



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**January 12, 2010**

**Directors Present:** Craig Blencowe; Larry Desmond; Jerome Dix ; Tyler Nelson departed @ 11:15am; Jerome Dix

**Directors Absent:** Geri Hulse-Stephens

**Associate Directors Present:** None

**Associate Directors Absent:** Peter Braudrick

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler

**NRCS Staff Present:** Carol Mandel

**Other:** Ann Cole

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www.mrcrd.org

**1. Call to Order – 9:08 am.**

**2. Consent Calendar –** Tyler motioned to approve the consent calendar; Larry seconded. 4 ayes, 0 nays.

**3. Administration**

- a. Update on Projects and Financials – The Forsythe Creek project is billable prior to the contract execution. The RCD staff will be taking a bigger role in the Russian River Draft Watershed Management Plan project through DWR. When complete the plan will be rolled up into the North Coast Plan. The Kenny and Mudd Creeks project must be completed this coming construction season with PWA. The Caltrans funds that we have in hand are mostly expended. Jan is working to finalize the next agreement. Financially the RCD is currently running below projected income..
- b. Larry motioned to approve 2 days of holiday paid time off for staff for this fiscal year; Tyler seconded. 4 ayes, 0 nays.

**4. New Business**

- c. Update on Caltrans project – The RCD received the final draft HMMP and Jan submitted her comments and she is of the opinion Jones & Stokes created a good document. The final plan will be sent to the resource agencies by the end of January. The mitigation properties have been selected in the amount of approximately 1500 acres. We will hire a professional to determine the endowment needs and terms. Tyler expressed concern that the RCD will lose money. DFG has suggested separate funds for implementation, monitoring, etc.
- d. Discussion and possible approval of legal representation – Best, Best & Krieger understands RCD's. They are a large firm with offices in many cities. They have experience working with Caltrans. Conservation Partners is a smaller firm. They would have to bring in additional attorneys to handle the volume of work. Ann suggests using Best, Best & Krieger because of their capacity and ability to ramp up when needed. She also suggests that

Conservation Partners could be used for easement agreements with DFG. County Council is our legal representative and agrees to our request to have Best, Best & Krieger represent the MCRCD. Tyler motions that Jan sign the retention letter with Best, Best & Krieger, Larry seconded. 4 ayes, 0 nays.

- e. Discussion and possible action to approve MCRCD Land Acquisition Policy – sections 1 and 2 address the requirement of Board approval. Section 3 covers the required information to present to the Board for use in decision making. This policy does not include mitigation properties. The mitigation properties policy will have to undergo legal review. Tyler motions to approve the land acquisition policy subject to County Council review; Larry seconded.
- f. Discussion of DFG holding easements for mitigation parcels – The HMMP states that there will be oversight on the properties. One of the resource agencies providing oversight on the project wants easements instead of deed restrictions. We will not be working with the regulatory arm of DFG. Jan will see if a representative from DFG will attend a future board meeting to discuss the matter.
- g. Motion to approve biomass funding – the biomass project is currently at a standstill. Craig asks the MCRCD to fund Bill Carlson’s work to acquire funding for the EIR. The focus of the EIR is traffic noise. The City of Fort Bragg is supportive but do not want to be involved in a private venture. The possible property for the biomass facility is not in Fort Bragg city limits. The county is not able to participate at this time. Jan suggests Proposition 84 funding but is unsure when it will be available. Tyler feels that the money should not be approved because of the financial situation of the RCD. Jerome motioned to approve funding \$3,000.00 to the biomass project, Larry seconded. 3 ayes 0 nays (Tyler left the meeting before the vote was taken).

## 6. Partner Reports

Carol reports on potential projects for collaboration. The CCPI – Cooperative Conservation Partner Initiative. Requires a partner to write a proposal. The proposal should be in line with state priorities. The decision is made at the state level. This program could fund projects that may have failed in the past.

Emma Chow will be filling the vacant position with NRCS at an entry level.

A developing project for waste water usage is a possible grant opportunity for the RCD. AWEP funds may be used for installing lateral lines to property owners. Carol suggest the RCD send a letter explaining our interest in helping the project move forward. Craig suggests a mapping workshop. Tyler spoke with Carol previously about an irrigation workshop. Another suggested workshop was a holistic resource management workshop.

**7. Public Comment**

None.

**8. Director Items**

- g.** Outlet Creek update – officials are being elected this evening. Dennis Slota did a monitoring workshop with the group. There are 7-8 core members. Larry feels that the group continues to move forward.

**10. Adjourn – 12:18 pm.**

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**Craig Blencowe**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**February 9, 2010**

**Directors Present:** Larry Desmond; Jerome Dix; Geri Hulse-Stephens; Tyler Nelson @ 9:12am; Craig Blencowe @ 9:14am

**Directors Absent:** None

**Associate Directors Present:** Peter Braudrick departed @ 10:18am

**Associate Directors Absent:** None

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** Ann Cole; Holly Madrigal; Craig Martz & Scott Koller of DFG

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**1. Call to Order – 9:05 am.**

**2. Consent Calendar –** Larry motioned to approve the consent calendar; Jerome seconded. 3 ayes, 0 nays.

**3. Administration**

- a. Approve PTO policy – Jerome wants to hold vote to review the previous policy and compare the changes. Nicole provided copies to point out the differences. The change was approved in July, and the auditor pointed out to us we needed the written policy representing the changes. It was decided to table the discussion until the next meeting.
- b. Review of Acquisition Policy changes and reconsideration for approval – Steve Anderson reviewed the draft policy, Ann Cole incorporated the recommended changes. The RCD will not provide tax advice regarding donation of land and/or monies provided for land evaluation. The addition of CEQA is a procedural item. Tyler motioned to approve the updated policy; Larry seconded. 5 ayes, 0 nays.
- c. Review and comment on Mitigation Acquisition Policy – The policy was taken in large part from the Solano document. Jan stated that some mitigation projects end after five years of monitoring. Ann feels that in the future the RCD will be sought after for mitigation from private entities. Tyler is concerned about effects on neighboring properties. Ann stated that there will be a legal defense fund. Tyler was more concerned about protecting neighbors and not defending the RCD. Ann would like the board to consider being firm about taking ownership of property until after construction is complete. Geri would like the RCD to be in a position to be able to have some influence on the work being done on the land. Ann asked the board for further feedback on the policy before taking it to legal counsel for review.
- d. RVOEP request for program sponsorship – The sponsorship is for the International Wildlife Films. Patty is personally donating and invites all to personally contribute. Tyler was concerned about the

