



MINUTES OF BOARD OF DIRECTORS MEETING
January 28, 2014

Directors Present: Craig Blencowe; Larry Desmond; Jerome Dix

Directors Absent: Tyler Nelson; Peter Braudrick

Associate Directors Present: None

Associate Directors Absent: Geri Hulse-Stephens

Staff Present: Jan Olave; Ursula Butler; Joseph Scriven, Linda MacElwee; Deborah Stanger Edelman

NRCS Staff Present: Carol Mandel

Other: Paul Zellman; Dave Koball; Rosamund Crowder

1. **Call to Order** – 9:08 am.
2. **Calendar** – Larry motioned to approve the consent calendar with one additional bill, Jerome seconded. 3 ayes – Craig Blencowe, Larry Desmond and Jerome Dix. 0 nays.
3. **Administration**
 - a. **Resolution 2014-190 authorizing North Valley Labor Compliance to provide services for Prop 84 projects** – North Valley Labor Compliance, located in Yuba City, was recommended and they are the only company the RCD staff found within 100 miles to perform labor compliance monitoring services. Jerome motions to adopt Resolution 2014-190, Larry seconded. 3 ayes – Craig Blencowe, Larry Desmond and Jerome Dix. 0 nays.
 - b. **Possible approval of Mike Celantano as the 2013-14 auditor** – Jan confirmed that Mike Celantano is available to perform the audit. Paul Zellman recommended Pelling & Pelling. The board instructed staff to engage Randolph Scott Company for the 2012-13 audit, to inquire about Pelling & Pelling and table the decision until there are more quotes to choose from.
 - c. **Update on Willits bypass mitigation** – There is a list of responses that the state agencies compiled to address deficiencies in the mitigation plan. The agencies, Caltrans, Jan and Sherry Teresa are meeting to review the responses one by one. The Army Corps has not worked with the state to combine the two MMPs and the two MMP's conflict with regards to performance standards.
 - d. **Update and progress on GP property clean-up funding possibilities** – Craig reports that the biomass committee feels that they will need to have a sawmill anchor the biomass facility to make it financially feasible. The committee is focusing on bringing in a saw mill. RBEG has an economic development grant opportunity that will come out in June or July.
 - e. **Discussion and possible action with regards to outreach for Marijuana BMP guide** – The guide will be fully funded. A decision regarding staff doing site visits needs to be made and that determination needs to be reported to the Regional Board. The project involves developing the guide, 10 workshops and public meetings. The proposal included site visits to make BMP recommendations. Jan recommended that the site visits be removed from the project because we are a public agency and would be unable to keep the privacy of the growers. Jan would like to have the support of the County and the Farm Bureau on this project which advocated best management practice, and does not promote growing marijuana. Larry motions to move forward on BMP guide for

rural gardening without site visits, Craig seconded the motion. Craig Blencowe and Larry Desmond voted aye, Jerome Dix voted nay. The motion carried.

- f. **Discussion and possible action with regards to assisting County of Mendocino in water conservation activities relating to the drought** – The County BOS would like the RCD to hold 3-4 public meetings regarding drought issues to allow the public to attend and feel heard. The county would like the RCD to insure that the water districts and purveyors have backup plans in case they run out of water. The county proposes that the RCD facilitates meetings to allow the water districts and purveyors to publicly converse with each other about solutions. Jan stated that the Redwood Valley Water District Manager informed her that the districts are currently working together and have emergency action plans. Jan doesn't feel that the RCD is in a position to do what the County is asking and Craig stated that the RCD is not equipped. Deborah is submitting a proposal to work with the water districts and tribes on water conservation education. The board feels that doing workshops to inform the public of conservation practices would be the role that the RCD would be interested in doing.
- g. **Rare Plant Guide update** – All of the changes were incorporated into the MS Word version of the guide. 20% of the guide has been converted to MS Publisher for ease of updating in the future.
- h. **Request from RVOEP to sponsor film festival** – Last year the RCD sponsored the festival in the amount of \$500.00. Deborah presented other funding levels. Deborah stated that this is most of the science education in the school district for K – 5th grades. Linda suggested that the RCD have a tour RVOEP. Jerome motioned that the RCD sponsor the RVOEP film festival in the amount of \$500.00, Larry seconded the motion. 3 ayes, 0 nays.
- i. **Form 700s** - Jan asked the board to complete the forms and submit to her. She will submit all of the forms together.
- j. **Potter Valley Education Project** – An addition to the meeting. Park Steiner from the County DOT has mitigation funds to establish an education project. The RCD was requested to manage the funds and project. Craig asked staff to let Park Steiner know that the RCD is interested and to provide more information.

4. **Partner Reports**

- a. **NRCS** – Carol – EQIP applications need to be ranked by the end of March. There are large wood placement project applications. The state conservationist has been visiting all of the NRCS offices. Carol requested to have a permanent Range Specialist added to her staff. Ukiah NRCS office stands out in the state for the partnership with the RCD. Jan requested that the NRCS training continue to be available to RCD staff. Carol heard that there may be a drought initiative and is unsure if there will be another salmon initiative.

5. **Public Comment** – None

6. **Long-Range Planning**

- a. **Discussion of long range goals/goals setting** – Tabled until next meeting
- b. **Continued discussion of Executive Director position requirements** – Larry feels that the job description needs to be refined and needs to be presented at the next meeting. Craig would like to have an open discussion. Dave suggested that a timeline be established. Craig asked the sub-committee to develop the timeline. Craig would like to establish some protocols for the selection process. Jan requested that staff have some input into the decision.

