 3.0 Review and/or Approve Minutes of Previous Meeting held on October 12, 2016.

**Motion by** Patrick Truman, **Second by** Gerry Hemmingsen, **Abstain by** Bill Burton  
**Vote:** UNANIMOUS. **Motion Carried.**

### Agenda Item 4.0 Treasurer’s Report – Gus Kormeier. Action. And 4.1 Financials.\* Action.

**Motion by** Gerry Hemmingsen, **Second by** Bill Burton  
**Vote:** UNANIMOUS. **Motion Carried.**

Treasurer Report – discussing seasonal loss.

M.Lancaster addressed the condition of financial by reassuring AR should be consistent.

S.Westbrook stated that he was concerned about sustainability at the current rate.

M.Lancaster mentioned that retention creates a problem for cash flow.

M.Lancaster addressed that Trish’s reduced hours has affected the invoice process.

G.Hemmingsen inquired about expected date that we will be able to catch-up.  
M.Lancaster replied December/January...  
B.Burton inquired about new projects being frontloaded? He states that Feds will allow advances. CA expects to frontload.  
M.Lancaster discussed the possibility of Fee for Service revenue...  
P.Truman suggested expediting the invoicing process by using alternative software.  
M.Lancaster stated that we are looking into it.  
R.Sundberg asked if it would make the invoicing process more efficient?  
T.Wardrip discussed software.  
S.Westbrook inquired about the capability and possibility of expediting invoice and budgeting process.  
S.Pérez discussed the cost of the software plus annual maintenance. Getting a new version of Quickbooks is affordable. The cost of new software is likely expensive to start, plus annual fee. Requested going over software in detail with TW.  
B.Burton requested to add the software discussion to Agenda in April.  
G.Kormeier summarized with the need to cut down time it takes to prepare and will check in with T. Wardrip regarding AR.

**Agenda Item 5.0 Office Manager's Report. Sandra Pérez, Interim Office Manager. Information and Action. (Sandra Pérez)**

**Motion by** Gerry Hemmingsen, **Second by** Steven Westbrook

**Vote:** UNANIMOUS. **Motion Carried.**

- A. S. Pérez discussed the Children's Garden Project was wrapping up this month (April-October), and Hayfork was more of a challenge.  
The funding has been approved for next year.
- B. S. Pérez discussed Farmers Market. Trinity Growers Association housed and managed market. First year hampered by smoke, but the second year was much better.  
CFA converted to shopping bag, but was not cost effective.  
S. Pérez stated that the last Farmers Market for the season was today, and that 9/29 is the grant closure.  
The Grant application for the next Fiscal Year was still undecided.
- C. S. Pérez stated that the Procurement Policy is necessary to qualify for particular Federal grant.  
R.Sundberg asked if the feds have signed off on it.  
B.Burton asked if it will create more work, and if it can be limited to federal contracts.  
S.Pérez relied that it cannot, it is needs to be an agency.  
M.Lancaster states that it is easier to have 1 policy, and that it is good practice.  
G.Hemmingsen inquired about what the difference in operations would be.  
M.Lancaster replied that \$28,000 culvert. Sharber-Creek Project. Rock.  
G.Kormeier added that rational \$75,000 and we pretty much do  
R.Sundberg explains that it is Sole Source, and the only feasible supplier  
M.Lancaster asked if we can justify the sole source? If you don't have it, you can sole source  
B.Burton materials only for contracting also.

**Agenda Item 6.0 Ratify the signing of the Following Agreements/ Contracts/ Grant Proposals.\*Action**

**Motion by** Gerry Hemmingsen, **Second by** Bill Burton

**Vote:**

**6.12** Original contract \$7,000 increase to \$19,000

R.Sundberg FFS 10%

B.Burton inquired about 3<sup>rd</sup> party?

M.Lancaster explained that already been cited and we help bring them into compliance

RSundberg asked \$7,000 or \$15,000.

M.Lancaster explained that they were cited by F&G; this will be amended to increase to \$19,000.

RSundberg requested that if it increases, please increase deposit.

**Agenda Item 7.0 5C Program Update. Mark Lancaster, 5C Project Director. Information**

**Also included is Agenda Item 8.0 and 9.0**

M. Lancaster explained we had 3 interns, and the number of seasonal staff (Farmers Market and Children's Garden).

Completed Del Norte NEPA - Patrick's Greek Project. Big Flat Rd (5 planks).

Forest assessment plan - Bo Forestry proceeding

NA Humb/Mendo

Discussed the Siskiyou - Public works Little Springs at Louie Creek Rd. Project.

Discussed Middle Creek - Migration Barrier Project, and due to fire it is more of a priority now.

M. Lancaster discussed the Little Springs Project. – 2 Bio Engineering

M. Lancaster discussed the Trinity County – Weaver Bally Rd. Project; Browns Creek Sediment Reduction Project.

M. Lancaster explained the Trinity County Road Dept. - Slate Creek Rd; Van Duzen Rd Project was washed out by the river

M. Lancaster explained that we hired Art Reeve as Engineer and his reviews are critical

M. Lancaster discussed Weaver Creek Project.

M. Lancaster discussed Trinity Timberlands road inventories. Camping and out prior to snow.

M. Lancaster explained Solomon Project the erosion plan complete; SWQCB; Best ever seen.

Studies – economic value of water/ 2<sup>nd</sup>;

NC resource partnership

AB2480 – declares Trinity River part of Sacramento River

ML – please elaborate

G.Hemmingsen inquired as to how long until it presented?

P.Truman explains that it is Invoicing – board plan

R.Sundberg discussed Cannabis policy – 230 permitting proves... 5 staff – new director Monterey City.

G.Hemmingsen discussed funding.

Measure S – cost per sq ft; sued by Hum map

8/21 existing grower apps till the end of the year

Humboldt map countering say stop 8/21/16

15 or so permits out the door

5,000 sq ft = \$1,800 down payment

Ag check son annual audit...

**Agenda item 10.0 Announce Date and Location of Next Meeting – Information**

4/12/16

Lunch at Brewery

**Agenda item 11.0 Adjourn.**

2:47 PM