- RCD's ability to contribute funds. Larry motioned to support the program with a \$100.00 donation; Geri seconded. 5 ayes, 0 nays.
- e. NCCARCD meeting - Jan asked the board for any issues to bring to the meeting and invited the board to attend. Larry suggested mitigation issues. Patty feels coordinated permitting or regional general permit. Tyler feels that permits should be free for restoration work.
  - f. The PWA video of Navarro Vineyards culvert work was reviewed and seemed to be enjoyed by all.

#### 4. New Business

- g. Discussion with DFG representatives Craig Martz & Scott Koller regarding DFG holding easements on Willits mitigation properties – Currently DFG in District 1 has conservation easements that protect wetlands, old growth forests, endangered species and deer winter range. The Willits property has significant resources and is a migratory corridor. DFG and the RCD have similar goals. RCD's and DFG have a long history of working well together. DFG will not be looking over the RCD's shoulder and currently do annual inspections of the CE properties. There will need to be an endowment to cover the costs of the inspections.

DFG is the state's trustee for fish and wildlife. They would have to approve the easement and holder for this project. They are allowed to hold both the easement and the endowment funds. DFG feels agreements will happen at the same time as the permit development. The easements could be assigned to either the wildlife or lands DFG departments.

A huge challenge with the mitigation property is the effect it will have on hydrology and DFG feels that Caltrans is very concerned about impacting adjoining properties. Craig Blencowe feels that DFG approach is adaptive and that they want to be involved.

DFG will discuss with Sacramento office on how best to proceed. They will provide a list of contact names and numbers for references. Craig wants staff to create a table of pros and cons on potential easement holders and to make inquiries of references. Jan suggested that board members speak with those they may know personally.

#### 6. Project and Partner Reports

- h. Patty reports that an additional \$2,000.00 in funding for the Robinson Creek Trail has been secured. This funding will pay for signage. On February 10<sup>th</sup> a site visit to Robinson Creek with Caltrans and RWQCB is planned.
- i. Carol and the NRCS staff are in a planning marathon. EQIP funds are less than expected. There may be additional dollars available for those applications that meet with state priorities. Carol would

like to begin work with Patty and Jan on a CCPI concept paper. AWEF is currently stalled.

**7. Public Comment**

Holly Madrigal introduced herself as member of the Willits City Council, and a candidate for Board of Supervisors.

**8. Director Items**

- j.** North Coast RC&D meeting on February 10<sup>th</sup> at the county offices at 10:00 am. Jan will be attending.
- k.** Outlet Creek Watershed Group is getting larger. Hosted a workshop on stream restoration. Caltrans will be meeting with the group on April 7<sup>th</sup> to discuss creek impacts and native plant collection & cultivation during construction. Dennis Slota wants to see more monitoring of creeks.
- l.** The Biomass group may not need to spend the \$3,000.00 funding that was approved at the January board meeting. Karen Gaffney is working on other funding sources through the NCIRWMP group.

**10. Adjourn – 12:42 pm.**

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**Craig Blencowe**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**March 9, 2010**

**Directors Present:** Larry Desmond; Geri Hulse-Stephens; Craig Blencowe departs at 12:05 pm.; Jerome Dix arrives at 10:10 am.

**Directors Absent:** Tyler Nelson

**Associate Directors Present:** None

**Associate Directors Absent:** Peter Braudrick

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel; Emma Chow

**Others:** Ann Cole; Members of the Willits Outlet Creek Watershed Group

**1. Call to Order – 9:06 am.**

**2. Consent Calendar –** An addition to the district bills list for State Water Resources Control Board Discharge permit in the amount of \$1,226.00. Geri motioned to approve the bills list with the addition, Larry seconded 3 ayes, 0 nays.

**3. Administration**

- a. Review of PTO policy – The policy as presented to the board is the written version of changes previously approved by the board. Any further changes would require convening the sub committee which would then make recommendations to the board. Larry motions to approve the policy as written, Geri seconded, 3 ayes 0 nays.
- b. Discuss and possible action on CCPI proposal – moved to NRCS report.
- c. Discuss and possible approval of Soper-Wheeler DFG proposal - Bill Morrison contacted the RCD after a DFG preharvest inspection identified fish passage barriers on the property. The proposal will include upgrading three culverts to bridges on Dunn Creek and restoring rearing habitat. The RCD was asked to sponsor and write the proposal. This will be a fee for service. Geri motioned to sponsor the grant proposal on Dunn Creek, Larry seconded, 3 ayes 0 nays.
- d. Review and comment on Board of Supervisor presentation – Jan will make the presentation. The RCD will have fifteen minutes on the Tuesday the 16<sup>th</sup>. All of the RCD board members liked the presentation.
- e. Review and comment on Mitigation Acquisition Policy – Caltrans advised that it will be completing the HMMP and overseeing the implementation, thus minimizing the RCD's involvement in the project until such time as MCRCD agrees to take fee title to the

properties. Jan requested the board approve terminating the existing agreement and develop a new coop agreement when needed. Caltrans will be completing the mitigation using their own staff. The RCD may not accept properties until the agencies have signed off on them. Jan wants all billing in and accepted by Caltrans prior to contract termination. Geri motioned to terminate the Caltrans agreement once final invoicing is accepted contingent upon a clause allowing termination, Larry seconded, 3 ayes 0 nays.