7. **Director Reports – tabled.**
8. **Adjourn – 12:15 pm.**

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
February 18, 2014

Directors Present: Craig Blencowe; Jerome Dix; Peter Braudrick

Directors Absent: Tyler Nelson; Larry Desmond

Associate Directors Present: None

Associate Directors Absent: Geri Hulse-Stephens

Staff Present: Jan Olave; Ursula Butler; Joseph Scriven, Patricia Madigan; Linda MacElwee; Deborah Stanger Edelman

NRCS Staff Present: Carol Mandel

Other: Tom Jacobson, Rosamund Crowder, Paul Zellman

1. **Call to Order** – 9:04 am.
2. **Calendar** – Jerome motioned to approve the consent calendar with the addition of a bill to the list, Peter seconded. Craig Blencowe, Jerome Dix voted in favor. Peter Braudrick abstained.
3. **Administration**
 - a. **Approve agreement between City of Willits and MCRCD** - The agreement has not been approved by the City of Willits at this time. The agreement states that the RCD can work within the city limits with no funds being exchanged. Tabled until the next RCD board meeting.
 - b. **Monthly update on Willits bypass mitigation** - RCD is meeting weekly with Caltrans and two state agencies to review the agency comments to the MMP & GMP. ACOE has not responded to RCD request for a meeting. The mitigation endowment date is 6/30/16. The RCD has been advised to consider a single lease for the mitigation property and to create a business plan for a successful grass ranch.
 - c. **Update on Potter Valley mitigation project** – the RCD involvement in the outdoor education project has ended. The county DOT requested our involvement in a valley oak restoration workshop, NRCS is also involved. The county DOT also asked the RCD to develop a roadmap for the school district to assist them in developing the outdoor education program.
 - d. **Update on county drought committee progress and CASGEM** – many organizations are working together. Mendocino County was the first to declare a state of emergency. CASGEM program in Mendocino County would involve monitoring private wells.
 - e. **Form 700** – reminder to board that forms are due 4/1/14.
4. **Public Comment** – requested an overview of the Willits bypass mitigation discussion.
5. **Partner Reports**
 - a. **NRCS** – Drought initiative has been announced in the amount of \$20 million for the state and the deadline is March 3rd. Ponds & liners are on the approved practice list. Wind machines are not on the approved practice list. There will be a salmon initiative in the amount of \$500,000.00. The new Farm Bill is more streamlined with less or consolidated programs.

6. **On-going Projects**
 - a. **Rare Plants Manual** – reviewed manual, scheduled a working meeting.
 - b. **GP Bark Dump site** – clarified that the RBEG grant opportunity will open around June.

7. **Long Range Planning**
 - a. **Discussion** – the staff will create a plan for review at a special meeting. The date of the meeting will be determined later. The item was tabled.
 1. **“What does the RCD do?”** -
 2. **Long range goals/goal setting**
 - b. **Continued discussion of Executive Director position requirements**

8. **Directors Reports** - None

9. **Adjourn – 10:22 pm.**

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
March 18, 2014

Directors Present: Craig Blencowe; Peter Braudrick; Larry Desmond

Directors Absent: Jerome Dix

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Jan Olave; Joseph Scriven, Patricia Madigan; Linda MacElwee;
Deborah Stanger Edelman

NRCS Staff Present: None

Other: Dave Koball

1. **Call to Order** – 9:10 am.
2. **Calendar** – Jan added for approval a North Coast Resource Partnership contract to the agenda. Peter motioned to approve the concent calendar with the addition to the agenda, Larry seconded. Craig Blencowe and Peter Braudrick voted in favor. Larry Desmond abstained.
3. **Administration**
 - a. **Monthly update on Willits bypass mitigation** - RCD is meeting twice weekly with Caltrans and two state agencies to review and update the MMP with more specific and clarifying language. The GMP is undergoing review with Larry Ford, a certified range manager that specializes in grazing for conservation. A list of recommendations for changes is being developed. The funding for the agreement with Caltrans that the RCD has now will be depleted in the next few months. Grazing, oak woodlands preservation and management plus other tasks that Caltrans would like the RCD to do will be in the new agreement. This agreement is currently being worked out and is projected to be executed in mid-April.
 - b. **Update on county drought committee progress and CASGEM** – The ground water elevation monitoring is a volunteer program. The RCD has a grant to review the county's plans and prioritize projects. DWR stated that if Mendocino County is not CASGEM compliant than the county will not be eligible for any state funding through DWR. DWR will inform other state agencies of Mendocino County's non-compliance status. DFW put out a statement that if you are a small domestic user, a \$250.00 fee will legally allow diversion of approx. 60,000 gallons from the stream for storage and then not divert for 60 days. Russian River Flood Control is protesting Redwood Valley taking water from Lake Mendocino stating that they do not have legal rights.
 - c. **Bill pay – request to close bill pay service and approve single signer on existing account** – Larry Desmond motioned to close the bill pay account. Peter Braudrick seconded. Larry Desmond, Peter Braudrick and Craig Blencowe voted aye, 0 nays. The board decided to revisit the single signer issue when the new executive director is installed.
 - d. **Final call: Form 700** – Reminder that the forms are due.
 - e. **Letter of Support for BoS appointment of Dave Koball to MCRCD Board** – Larry Desmond motioned to approve the letter, Peter Braudrick seconded. Larry Desmond, Peter Braudrick and Craig Blencowe voted aye, 0 nays.
 - f. **Pro-rated benefits for part-time employees** – providing part-time employees with prorated insurances premiums and half time holiday and vacation time. Peter Braudrick motioned to offer prorated insurance, holiday and pto time to part-time

employees, Larry Desmond seconded. A discussion regarding cost to the rcd and the amount of time. Larry Desmond, Peter Braudrick and Craig Blencowe voted aye, 0 nays.

4. **Public Comment** – none

5. **Partner Reports**

a. **Staff** –

1. **Joe Scriven** – starting the water conservation workshop series at the college through the Mendocino Jumpstart project grant. Forsythe Rds project has received permission for water use from three landowners and one landowner refused. Four grant applications have been submitted to DFW.
2. **Patty Madigan** – assisted Linda with a DFW grant application and submitted one for a large woody debris project. A landowner approached the RCD. Larry Desmond suggested putting signage up when we do a project visible to the public. If CALFire funding allows, an e-booklet is to be updated.

6. **On-going Projects**

- a. **Rare Plants Manual** – UC Cooperative Extension is interested in publishing and providing some professional layout guidance. Patty doesn't want the RCD to relinquish control of the manual.
- b. **GP Bark Dump site** – Craig asked that the staff discuss the project with Rural Development about funding options.

7. **Transition Planning**

- a. **Continued discussion of Executive Director Position requirements** – Craig Blencowe asked the personnel committee to review the handout and suggest changes. Larry Desmond suggested adding public speaking and outreach. Dave Koball suggested including our project budget. The board agreed on posting the position during the first week of April. Some employee input is desired. The personnel committee will make a recommendation on how that will be conducted.