Ann reviewed changes to the Mitigation Acquisition Policy which addresses the RCD mission statement and safe harbor issues. Language was also added about different mitigation types and conservation easements. Further review of the policy was tabled until the end of the meeting.

#### **4. New Business**

Semi-annual ethics training conducted by Jeanine Nadel, County Counsel.

#### **6. Public Comment**

Willits Outlet Creek Watershed Group represented by Rosmund Crowder presented a letter to the RCD board and staff outlining some of the groups future plans and concerns regarding the Willits Bypass construction project and mitigation. The group would like to put together a comprehensive watershed plan beyond and including what Caltrans is planning to implement. The group feels that with Caltrans' decision to implement all of the mitigation that the baseline data should be important to the RCD's future acceptance of the mitigation properties. Craig commented that the RCD and the watershed group have the same vision for Little Lake Valley. The group expressed its concern over the completion of the HMMP and Jan advised the group that the plan needs to be thirty percent complete in the design in order for the permits to be issued. Introductions of all present were made.

#### **7. Project and Partner Reports**

NRCS – Carol introduced Emma Chow. EQIP contracts are being finalized. CCPI requires a partner organization. Carol recommends that Trinity County RC&D, the North Coast RC&D and the RCD should partner for a regional effort CCPI. This money would be federal match for future grant opportunities. The board stated that they would like the RCD to continue to pursue this program. Carol attended the Frost Control Program meeting and presented information on NRCS programs that may offer assistance.

#### **8. Administration continued**

Review and comment on Mitigation Acquisition Policy  
The updated policy would apply to all mitigation projects including those the RCD will not acquire fee title on the property.



Ann will add a footnote that states the RCD does not want to hold easements. Section I-O will be removed entirely.

**10. Adjourn – 12:16 pm.**

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**Craig Blencowe**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**April 13, 2010**

**Directors Present:** Larry Desmond; Geri Hulse-Stephens; Craig Blencowe; Tyler Nelson

**Directors Absent:** Jerome Dix

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** None

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** Jerry Zhang

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**1. Call to Order – 9:06 am.**

**2. Consent Calendar –** Larry motioned to approve the consent calendar, Geri seconded, 4 ayes 0 nays.

**3. Administration**

- a. Resolutions to approve entering into grant agreements with DFG. Geri motioned to approve the Forsythe Creek Sediment Reduction Project, Upper Russian River Exotic Invasives Removal Project, and Camp Creek Fish Passage Barrier Removal Project resolutions, Larry seconded, 4 ayes 0 nays.
- b. Resolution to approve entering into agreement with SWRCB for the Garcia Headwaters TMDL Implementation Project. The project includes the Mailliard, Barr and Stephens' properties and includes funding to update the roads handbook. Tyler motioned to approve the resolution, Larry seconded, 4 ayes 0 nays.
- c. Approval of Mitigation Acquisition Policy. A section was deleted per board discussion on the March 9<sup>th</sup> meeting. Caltrans requested that the RCD develop this policy. The use of the word "program" instead of policy was questioned. Tyler motioned to approve the policy, Larry seconded, 4 ayes 0 nays.
- d. Review of annual audit by Randolph-Scott Co. with Jerry Zhang. Introductions were made. The audit consists of two parts – internal control test which found no fraud or serious error and financial examination shows the trial balance fairly states the RCD position. Report review - Page 4 Analysis is a snapshot and comparison to the prior year. The results of the comparison reflect the US and CA economic situations of the time. Page 6 is a detailed view of 08/09 year. Revenues increased as well as expenses. The RCD incurred its first loss in 3 years. Page 8 shows expenditure detail. Pages 11-15 is a required government report. Pages 27-31 shows detail for each project. Board suggested adding notes to show that some projects are not finalized and add more content to the report for multi year projects. Pages 18-25 are the report footnotes. The unqualified opinion is good. Jerry suggested that the RCD needs an

official cost allocation plan. He also looks to see the RCD has cash available to fund a minimum of 45 days and recommends two months.

e. Update on Caltrans project.

- Update on Caltrans meeting of 4/16/10. Caltrans assured that the RCD will have a coop agreement within a month. Caltrans will be doing the design and contracting for the mitigation work. Caltrans has asked the RCD to do the short term monitoring, approximately three years. At the success of the project, the RCD will be doing the long term monitoring and maintenance. Patty feels that the RCD should have more input because we are going to be responsible for monitoring and maintaining their design, their implementation, and their management plan. Geri feels that the RCD reputation is on the line and she would like to have NRCS review the management plan. Peter feels that the RCD needs to be at the table. Craig feels that as the landowner the RCD needs to have more control in the process. Jan suggested that Geri speak with Craig Martz about her concerns. Caltrans will always be responsible for the success of this mitigation. Caltrans doesn't want DFG to hold the endowment; they would like a local entity to hold it. Tyler would like the staff to approach the county and try to leverage it. Geri reports that the RCD has gained respect with the Willits conservation community.
- A motion was never passed declining to hold easements. Currently the RCD has nothing on the record. Geri motions that the RCD will decline to hold conservation easements on the properties for the Willits bypass project, Larry seconded, 4 ayes 0 nays.
- The RCD needs to have a designee to take ownership of the properties in case the RCD dissolves. Patty and Geri feel that the City of Willits should be considered because they are a primary stakeholder in the project. Peter feels that the county would be an appropriate choice. The board directed Jan to contact both and report back.
- Tyler motioned to approve the conflict of interest policy, Larry seconded, 4 ayes 0 nays.
- Geri expressed concern regarding a conflict of interest. She has entered into a contract with Jones & Stokes and feels that she should step down to an associate board member position. Patty feels that once the RCD's role is more defined she may feel more comfortable staying a voting member. Nicole states that she could always recuse herself from votes. Craig feels that she needs to make a decision that is best for her and suggested she speak further with County Counsel.

#### **4. Project and partner reports**

- a. NRCS – Carol Mandel - Mendocino county had the most applications for the Organic Initiative in the state requesting funds of \$360,000. 40% of all organic grapes grown in CA are in Mendocino County. AWEF is the next round of funding and NRCS staff is expected to be fully engaged in the program. Carol is continuing to work with the RCD in developing a regional CCPI proposal. The proposal is forestry related. The RFP speaks a lot about carbon sequestration as a national priority.
- b. Watershed programs update – Patty – The DFG proposal written for Soper Co. on Dunn Creek for coho fish passage was complete. Prop 50 is winding up. 319(h) Camp Creek project has not been started. Elias Steinbuck will monitor the project. The River Center has moved its location next door to the Boonville post office. A workshop is being organized with the remaining Prop 50 funds.

#### **5. Public Comment - None.**

#### **6. Director Items**

- a. Update on North Coast RC&D – The groups work seems to be focused in Mendocino County. Supervisor Carrie Brown has been attending their meetings. There will be an Earth Day celebration at the Noyo High School food forest and will include a bicycle powered smoothie maker.
  - Update on 5-C's project – the RCD and the 5-C's are working on an MOU.
- b. Update on Outlet Creek Watershed Group – On April 16<sup>th</sup> the group will meet with Dennis Slota to discuss monitoring. On April 21<sup>st</sup> Caltrans will be speaking on environmental concerns with the Willits Bypass Project.

#### **7. Adjourn – 2:30 pm.**

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Craig Blencowe  
Board Chair



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**May 11, 2010**

**Directors Present:** Larry Desmond; Geri Hulse-Stephens; Craig Blencowe; Tyler Nelson @ 8:55 am; Jerome Dix @ 8:55 am

**Directors Absent:** None

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** None

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Emma Chow

**Other:** None

**1. Call to Order – 8:35 am.**

**2. Consent Calendar –** Geri motioned to approve the consent calendar, Larry seconded, 3 ayes 0 nays.

**3. Administration**

- a. Approve Randolph Scott agreement for 2010 services – there had been discussion of changing auditors in the past. Jan informed the board that many RCD's continue to retain Randolph Scott. The board requested that the number of liquid days be reported to them monthly. Geri motioned to continue to retain Randolph Scott's services, Larry seconded, 3 ayes 0 nays. The board requested that the audit presentation be kept to major points only.
- b. Approve Long Term Funding Policy – Jan informed the board that 4 to 5 other RCD's use this policy. It is very close to the government code. Craig questioned section 8.0 regarding suitable investments and why real estate was not considered suitable. Peter will be attending a seminar on the subject and will check on the issue. Craig suggested that the board approve the policy with clarification on the real estate investment issue. Under division 9 the RCD is allowed to own real property. Tyler motioned to approve the Long Term Funding Policy subject to clarification of section 8.0, Larry seconded, 4 ayes 0 nays, Jerome abstained.
- c. Update on Caltrans – The RCD faxed the Ford ranch plan to Caltrans. Caltrans assumed the long term management plan would not be due until after the mitigation is completed. Caltrans wants a commitment letter from the RCD to hold the mitigation properties. The RCD has an opt out clause. Tyler wants to include safeguard language such as the opt out clause and our policies. The board wants mention of the management plan, completion of mitigation, agencies approval and conformation to our policies. Tyler motions

to write the letter of intent with the inclusions, Larry seconded, 4 ayes 0 nays, Geri abstained.

- d. CCPI support letter to Ed Burton – The CCPI is for the entire north coast region. Ed Burton suggested that the RCD apply for a small amount of money this year and then apply for a larger amount the following year. The RCD will not receive any money directly but the program provides matching dollars and will bring more EQIP money into Mendocino County. The letter commits \$600,000.00 as match. Geri motions to approve the letter, Tyler seconded. Jerome asked if the RCD wants to commit that amount of match. Jan replied yes to be able to have the CCPI as an automatic federal match. 5 ayes, 0 nays.
- e. Tyler, Jerome and Larry support Richard Shoemaker. Larry motions to submit a vote for A – Richard Shoemaker and B – Guinness McFadden, Tyler seconded, 5 ayes 0 nays.

#### **4. Project and partner reports**

- a. CalServe has increased their grant amount by \$1,000.00 for the trail project at the Anderson Valley High School. The sign should be installed in July. There were two workdays in which handrails and steps were installed. 40 students participated. Vandalism and litter is almost gone. The site will be used as an outdoor classroom. The river center volunteered at the Beer Festival and are hoping for a \$2,000.00 donation. Patty & Jan met with Carol and Danny Hagans to coordinate work and landowner meeting for the Garcia TMDL implementation project. The landowner meeting is set for the 28<sup>th</sup>. Patty reported that she is finishing the coordinated permitting draft report. The Regional Board dropped the Navarro off of the priority list last year, perhaps as an oversight. Craig suggests sending a letter to the board requesting the Navarro be put back onto the list.
- b.

- 5. **Public Comment** – Peter feels that the EPA letter is setting Caltrans back. Jan replied that the project is so important that there will be political wrangling. Patty feels that the agencies are responding to the public.

#### **6. Director Items**

- a. Update on North Coast RC&D – The group had a booth at the Fort Bragg High School Earth Day Celebration. The office will move to Mendocino County. Peter will be attending a financial training. Jerome asked that mileage reimbursement for Peter’s travels be put on the agenda.
- b. Update on Outlet Creek Watershed Group – On April 21<sup>st</sup> Caltrans made a presentation on environmental concerns with the Willits Bypass Project. The public did not ask questions regarding the information in the presentation. The watershed coordinator RFP

will be available by the end of the fiscal year from the Dept of Conservation. The RCD would like to apply for a ½ time Upper Russian River and ½ time Outlet Creek coordinator if the watershed group is interested in working with the RCD. The program would be for up to 3 years of funding.