8. **Directors Reports** –

- a. Larry Desmond reported that he needs to leave the board as soon as possible but will stay for up to two additional months. Craig Blencowe asked that he stay until after the Executive Director is in place.
- b. Peter Braudrick – NCRC&DC is conducting a pollinator workshop. The group has six grant applications submitted. Working with the Boy & Girl Scouts.

9. **Adjourn – 11:40 am.**

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING

April 15, 2014

Directors Present: Craig Blencowe; Peter Braudrick; Larry Desmond; Jerome Dix

Directors Absent: None

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Jan Olave; Joseph Scriven, Patricia Madigan; Deborah Stanger Edelman; Ursula Butler

NRCS Staff Present: Carol Mandel; Jim Spears

Other: Dave Koball; Devon Jones

1. **Call to Order** – 9:08 am.

2. **Calendar** – Peter Braudrick motioned to approved the consent calendar with additional bills, Larry seconded. Craig Blencowe, Peter Braudrick, Larry Desmond and Jerome Dix voted in favor. No nays.

3. **Administration**

- a. **BOS to consider Dave Koball's application on 4/22** – The item is scheduled to be on the BOS agenda on 4/22/14 and after being sworn in will be a member of the MCRCD board.
- b. **Request for approval for MCRCD to be CEQA lead for Categorical Exemption LWD projects** - LWD project subcontractor requested the RCD be CEQA lead on the project. The subcontractor is the Conservation Fund through the Gualala River Watershed Council. Peter Braudrick motioned to approve MCRCD to be CEQA lead for the Categorical Exemption, Larry seconded. Craig Blencowe, Peter Braudrick, Larry Desmond and Jerome Dix voted in favor. No nays.
- c. **Caltrans update on MMP and GMP** – certified range managers presented the GMP which is very flexible. The plan allows for a collaborative effort between the parties. The plan balances economic, social and environmental factors. The grazing manager will be hired after the plans are approved and the MCRCD has a new contract with Caltrans in place.
- d. **Request for approval of updated Personnel Policies** – Peter Braudrick motioned to approve the revised personnel policies, Jerome Dix seconded. Craig Blencowe, Peter Braudrick, Larry Desmond and Jerome Dix voted in favor. No nays.
- e. **Request for approval for \$100 sponsorship to Eel River Recovery Project for the Water Conservation Day** – this event was sponsored by MCRCD last year. The event has already been held and the donation will be in arrears. Larry Desmond motioned to approve the \$100 donation, Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Larry Desmond and Jerome Dix voted in favor. No nays.

4. **Public Comment** – none

5. **Partner Reports**

- a. **Staff** – The staff went through each project and gave a short overview and current status.
- b. **NRCS** – The Farm Bill is in the process of developing the operational details and rules. Conservation programs have been reduced from 23 to 13 due to consolidation efforts.

\$100 million has been committed to California and the drought initiative is a part of that funding. There are four areas in the state. Mendocino is a part of area 1. The new Agricultural Conservation Easement program is a consolidation of previous reserve programs and has moved from an acreage level base to a funding level base. Crop subsidies have been replaced by crop insurance. A conservation plan must be developed for those seeking crop insurance. RCCP consolidates 4 programs into 1. These are partnership programs that area 1 has been successful with in the previous Farm Bill. There will be three ways to access the RCCP funds: 25% of the funding will be managed at the state level, 40% will be managed nationally, and 35% will be in 8 critical conservation areas and those areas will be a secretarial decision.

6. On-going Projects

- a. **Rare Plants Manual** – no update on the manual.
- b. **GP Bark Dump site** – the Fort Bragg Coastal Biomass Committee is now working with MCRCD Conservation Project Manager Patty Madigan on developing a plan to move forward with finding appropriate funding to develop a business plan and to clean up the site.

7. Long Range Planning – a plan was distributed and reviewed. Larry Desmond motioned to adopt the long range plan as presented, Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Larry Desmond and Jerome Dix voted in favor. No nays.

8. Directors Reports –

- a. **Personnel Committee** – ads have been placed into the area papers, list serves, and online resources. Larry suggested making some modifications to the job posting including a salary range. Schedule is to interview in May with a selection in June. A request was made for interview questions. Devon Jones suggested a ranking system to keep consistency between reviewers.
- b. **Larry Desmond** – participated in the Eel River Recovery Project Water Day event. Recommended that everyone should attend in the future. There was discussion on marijuana grows – cleanup of illegal sites and BMP's.
- c. **Peter Braudrick** – the NCRC&DC is financially sound. Participating in the Noyo Food Forest Earth Day events.

9. Adjourn – 11:50 am.

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
May 20, 2014

Directors Present: Craig Blencowe; Peter Braudrick; Larry Desmond; Jerome Dix; Dave Koball

Directors Absent: None

Associate Directors Present: None

Associate Directors Absent: Geri Hulse-Stephens

Staff Present: Jan Olave; Joseph Scriven, Deborah Stanger Edelman; Ursula Butler; Linda MacElwee

NRCS Staff Present: Carol Mandel

Other:

1. **Call to Order** – 9:17 am.
2. **Calendar** – Larry Desmond motioned to approved the consent, Dave Koball seconded. Additional bills and an agenda item were added . Craig Blencowe, Peter Braudrick, Larry Desmond, Dave Koball and Jerome Dix voted in favor. No nays.
3. **Administration**
 - i. **Requesting Board approval of Willits bypass mitigation MMP, GMP and PAR** – The GMP was completed at 7pm on 5/19/14. The PAR is complete. GMP has one minor item to be revised pending Regional Board approval. The GMP will allow for a flexible annual plan based on current conditions. Jan requested that the board approve the GMP. Caltrans would like the RCD to have a 10 year cooperative agreement to manage the properties. The MMP is not complete. Jerome Dix motioned to accept the GMP pending approval of performance standards on minimization of livestock loitering in or along drainages, Dave Koball seconded. Craig Blencowe, Peter Braudrick, Larry Desmond, Jerome Dix and Dave Koball voted in favor. No nays.