- c. Biomass update – the group is rehiring Bill Carlson. PG&E is closer to meeting alternative power goals because sales of conventional power has reduced.

**7. Adjourn – 9:47 am.**

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**Craig Blencowe**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**June 8, 2010**

**Directors Present:** Geri Hulse-Stephens; Craig Blencowe; Tyler Nelson; Jerome Dix

**Directors Absent:** Larry Desmond

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** None

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** None

**1. Call to Order – 3:03 pm.**

- 2. Consent Calendar –** Additions to the consent calendar include agenda item building lease agreement and resolution for Caltrans Russian River Mitigation Project. Additions to the district bills include Linda MacElwee expense reimbursement of \$182.56 and DFG for permit amendment. Tyler motioned to approve the consent calendar with agenda and district bills additions, Geri seconded, 4 ayes 0 nays.

**3. Administration**

- a. Nominations for board chair and vice chair, Tyler motions to nominate Geri as chair and Larry as vice chair. Geri accepts the nomination. Craig seconded, 4 ayes 0 nays.
- b. Convene personnel subcommittee for annual reviews. Tyler, Jerome and Peter volunteered for the committee. The meeting date was set for July 6, 2010 at 10 am.
- c. Review proposed 2010-11 budget/income projection. The Caltrans Russian River Mitigation project will provide the RCD with \$175,000.00 off the top of the contract for administration. Sotoyome RCD will receive \$140,000.00 of the funds for one project in Sonoma County that is above the bridge. The RCD will also have billable hours to apply to the funds. The proposed county budget has the us at \$35,000.00 funding level. We have the Garcia contract in hand. We are waiting on the signed Humboldt County Forsythe Creek contract and we have already submitted an invoice. Jan reports that if there is a budget impass we may have to close our doors for a week in July. Craig wants to have someone here to answer phones and get the mail. Tyler suggests that reserves be used. Peter is concerned about the employees and keeping the office open. If the budget impass is prolonged Jan feels that we will have more information for the August meeting. Peter wants to see a spending plan developed. Patty stated that she feels the staff



is starting to feel discouraged and that the reserves should be used. Jerome feels that there should be a finance committee. Craig suggests that Jan come up with a contingency plan in the absence of a finance committee. If the board doesn't approve then a finance committee will be established and a decision will be made. Caltrans Russian River mitigation money would allow money back into the reserves.

- d. .
- e. CCPI support letter to Ed Burton – The CCPI is for the entire north coast region. Ed Burton suggested that the RCD apply for a small amount of money this year and then apply for a larger amount the following year. The RCD will not receive any money directly but the program provides matching dollars and will bring more EQIP money into Mendocino County. The letter commits \$600,000.00 as match. Geri motions to approve the letter, Tyler seconded. Jerome asked if the RCD wants to commit that amount of match. Jan replied yes to be able to have the CCPI as an automatic federal match. 5 ayes, 0 nays.
- f. Tyler, Jerome and Larry support Richard Shoemaker. Larry motions to submit a vote for A – Richard Shoemaker and B – Guinness McFadden, Tyler seconded, 5 ayes 0 nays.

#### **4. Project and partner reports**

- a. CalServe has increased their grant amount by \$1,000.00 for the trail project at the Anderson Valley High School. The sign should be installed in July. There were two workdays in which handrails and steps were installed. 40 students participated. Vandalism and litter is almost gone. The site will be used as an outdoor classroom. The river center volunteered at the Beer Festival and are hoping for a \$2,000.00 donation. Patty & Jan met with Carol and Danny Hagans to coordinate work and landowner meeting for the Garcia TMDL implementation project. The landowner meeting is set for the 28<sup>th</sup>. Patty reported that she is finishing the coordinated permitting draft report. The Regional Board dropped the Navarro off of the priority list last year, perhaps as an oversight. Craig suggests sending a letter to the board requesting the Navarro be put back onto the list.

- 5. **Public Comment** – Peter feels that the EPA letter is setting Caltrans back. Jan replied that the project is so important that there will be political wrangling. Patty feels that the agencies are responding to the public.

#### **6. Director Items**

- a. Update on North Coast RC&D – The group had a booth at the Fort Bragg High School Earth Day Celebration. The office will move to Mendocino County. Peter will be attending a financial training.

Jerome asked that mileage reimbursement for Peter's travels be put on the agenda.

- b. Update on Outlet Creek Watershed Group – On April 21<sup>st</sup> Caltrans made a presentation on environmental concerns with the Willits Bypass Project. The public did not ask questions regarding the information in the presentation. The watershed coordinator RFP will be available by the end of the fiscal year from the Dept of Conservation. The RCD would like to apply for a ½ time Upper Russian River and ½ time Outlet Creek coordinator if the watershed group is interested in working with the RCD. The program would be for up to 3 years of funding.
- c. Biomass update – the group is rehiring Bill Carlson. PG&E is closer to meeting alternative power goals because sales of conventional power has reduced.

**7. Adjourn – 9:47 am.**

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**Craig Blencowe**  
**Board Chair**

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COUNTY



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**MINUTES OF BOARD OF DIRECTORS MEETING  
July 13, 2010**

**No meeting.**

**No quorum.**

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**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**August 10, 2010**