The PAR – The endowment is a total of \$16,018,368.00. Of that \$894,000.00 are initial and capital costs. The agencies are requiring that the endowment be funded by the end of the year. The expected return is 4 - 4.5% over the next ten years. Jan is expecting that most of the properties will be conveyed at one time after the performance criteria have been met. The RCD can only manage to the funds available. Peter Braudrick motions to accept the PAR as developed by the RCD and consultants contingent on no major changes to the MMP, Larry Desmond seconded. Craig Blencowe, Peter Braudrick, Larry Desmond, Jerome Dix and Dave Koball voted in favor. No nays.

MMP still has 5 chapters pending minor changes. Craig requested to have the MMP sent to the board members as soon as possible.
 - ii. **Discussion and possible MCRCD approval of recommended updates to CSDA Bylaws** - Peter Braudrick motions that the RCD accept the bylaw updates, Larry Desmond seconded. Craig Blencowe, Peter Braudrick, Larry Desmond, Jerome Dix and Dave Koball voted in favor. No nays.
 - iii. **Update on ED recruitment** - Craig moved this item into a closed session.
 - iv. **Request from DFW and State Parks to hold funds** - The RCD would be a depository for funds until a mitigation project is developed. The RCD should receive ten percent for administrative costs. Dave Koball motioned to hold the \$75,000.00 mitigation funds for DFW and State Parks for coastal development,

Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Larry Desmond, Jerome Dix and Dave Koball voted in favor. No nays.

4. **Public Comment** – Cathy Monroe requested the RCD take an official role in assisting the Russian River Cleanup annual event. The board requested that the item be agendaized with more specifics on proposed RCD involvement.
5. **Partner Reports**
 - a. **NRCS** – Carol has been working with the RCD Watershed Coordinators and Project Managers to strategize for next year to work together. Drought related workshops are being developed to be presented in the Russian and Navarro watersheds. The topics will cover weather stations and micro sprayers. Micro sprayers need to be turned on at 37 degrees instead of 32 degrees to prevent the tubing from freezing. The NRCS State Conservationist wants to return to conservation planning.
 - b. **Staff** –
 - i. **Linda** – An area of the Robinson Creek project was inundated with vinca and when that was cleared, thistle came in. Now the area looks like a carpet of Minors Lettuce in the winter with native grasses. The area was not seeded. The plants came from the seed bank in the soil. The TNC data is being well received by the area ag producers. Attended an Eagle Scout presentation at the Anderson Valley Elementary School Creek Trail. Led a tour at the Galbreath Wildlands Preserve.
 - ii. **Deborah** – working on an irrigation scheduling workshop with NRCS. A crew from Chamberlain Creek was working at the RVOEP site to remove vinca. There were signs of success from the removal done in the previous years. Toured a legal medical marijuana grow operation. The DOC Watershed Coordinator grant was extended for six months with additional funding with the work to be focused on drought issues.
 - iii. **Joe** – Erin O’Farrell has been instructing Linda, Deborah and Joe on mapping with much success. Working with Carol to develop a questionnaire to outreach to the Laytonville community. Suggested that the RCD board and staff send a card to Tyler Nelson to recognize him for his service to the RCD.
 - iv. **Ursula** – Audit has one item remaining to resolve in order to complete the draft audit. It is expected to be complete by the next board meeting.
6. **On-going Projects**
 - a. **Rare Plants Manual** – received a quote for approximately \$1,000.00 to print 50 copies of the full color field guide. The price of the manual will probably cost between \$20 and \$25 per copy to recover costs. Craig is continuing to work on the office manuscript.
 - b. **GP Bark Dump site** – Patty met with the Fort Bragg Biomass group to help them move forward in partnership with the RCD. They plan on meeting again.
7. **LAFCO 2014-15 Budget** – There is going to be no increase in cost to the RCD for the coming fiscal year. The municipal service review has not been done. The sphere of influence changes should wait until the review has been complete.
8. **Directors Reports** -
 - a. **Peter Braudrick** – Approximately \$4,000.00 was raised through the Human Race for the NCRCD&DC. Partnered with Chipotle restaurant in Rohnert Park, if customers mentioned the organization name then the organization received 50% of the proceeds.

9. **Regular Meeting Adjourned – 12:00 pm.**
10. **Entered into a closed session to discuss the ED recruitment - Applicants' qualifications for the ED position were discussed with regards to candidates invited to interview, as well as selection process and hiring.**

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING

June 17, 2014

Directors Present: Craig Blencowe; Peter Braudrick; Jerome Dix; Dave Koball

Directors Absent: None

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Jan Olave; Joseph Scriven, Deborah Stanger Edelman; Ursula Butler

NRCS Staff Present: Allison Rolfe

Other: Devon Jones

1. **Call to Order** – 9:16 am.

2. **Calendar** – Peter Braudrick motioned to approved the consent calendar, Jerome Dix seconded. Two additional bills and a bill amount adjustment were added to the district bills list. Two agenda items regarding the N. Coast Resource Partnership funding were added. Craig Blencowe, Peter Braudrick, Dave Koball and Jerome Dix voted in favor. No nays.

3. **Administration**

- i. **Update on new ED** – Both candidates were very qualified. They both had different skill sets and both were extremely gracious towards each other. The board chose Patricia Hickey as the next ED for the RCD.
- ii. **Outstanding items to consider re: ED transition** – The board wants present and future EDs to complete the annual report, annual plan and annual budget together. The upcoming contract with Caltrans will also need to addressed.
- iii. **Budget Discussion** – Peter requested an explanation of and adjustment to the financial statements.
- iv. **Update on MMP, PAR progress** – the Regional Board and Dept of Fish & Wildlife both approved the MMP, grazing plan and the PAR. The endowment will be invested this year. Geri suggested that Jan hold an orientation with the board on the PAR.
- v. **Resolutions to enter into contracts with CDFW for P1330413 and P1330414** – Joe gave a brief description of each project. Jerome Dix motions to approve both resolutions, Dave Koball seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays.
- vi. **Nominations/elections for 2014-15 Board Chair & Vice Chair** – Peter Braudrick nominated Jerome Dix for Board Chair and himself as Vice Chair. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted to elect the nominees. No nays.
- vii. **North Coast Resource Partnership** – the RCD application was ranked and approved for funding. Mendocino County received \$3.5 million. Dan Jurty sent an email detailing the redistribution of the funding. Projects that were not recommended for funding received funding and the RCD which was recommended was removed from funding. Jan asked the board to support a letter dealing with the process that eliminated the RCD from the funding list and asking that we be put on a contingency funding list. Peter Braudrick motioned to approve the letter, Jerome Dix seconded. Peter Braudrick, Jerome Dix and Craig Blencowe voted in favor. No nays.

4. **Public Comment** – None.

5. **Partner Reports**
 - a. **NRCS** – The decisions regarding the Drought Initiative funding is expected the first week of July. EQIP decisions are expected in August. There will be a Salmon Initiative coming in July and \$500,000.00 funding will be between Mendocino and Humboldt counties. There are five landowners applying for that funding.
 - b. **Staff** –
 - i. **Deborah** – worked with NRCS on two irrigation workshops based on surveys done in February. Developing outreach materials for the water emergency preparation project.
 - ii. **Joe** – Bidding tour for the Forsythe Roads project will be taking place this week. This work is on the same road that the bridge was installed. The Mendocino Jumpstart project workshops have been ongoing. The workshops have been well attended. The outreach with the DFW Outlet & Tenmile creeks has not produced as many contacts as had hoped. Working with the Cahto tribal EPA director to improve Cahto Creek.
 - iii. **Ursula** – reporting on Peter’s question during the Budget discussion. The financial statement difference was an update to an invoice amount from \$25,000 to \$56,000.
6. **On-going Projects**
 - a. **Rare Plants Manual** – in limbo
 - b. **GP Bark Dump site** – meetings are ongoing and pursuing a green industrial park.
7. **Directors Reports** - None
8. **Regular Meeting Adjourned – 11:50 pm.**

Jerome Dix
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
July 15, 2014

Directors Present: Craig Blencowe; Peter Braudrick; Jerome Dix; Dave Koball

Directors Absent: None

Associate Directors Present: None

Associate Directors Absent: Geri Hulse-Stephens

Staff Present: Patricia Hickey, Jan Olave; Joseph Scriven, Deborah Stanger
Edelman; Ursula Butler, Patty Madigan

NRCS Staff Present: Carol Mandel

Other: None

1. **Call to Order** – 9:11 am.
2. **Calendar** – Craig Blencowe motioned to approved the consent calendar, Peter Braudrick seconded. Add credit card application to the agenda. Craig Blencowe, Peter Braudrick, Dave Koball and Jerome Dix voted in favor. No nays.
3. **Administration**
 - i. **Review and potential approval of MOU between RCDs for Landsmart** – Napa, Sonoma, Goldridge & Mendocino RCD's brand of conservation planning. Craig Blencowe motioned to approve the MOU, Dave Koball seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - ii. **Resolution to enter into agreement with SWRCB for Collaborative Planning grant** – standard resolution that allows Executive Director to negotiate and sign the contract. Peter Braudrick motioned to approve resolution 192-2014 for collaborative planning grant, Dave Koball seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - iii. **Motion to approve health benefits to new ED effective 8/1/14 - SDRMA** cannot extend benefits until 9/1/14. Jan requested that the board cover the cost of her COBRA payment. Dave Koball motioned to approve the August COBRA payment, Craig seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - iv. **Approval to change signers on bank accounts** – closing online banking account and changing signers on the remainder of the bank accounts. Peter Braudrick motioned to approve changes to the checking account to remove Janet Olave, Larry Desmond and to add Patricia Hickey, Dave Koball, Craig Blencowe seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - v. **Review Conflict of Interest Statement for updating** – Discussion set for the next board meeting.
 - vi. **Discussion and potential approval to hire interim grazing manager** – The interim grazing manager wants to work as an employee of the RCD and not as an independent contractor for the Willits Bypass construction contractor. Caltrans will amend the RCD contract to allow the hiring of the interim grazing manager. Peter Braudrick motioned to hire an interim grazing manager for the mitigation properties pending approval of the coop agreement, job description and salary, Craig Blencowe seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.

- vii. **Updated Biographies** – board to review their biographies for needed updates. A biography is needed from Dave Koball.
 - viii. **Motion to approve new ED as signing authority for DOC grant** – Dave Koball motioned to approve the new ED as signing authority for the DOC grant, Peter Braudrick seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - ix. **Approval to enter into Agreement# E03119-0 with CA Natural Resources Agency which requires contractors to be paid prior to reimbursement** – Craig Blencowe motioned to approve entering into agreement# E03119-0, Dave Koball seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - x. **PAR Review** – an overview of the PAR spreadsheet was given. The endowment will be funded by the end of this year. NFWF will hold the endowment.
 - xi. **CSDA Purchasing Card Program** – Dave Koball motioned to approve resolution# 193-2014, Peter Braudrick seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
4. **Public Comment** – None.
5. **Partner Reports**
- a. **NRCS** – Regional Conservation Partnership Program pre-proposal was submitted. The proposal is for the Upper Russian, Garcia, Navarro and Big Rivers. The full proposal will be due in September. The Drought Initiative is looking as though Mendocino County crop land applications will not be funded. EQIP funding is very small this year.
 - b. **Staff** –
 - i. **Deborah** – An amendment to the Water Emergency Prep project scope of work has been approved that changes the location of one of the workshops and changes some workshops to events. The Regional Board is developing a TMDL for the entire Russian River for bacteria.
 - ii. **Jan** – LAFCO is making corrections to the MSR. The coastal property mitigation funds received a favorable review from ACOE. The fund is an opportunity for people to meet their mitigation obligations and a possible funding stream for the RCD.
6. **On-going Projects**
- a. **GP Bark Dump site** – Craig gave a brief description of the project. The RWQB and GP want a site plan that will contain a monitoring strategy, market viability for the bark and a statement of the solvency of the RCD.
7. **Directors Reports** - None
8. **Adjourn** – Dave Koball motioned to adjourn the meeting at 12:06 pm. Peter Braudrick seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.