**Directors Present:** Geri Hulse-Stephens; Jerome Dix; Larry Desmond

**Directors Absent:** Craig Blencowe; Tyler Nelson

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** None

**Staff Present:** Jan Olave; Nicole Porter; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** None

**1. Call to Order – 9:20 am**

**2. July Meeting Agenda**

- A. Consent Calendar – Larry motioned to approve the July consent calendar, Jerome seconded, 3 ayes 0 nays.
- B. Administration
- a. Elections tabled until full board present.
  - b. Review final 09-10 Budget/Income Projection – The budget page with state budget has not really changed. The staff is still working reduced hours and working on projects as much as possible. Admin fees and professional fees figures are flipped in the delayed column. \$175,000.00 is Caltrans Geyserville Bridge mitigation and will arrive in six installments. Income projection is reduced due to projects not being constructed this season. The RCD is reducing its membership contributions and reducing expenses elsewhere.
  - c. Caltrans discussion tabled until the next board meeting.
  - d. Approve letter to BoS on behalf of MCWA – MCWA will only receive their tax base for the county this year. Staffing will be reduced to Dennis and Kristine. The RCD is helping MCWA by working with them on the Feliz Dam removal project. Larry motions to approve sending a letter of support to the BoS on behalf of the MCWA. Jerome would like stronger language. Letter decision will be tabled until later in the meeting. Larry motioned to accept the letter as amended, Jerome seconded, 3 ayes 0 nays.
  - e. Approve Resolution to adopt Garcia CEQA document is tabled until September meeting.
  - f. The reappointment of Larry Desmond is currently underway.
  - g. Letter to approve opening a separate account with the County – The account is to hold the Caltrans Geyserville Bride Mitigation project funds. The amount is significant and all interest earned must be spent on the project. Larry motioned to approve opening a separate account with the County, Jerome seconded, 3 ayes 0 nays.
- C. Program Reports

- a. A new Glenbrook Gulch project is in development to remove an earthen dam and stream bank stabilization with State Parks and Recreation. Dean Titus has reviewed the project. The project will open .6 miles of coho habitat. The dam is 20' tall and is not failing, but is impeding fish passage.  
The sign for the creek trail design is complete. Some students worked to create wood signs. The beer festival donated \$5,000 to the River Center.  
Adaptive management project at Navarro Vineyards will be the roads workshop demonstration project.
- b. The Caltrans Robinson Creek riparian mitigation restoration project work plan is under development. The north coast was recommended to receive 59% of applied funding. The RCD project is for a bridge on Reeves Canyon Rd over Mill Creek. Contracting is due to be complete by the end of December. Garcia landowners are in the permitting process. CEQA documents were bounced back in need of more information.

D. Partner's Report

Mindy Nicolletti will be leaving the Ukiah NRCS to take a position with the Red Bluff office. John is retiring in December. The CCPI proposal was successful and are now working on forestry plans, including fuel breaks and thinning. NRCS has had their biggest year with funding dollars and contracts. The stakeholders meeting should be held late September or early October.

E. Director Items

The city of Willits cleaned up the most garbage during the Outlet Creek cleanup. DFG works with the landowners to gain access to the cleanup areas. The watershed groups activity has been reduced through the summer.

The North Coast RC&D is working on reorganizing. There will be a retreat in October and will be working on updating the bylaws. Their office space issue is not resolved and will probably be located in Sonoma County.

F. Closed Session 10:45 – 11:30

During the closed session the board discussed staff wage increases and looked at the state of the business & economy. The board agreed on a 3.5% wage increase. Larry motions to make the wage increase retroactive to July 1, 2010, Jerome seconded, 3 ayes 0 nays. Jan's appraisal should be done with the entire board and add to the next agenda.

3. **Consent Calendar** – Larry motions to approve the consent calendar, Jerome seconded 3 ayes 0 nays.

4. **Administration**

- a. Request and possible approval to use \$40,000 in reserve funds for project implementation – the funds are for the DFG Forsythe Creek Sediment Reduction project and is matching funds for the new Proposition 50. It is in collaboration with EQIP funds and should be completed this season. Larry feels that the RCD has no choice but to approve the use of funds.
- b. Request and possible approval to use up to \$35,000 in reserves for staffing - payroll amounts will be reducing due to Nicole’s departure. Jan does not want to take the funds as a lump sum but rather use as needed. Peter wants to see the board get into contingency planning. Jerome inquired if the funding will carry us through October and Jan felt that it would. Larry motioned to approve the use of reserve funds in the amounts of \$40,000 for project implementation and \$35,000 for staff expense, Jerome seconded, 3 ayes 0 nays.
- c. Request for credit card for Ursula Butler – to be used for postage & office supplies. Larry motioned to approve a credit card for Ursula, Jerome seconded, 3 ayes 0 nays.
- d. Request for support letter for Mendocino Coast Botanical Gardens - the organization is applying for a grant to update it’s propagation facilities. The letter will express an interest in using their product. Larry motioned to approve sending a letter of support, Jerome seconded, 3 ayes 0 nays.

Jan reported on the State Parks audit of the Sinkyone project. Initially the RCD applied for \$1,000,000 and was approved for \$500,000. The State Coastal Conservancy stepped in to make up the difference. Seven miles of roads were funded through State Parks and eight miles were funded through the State Coastal Conservancy. State Parks is not accepting SCC as match. The Intertribal Council also spent \$166,000 in the project area that the RCD did not track expenses on and State Parks want that information.

**5. Adjourn – 12:05 pm.**

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**Craig Blencowe**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**September 14, 2010**

**Directors Present:** Jerome Dix; Larry Desmond; Craig Blencowe; Tyler Nelson

**Directors Absent:** None

**Associate Directors Present:** Geri Hulse-Stephens

**Associate Directors Absent:** Peter Braudrick

**Staff Present:** Jan Olave; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** None

1. **Call to Order** – 3:13 pm
2. **Consent Calendar** – A change to the bills list was made due to an error on an invoice. An agenda item was added to approve a letter requesting a check for the Mendocino County funding. Tyler motioned to approve the consent calendar with the changes, Jerome seconded, 4 ayes 0 nays.
3. **Administration**
  - a. Election – Nomination requests for board positions. Craig nominates Larry for board chair, Tyler seconded. Larry stated that he would be honored and with support feels he can fill the position. Larry accepts the nomination. 4 ayes 0 nays. Craig motions for Jerome as vice chair. Jerome accepts the nomination, 3 ayes 0 nays, Jerome abstains.
  - b. Resolution to approve submittal of proposal to DOC for watershed coordinator positions. The positions will be for 3 years. The RCD is not hosting for the watershed group. Patty will probably be involved with both positions. Some qualifications for the positions will include an environmental science background with some field experience. There is a 25% required match of cash or in kind. The match for the Russian River coordinator is already approved. Tyler motions to approve the resolution, Jerome seconded, 4 ayes 0 nays.
  - c. County Counsel and Carmel Angelo asked the RCD if we would consider taking on the Mendocino County Water Agency staff and funding. They are a special district. They have two positions filled by Dennis Slota and Joe Scriven. Our missions overlap each other except in water development. The board needs to decided if interested in the possibility. Patty feels that we would co-habitate and share some staff. Craigs initial response is not positive. Tyler voiced concerns about RCD staff time being spent on water agency business. Larry and Craig would like to hear from Roland Sanford about how the water agency envisions the situation. Geri feels that the RCD should develop the structure. Patty feels that a coop agreement is necessary.