Jerome Dix
Board Chair



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www.mcrcd.org

MINUTES OF BOARD OF DIRECTORS MEETING
August 19, 2014

Directors Present: Craig Blencowe, Peter Braudrick, Jerome Dix, Dave Koball

Directors Absent: None

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Patricia Hickey, Joseph Scriven, Deborah Stanger Edelman, Ursula Butler, Patty Madigan

NRCS Staff Present: Carol Mandel

Other: Loren Rex, Lindsay Dailey

1. **Call to Order** – 9:12 am.
2. **Calendar** – Craig Blencowe motioned to approved the consent calendar, Dave Koball seconded. Add credit card application to the agenda. Craig Blencowe, Peter Braudrick, and Dave Koball voted in favor. Jerome Dix absent for start of meeting. No nays.
3. **Administration**
 - i. **Review Conflict of Interest Policy for potential update** –
We currently adhere to a Conflict of Interest Code and California Form 700 Fair Political Practices Commission standards. The RCD should adopt its own policy. Patricia will explore what other RCDs have adopted. Geri feels that we should hold a Board/Staff retreat to clarify leadership roles and responsibilities on the board, including an update of organizational and board policies and procedures. She feels this should be a facilitated process. Steven Zuieback was mentioned as a potential facilitator. We will find a time in January for the retreat. Paul Zellman mentioned that SDRMA has a six hour board training program that we could participate in with other Special Districts in Mendocino County to share the cost.
 - ii. **Review and approve Annual Report** –
Peter Braudrick motioned to approve the 2013/2014 Annual Report, Craig Blencowe seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.
 - iii. **Update on status of budget** – Patricia explained that the annual budget was still in development due to delays in getting the new Caltrans Interim Coop Agreement negotiated and finalized. Jan and Patricia worked on a budget projection incorporating the new Caltrans contract. A few important assumptions were built into that projection: 1) funding to hire a part-time financial advisor and funding to pay Jan an hourly, on-call rate to answer questions and share critical institutional knowledge, if needed. She will report back to the board on her progress. Peter noted that we need to have a Board Finance Committee to oversee and approve the new budget.
 - iv. **Brown Act** – Jerome would like a formal process for notifying board members on updates to the Brown Act. He identified two issues of concern: 1) that agendas need to be posted to the RCD's website 72 hours prior to a board meeting, and 2) that Action Items on the agenda include a short description. The RCD posts its

agenda within 72 hours as a matter of course. We will start including descriptions of Action Items on the agenda starting in September. In addition, if a board member would like to share information with other board members via email, they must send it to Ursula or Patricia to distribute.

- v. **Caltrans Update** – Patricia gave an update on where we are in hiring a grazing manager and the immediate need for one to assist with development of new grazing leases. We anticipate having Chris Bartow under contract in the next two weeks.
4. **Public Comment** – None.
5. **Partner Reports**
- a. **NRCS** – Regional Conservation Partnership Program pre-proposal was not selected. Only two proposals were asked back in the state. We will have an opportunity to submit again next year. We will need to think about taking advantage of these special initiatives. EQIP funding has been significantly reduced. Only 16 applications were approved this year compared to 36 last year. There is also growing demand. This affects local programs. The RCD looks to NRCS to provide match funds for projects. There is a State Technical Committee meeting in October. Carol encourages us to write a letter about our concern for how funds are allocated and how it will affect our programs. She also discussed holding the Local Area Work Group meeting in September.
 - b. **Staff updates- Each staff member gave an overview of their board reports.** Refer to board packet.
6. **On-going Projects**
- a. **GP Bark Dump site – Presentation by Loren Rex, State Parks.** Craig invited Loren to the meeting to present one partnership idea for furthering the RCD’s interest in developing the bark dump site with the creation of a biomass facility and green business park. Loren is exploring the idea with other partners, including the Biomass Group, of purchasing parcels around the GP parcel to create an OHV park. Loren and his partners are interested in exploring whether or not an OHV course is compatible with forestry operations along the cost. There is growing concern around illegal OHV use impacts to public and private lands. A sanctioned OHV course could reduce illegal access at other locations and increase economic opportunities or tourism in the area. Loren believes there are OHV grant funding opportunities that could support the new park and purchase of surrounding parcels. He is looking for an organization qualified to receive State grant funds for the idea. There are multiple avenues for RCD participation in the project from taking a lead role to providing guidance on environmental stewardship and permitting compliance.
7. **Directors Reports** - None
8. **Adjourn** – Craig Blencowe motioned to adjourn the meeting at 12:00 pm. Dave Koball seconded. Craig Blencowe, Dave Koball, Peter Braudrick and Jerome Dix voted in favor. No nays.

Jerome Dix
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING

Tuesday, September 16, 2014

Directors Present: Craig Blencowe, Peter Braudrick, Jerome Dix

Directors Absent: Dave Koball

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Patricia Hickey, Joseph Scriven, Deborah Stanger Edelman, Ursula Butler, Patty Madigan, Linda MacElwee

NRCS Staff Present: Carol Mandel

Other: None

I.	<p>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS CALL TO ORDER: 9:10am</p>
II.	<p>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) 1) Add additional bills to be paid under 5-2 Board approval of Financial Report/Warrant Request 2) Add CASGEM contract with County to the agenda 3) Remove 5-1 Approval of Minutes from Action Item. Keep in Consent Calendar.</p>
III.	<p>PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).None.</p>
IV.	<p>CONSENT CALENDAR Craig Blencowe motioned to approved the August 19, 2014 Meeting Minutes, Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays.</p>
V.	<p>ACTION ITEMS 5-2 Board approval of Financial Report/Warrant Request. Craig Blencowe motioned to approved the Final Report/Warrant Request. Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays. Discussion: Patricia Hickey informed the board that we have \$61,251 in un-invoiced expenses on the Income Statement this month.</p> <p>5-3 Board approval to nominate Paul Zellman as a MCRCDD Associate Director. Craig Blencowe motioned to approve the nomination of Paul Zellman as a MCRCDD Associate Director. Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays. Discussion: [Peter Braudrick] I approached Paul about becoming a Board Member. He is interested in being an Associate Board Member and possibly a full board member at a later date. Paul comes to our board meetings regularly and he knows a lot about water issues, and has experience serving on a RCD board. He is currently the President of the Board of the Russian River Flood Control District. [Jerome Dix] We need a Resolution for this. [Craig Blencowe] We need to send him a formal letter.</p>

	<p>5-4 Board selection of Governance Committee members and discussion of roles and responsibilities. Craig Blencowe motioned to appoint Peter Braudrick and Dave Koball to the Governance Committee. Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays. Discussion: [Peter Braudrick] I nominate myself and Dave to serve on the Governance Committee. We were selected to act as Governance Committee members to oversee and work with the new executive director during her probation period. We have more staff now, we have just hired two new people, Colleen McNutt and Chris Bartow, and we also have more money coming into the RCD. We really need to formalize board roles and responsibilities. [Craig] What would be the term of subcommittee members? [Jerome] We are looking at a six month process. [Peter] In terms of board training, I have learned a lot networking with board members at other RCDs. [Craig] The RCD is really becoming a business. [Peter] We need a board member from Andersen Valley. [Jerome] We need board representation from other districts in the county. [Patty Madigan] We have to keep in mind it's a long drive from places like Laytonville to come for a morning board meeting.</p> <p>5-5 Board approval of Resolution #194-2014 to adopt the revised North Coast Integrated Watershed Management Plan. Peter Braudrick motions to approve Resolution #194-2014 to adopt the revised plan. Craig seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays.</p> <p>5-6 Board approval of contractor and amount for Financial Advisory Services and Authorization for Executive Director to enter into an Agreement with selected contractor for approved amount. Peter Braudrick motions to approve the contract and amount for Financial Advisory Services and authorization for Executive Director to enter into an agreement with Colleen McNutt. Craig seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays.</p> <p>5-7 Board approval of a Memorandum of Understanding (MOU) between MCRCD and the County of Mendocino (MCDOT) for implementation of the Forsythe Creek Sediment Reduction Project on Reeves Canyon Road at Site #12. Craig motions to approve the MOU between MCRCD and MCDot for the Sediment Reduction Project on Reeves Canyon Road, Site #12. Peter seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays</p> <p>5-8 [Added Action Item] Board approval to enter into contract with the County of Mendocino to provide CASGEM outreach and monitoring services. Craig motions to approve the CASGEM contract. Peter seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays</p>
VII	<p>ADJOURNMENT AND AGENDA SETTING Craig motions to adjourn the meeting. Peter seconded. Craig Blencowe, Peter Braudrick, Jerome Dix voted in favor. No nays. Meeting adjourned at 12:34pm</p>



MINUTES OF BOARD OF DIRECTORS MEETING

Tuesday, October 14, 2014

Directors Present: Craig Blencowe, Peter Braudrick, Jerome Dix, Dave Koball

Directors Absent: None

Associate Directors Present: Geri Hulse-Stephens

Associate Directors Absent: None

Staff Present: Patricia Hickey, Joseph Scriven, Deborah Stanger Edelman, Ursula Butler, Linda MacElwee

NRCS Staff Present: Allison Rofe

Other: Colleen McNutt

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS CALL TO ORDER: 9am
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).
IV.	CONSENT CALENDAR Craig Blencowe motioned to approve the October 14, 2014 Meeting Minutes, Dave Koball seconded. Peter Braudrick and Jerome Dix voted in favor. No nays.
V.	ACTION ITEMS
	5-1 Board approval of Financial Report/Warrant Request Craig Blencowe motioned to approve the Financial Report/Warrant Request, Peter Braudrick seconded. Jerome Dix and Dave Koball voted in favor. No nays. Colleen McNutt presented the monthly financial statements. During the meeting, she presented a number of new financial documents, including an A/R Aging Summary and a Financial Narrative. Board members found the new information helpful. Staff will continue to refine how we present financial information to the board.

5-2 Board nomination of Board Treasurer.

Craig Blencowe nominated Dave Koball to be the Board Treasurer, Peter Braudrick seconded. Jerome Dix and Dave Koball voted in favor. No nays.

Discussion: Patricia advocated for having a dedicated Board Treasurer to meet with her, Colleen, Ursula on a monthly basis to help monitor the annual budget and to develop a more in depth understanding of our financial condition and monthly financial statement. Peter discussed our efforts through the Building Better Boards program offer by the Mendocino Community Foundation to formalize board roles and responsibilities. Dave is happy to take on the role, but wanted to have a better idea of what his time commitment would need to be. Patricia and Colleen assured him it would be only a couple hours a month. He was fine with that.

5-3 Board approval of Goranson & Associates’ proposal to prepare MCRCD’s Annual Audit and a Single OMBA133 Audit.

Dave Koball motioned to approve Goranson & Associates’ audit proposal, Peter Braudrick seconded. Jerome Dix and Craig Blencowe voted in favor. No nays.

Discussion: Staff explained that our previous auditor had not been response over the last few months and that we felt it was time to hire a new auditor, particularly heading into our first federal audit. Goranson & Associates already prepares audits for our regional RCD partners, which is value-added. Many of the issues we face (e.g., a diverse funding base and reporting requirements) are also encountered by other RCDs. Craig mentioned that we should negotiate within the quoted range of \$10,000 to \$12,000. Colleen noted that this is a good deal given that we are having the additional federal audit done.

5-4 Board approval to extend Colleen McNutt’s contract for Financial Advisory Services and Authorization for Executive Director to enter into an Agreement with selected contractor for approved amount.

Peter Braudrick motioned to approve the extension of Colleen McNutt’s contract for financial advisory services through the remainder of the calendar year, Dave Koball seconded. Jerome Dix and Craig Blencowe voted in favor. No nays.

Discussion: Patricia advocated for extending Colleen’s contract until the end of the calendar year. We are hoping to hire Colleen on a more permanent basis once the Interim Coop Agreement with Caltrans is finalized. Colleen’s services are critical at this time in helping us prepare the Caltrans contract budget and arranging the new audit. The board fully supported extending the contract.

5-5 Discussion and possible approval of NACD contribution. In recent years MCRCD has contributed \$100.00.

Craig Blencowe motioned to approve a \$100.00 contribution to NACD, Peter Braudrick seconded. Jerome Dix and Dave Koball voted in favor. No nays.