#### **4. Program Reports**

- a.** Caltrans – The project is not dead. There will be a meeting with the Army Corps on 9/22/10. They are going after funding for the entire four lane bypass. Army Corps wants a plan for every parcel. The RCD coop agreement with Caltrans expires at year end and we need to develop a new agreement. The city of Willits is looking into developing alternative routes. The current mitigation plan is not detailed enough to satisfy the Army Corps.
- b.** The RCD is in proposal writing mode. A Garcia planning proposal is being resubmitted. We are seeking funding for coordinated permitting. The grand opening of the Robinson Creek Interpretive Trail is set for the beginning of October.

#### **5. Agency Partner Reports**

NRCS is working to get their projects on the ground in order to keep on schedule. The Ukiah office will be getting a full time person to replace Mindy who is currently working half time. 2011 EQIP and WHIP application deadlines will be November 12, 2010 followed by 3-4 months to plan with their applicants. The Local Working Group meeting is set for October 12<sup>th</sup> from 1 – 3 pm. Carol will send an invite.

#### **6. Public Comment – None.**

#### **7. Directors Report**

Craig discussed bringing Bill Carlson back into the Biomass project. Karen Gaffney was unable to find other funding sources for the project. The original funding request of \$3,000.00 that was approved in January 2010 will be needed.

#### **8. Closed Session.**

#### **9. Adjourn**

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**Craig Blencowe**  
**Board Chair**





**MINUTES OF BOARD OF DIRECTORS MEETING**  
**October 12, 2010**

**Directors Present:** Jerome Dix; Larry Desmond; Tyler Nelson

**Directors Absent:** Craig Blencowe

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** Geri Hulse-Stephens

**Staff Present:** Jan Olave; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** David Drell of Willits Environmental Center

**1. Call to Order – 3:15 pm**

- 2. Consent Calendar –** Tyler motioned to approve the consent calendar with two additions to the bills list: both from MCWA in the amounts of \$310.50 and \$337.60, Jerome seconded , 3 ayes 0 nays.

**3. Administration**

- a. Review Executive Directors request to MCOG for Caltrans reimbursement funds – Jan requested a loan from MCOG to cover unpaid invoices from Caltrans and the RCD’s request was approved in the amount of \$60,000. Invoices are expected to be paid soon now that a state budget has been passed. The RCD is expecting an initial check in the amount of \$25,000. MCOG acted on the request quickly before Jan could ask for board approval.
- b. Approve letter to EPA regarding reclassification of logging roads as point-source pollution and the impact on Mendocino County – Jerome believes that logging roads should be considered point source pollution. Tyler feels that the EPA decision is political. Tyler motions to write the letter, Larry seconded, 2 ayes 1 nay from Jerome.
- c. Head count for CARCD annual conference – Larry expressed interest in attending the conference and needed to review his schedule for availability. Patty expressed an interest in attending if travel arrangements could be made to her preference. Carol also expressed an interest in attending.

**4. Program Reports**

- a. Caltrans – Dave Kelly reported to Jan that the funding for the bypass has been reassigned and they are requesting a 20 month project extension at the November CTC meeting. If approved, Caltrans will request project funding after the permits are issued. The four lane bypass is no longer being considered but the size of the mitigation is to remain the same.

David Drell of the Willits Environmental Center regarding farmland mitigation: Caltrans is purchasing approximately sixty acres of property to store soil for the bypass project. Caltrans has offered this property as

farmland mitigation. Mendocino Land Trust will be the easement holder for farmland mitigation properties. David Drell asked the RCD to consider taking title to the property and then conveying the property to the Willits Environmental Center. The property is currently grazing land.

- b. The RCD has almost completed the DFG Forsythe project this year. The road workshop with Danny Hagans was held at Navarro Vineyards and there were eleven people in attendance. Patty invited the board to attend the ribbon cutting ceremony for the Robinson Creek Trail on Monday the 18<sup>th</sup> at 4:30pm. DWR inquired about our continued interest in the Robinson Creek phase III project for the Urban Streams Restoration grant program. We are submitting a grant proposal for Prop 84 for the Sherwood Rd alliance, and several RCD projects.

**5. Agency Partner Reports**

Carol reported that the Local Working Group meeting went well this year. It looks as though Mendocino Cty is well funded this year. NRCS is wrapping up this implementation season. NRCS is conducting a work load analysis.

**6. Public Comment – None.**

**7. Directors Report**

Jerome expressed concerns about decisions being made by authorities without having a thorough understanding of past research.

Larry would like to have a tour of current projects. Jan and Carol will organize a tour of an NRCS and an RCD projects.

North Coast RC&D – Darcy Mahoney from Mendocino Land Trust is now serving on the board. The council is still looking for additional board members.

**8. Adjourn 4:47pm**

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**Larry Desmond**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**November 9, 2010**

**Directors Present:** Jerome Dix; Larry Desmond; Tyler Nelson; Craig Blencowe

**Directors Absent:** None

**Associate Directors Present:** Peter Braudrick

**Associate Directors Absent:** Geri Hulse-Stephens

**Staff Present:** Jan Olave; Ursula Butler; Patty Madigan

**NRCS Staff Present:** Carol Mandel

**Other:** None

**1. Call to Order – 9:04 am**

**2. Consent Calendar –** Craig asked for clarification of items on minutes regarding logging roads considered as point source pollution. Jan explained that the court ruling applies only to logging roads and that appeals are expected. Craig inquired what Caltrans 20 month extension for the Willits Bypass funding means to the RCD. Caltrans has a 20 month extension to meet Army Corps requirements for permitting (DFG and RWQCB have issued permits). After the Corps approval of the mitigation plan, Caltrans will once again request funding for the project from the CTC. Jan reports that the monthly meetings with the agencies has taken a positive turn and our involvement over the next year appears to be minimal. Jerome asked why the RCD is not funding the River Center; the goal is for the center to become self supportive. An addition to the monthly bills list for Titus Land Construction in the amount of \$8,254.26. Craig motioned to approve the consent calendar as amended, Tyler seconded, 4 ayes 0 nays.

**3. Administration**

- a. Approve extending Caltrans Willits Bypass agreement to 12/31/11 from 12/31/10. Jan stated that the agreement is the funding source for the RCD at this time. Tyler motions to extend the agreement, Jerome seconded, 4 ayes 0 nays.

Craig asked Patty for a Prop 84, NCIRWMP proposal review. The ranking for proposals weighed heavily in Mendocino and Sonoma Counties. The originally stated available funds could increase to 8.2M from 4.1M. Patty felt that there were many worthy projects. MCRCD's projects included fish passage, invasive plant control, and road decommissioning.

**4. Adjourn 9:25am**

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**Larry Desmond**  
**Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**December 14, 2010**

**Directors Present:** Larry Desmond; Tyler Nelson; Craig Blencowe; Peter Braudrick

**Directors Absent:** Jerome Dix

**Associate Directors Present:** None

**Associate Directors Absent:** Geri Hulse-Stephens

**Staff Present:** Jan Olave; Ursula Butler

**NRCS Staff Present:** Carol Mandel

**Other:** None

**1. Call to Order – 9:20 am**

**2. Consent Calendar –** Craig motioned to approve the consent calendar as amended, Tyler seconded, 4 ayes 0 nays.

**3. Administration**

- a. Update on project progress & projected income. The RCD will be under budget with the departure of Nicole Porter and even with the addition of Joe Scriven. Income projections estimates have increased due to the expectation of additional income from professional fees. Jan projects a healthy year with many projects in the works. Joe will be utilized in project management, electro fishing, CEQA, fish surveys, etc.
- b. Update on Coordinated Permitting. The Regional Board is interested in expanding coordinated permitting. In the meantime, for the first time the RCD received an invoice for \$8,700 for the WDR annual fee to cover potential projects in the Navarro for Coordinated Permitting. Jonathan Warmerdam advised us the bill has been suspended while we work towards resolution.
- c. Update on 319(h) funding with regards to logging roads. This issue should not have an affect on the Garcia planning grant. The Galbreath Preserve project should be ok due to their mission and they will provide a letter supporting that mission. We will wait for further clarification from the EPA.
- d. Annual Plan schedule. The RCD is ready to update plans. Tyler would like to see the annual plan meeting more business oriented than mission oriented. Tyler and Peter made suggestions of possible meeting facilitators. Business and capacity building plans are priorities. Possible part time hires could be Elias Steinbuck and Geri Hulse-Stephens. The board decided to continue conversation at another meeting.
- e. Update on Caltrans. The monthly agency meetings have been scheduled to coincide with this board meeting. Jan suggested contracting to Roland Sanford to represent the RCD at these meetings. The board discussed and agreed to change the RCD board meeting to the second Wednesday of each month to allow Jan to attend the Caltrans agency meetings. The Army Corps is leaning towards less grazing and only where bakers meadowfoam is located. Jan is concerned with how this may effect the local economy.

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Carol offered to have a range specialist make recommendations regarding grazing. Tyler requested the RCD write a letter to the agencies in support of a working landscape. Carol feels that limiting grazing could be a problem depending on what was previously planted there. Larry and Tyler will review the letter.

#### **4. New Business**

- a. Approve loan reimbursement to MCOG. The RCD received \$25,000.00 from MCOG. MCOG has a \$60,000.00 available to us should we need it to continue working on the Willits bypass project. The board recommended the payment reimbursement.
- b. New hire. MCRCRD has worked with Joe Scriven for the last 10 years, and with his familiarity with our projects and programs, he can hit the ground running. An offer was presented and accepted and his start date is January 3<sup>rd</sup>.

#### **5. Partner Reports**

NRCS staff is coming and going. John Bennett is retiring at the end of the year. Carol anticipates his position will be replaced. An experienced Soil Conservationist will be starting in February and will replace the Range Conservationist. There was approximately \$100,000.00 more in EQIP funding this year. Everyone that applied by the deadline should get some funding. The Stornetta waste project is very expensive. Tyler wants to see if the RCD can do anything to extend the AWEPP program. Carol wants to conduct outreach.

#### **6. Director Items**

- a. Update on North Coast RC&D. Peter did not attend the last meeting. The Jackson State Forest advisory committee is completing work on the report to the board of forestry. The report contains management plans, landscape allocation, recreation and economic plans as well as other subjects.
- b. Update on Outlet Creek Watershed Group. The group is still looking to enhance its numbers. Planning to have some public speakers in the beginning of the year. The creek cleanup gets the public involved.
- c. Biomass update. The coastal and inland biomass groups don't want to compete and are at different points in development. The coastal biomass has a meeting with a developer from Lakeview, Oregon. A partnership is developing for fuel supplies. A sawmill is still being considered. Forest depletion is a community concern.

Reminder that the January meeting will be 4 hours with lunch.

#### **7. Adjourn 12:08pm**

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Larry Desmond, Board Chair