VII ADJOURNMENT AND AGENDA SETTING

Peter motions to adjourn the meeting. Dave seconded. Craig Blencowe, Peter Braudrick, Jerome Dix, Dave Koball voted in favor. No nays. Meeting adjourned at 12:16 pm



MINUTES OF BOARD OF DIRECTORS MEETING

Tuesday, November 18, 2014

Directors Present: Craig Blencowe, Peter Braudrick, Jerome Dix,

Directors Absent: Dave Koball

Associate Directors Present: None

Associate Directors Absent: Geri Hulse-Stephens, Paul Zellman

Staff Present: Patricia Hickey, Joseph Scriven, Deborah Stanger Edelman, Ursula Butler, Linda MacElwee

NRCS Staff Present: Evan Corrales

Other: Colleen McNutt

I.	<p>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS</p> <p>Call to order at 9:15 am.</p>
II.	<p>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</p>
III.	<p>PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).</p>
IV.	<p>CONSENT CALENDAR</p> <p>4-1 October 14, 2014 Minutes</p> <p>Craig moved to approve the October 14th meeting minutes, Peter Braudrick seconded. Jerome Dix voted in favor. No nays.</p>
V.	<p>ACTION ITEMS</p>
	<p>5-1 Board approval of Executive Director's Staff Compensation Recommendations</p> <p>Peter Braudrick motioned to approve the Executive Director's staff compensation recommendations contingent on a signed Interim Coop Agreement with Caltrans. He also motioned to approve staff title changes. Craig Blencowe seconded. Jerome Dix, Peter Braudrick, Craig Blencowe voted in favor. No nays.</p> <p>Colleen McNutt discussed how we arrived at the compensation recommendations. We look at comparables with other RCDs in the area; we also looked at industry standards in California by job title. The board was concerned about whether or not we could afford to increase staff salaries and hourly wages. Colleen referred the board to the operating budget to demonstrate that we could indeed afford these changes.</p> <p>Patricia requested that the board revisit the topic of the Executive Director compensation increase during the next fiscal year once she has proven herself. The board accepted her line of reasoning for the time being.</p>

	<p>5-2 Board approval of FY 2014/2015 Annual Budget. The MCRCD board will discuss and approved the annual budget.</p> <p>The board decided to postpone approval until next month when Dave Koball, Board Treasurer, is present.</p> <p>5-3 Board approval of Financial Statements and Warrant Requests. Craig Blencowe motioned to approve the Financial Statements and Warrant Requests, Peter Braudrick seconded. Jerome Dix, Peter Braudrick, Craig Blencowe voted in favor. No nays.</p> <p>Colleen McNutt provided an overview of financial activities and reporting for the month. The board is highly appreciative of our new financial reporting format, particularly the list of all contracts, funding amounts, and anticipated income by contract for FY: 2014/15.</p> <p>5-4 Board approval of Goranson & Associates’ proposal to prepare MCRCD’s Annual Audit and two Single OMBA133 Audits. Craig Blencowe motioned to approve Goranson & Associates’ proposal to prepare MCRCD’s annual audit and two single OMB A133 audits contingent on a contract clause that allowed us to cancel the contract at our discretion, Peter Braudrick seconded. Jerome Dix Peter Braudrick, Craig Blencowe voted in favor. No nays.</p> <p>5-5 Board approval of MCRCD Financial Policies. The board postponed approval of the financial policies. Jerome Dix requested additional time for review and comment.</p>
VII	<p>CLOSED SESSION The Board will discuss the new Executive Director’s performance appraisal during her 90 day probationary period.</p>
VIII	<p>REPORT ON CLOSED SESSION The report will be presented at the December board meeting.</p>
IV	<p>ADJOURNMENT AND AGENDA SETTING The meeting adjourned at 12:45 pm.</p>



MINUTES OF BOARD OF DIRECTORS MEETING

Tuesday, December 16, 2014

Directors Present: Craig Blencowe, Peter Braudrick, Jerome Dix, Dave Koball

Directors Absent: None

Associate Directors Present: Geri Hulse-Stephens, Paul Zellman

Associate Directors Absent: None

Staff Present: Patricia Hickey, Joseph Scriven, Deborah Stanger Edelman, Ursula Butler,

NRCS Staff Present: Carol Mandel

Other: Colleen McNutt, Mike Webster

I.	<p>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS</p> <p>Call to order at 9:00 am.</p>
II.	<p>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</p>
III.	<p>PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).</p> <p>Paul Zellman – Ground Water Act recently passed should be discussed by the three agencies that have been identified as the possible responsible agency. The RCD, Russian River Flood Control, and the BOS have been identified. The Potter Valley project is in process. The ACOE on 12/18 will be deciding if the elevation of the dam will be increased and the cost benefit analysis does not look positive. A release deviation has been applied for by Sonoma Co. Water Agency.</p>
IV.	<p>CONSENT CALENDAR</p> <p>4-1 November 14, 2014 Minutes Craig moved to approve the November 18th meeting minutes, Peter Braudrick seconded. Jerome Dix, Dave Koball voted in favor. No nays.</p> <p>4-2 Report on Closed Session The board approved to end Patricia’s probationary period. Craig Blencowe, Peter Braudrick and Dave Koball voted to approve. No nays.</p>
V.	<p>ACTION ITEMS</p>
	<p>5-1 Board approval of F/Y 2014-2015 Annual Budget The board treasurer, Dave Koball, reviewed the budget. The nature of the RCD projects varies the budget greatly and pointed out those areas. Patricia stated that the truck is planned to be paid for by charging grants for vehicle usage per day. The increase in the auditing budget is due to having to complete federal audits and the financial contractor fees. The Willits Bypass Agreement has been pushed back and has affected the budget. Dave Koball motions to approve the personnel and operating budget for 14/15, Peter seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays.</p>

5-2 Board approval of Financial Statements and Warrant Requests.

Peter Braudrick motioned to approve the Financial Statements and Warrant Requests, Dave Koball seconded. Jerome Dix, Peter Braudrick, Craig Blencowe , Dave Koball voted in favor. No nays.

Colleen McNutt provided an overview of financial activities and reporting for the month. An amendment to the previous month financial summary was presented.

5-3 Board approval of Goranson & Associates’ Single OMBA133 Audit.

An OMBS 133 audit must be completed if your total federal funds received is \$500,000.00 or over. There was a finding due to late filing. The finding will stay on our audits for two years. Craig Blencowe motioned to approve the audit, Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted to approve. No nays

5-4 Board approval to extend our Interim Coop agreement with Caltrans.

Peter Braudrick motioned to approve the extension of the Interim Coop agreement with Caltrans, Dave Koball seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Kave Koball voted to approve. No nays. Peter Braudrick motioned to approve hiring a law firm to review and provide legal council with

5-5 Board approval to hire a law firm to review and provide legal council with regards to the long term funding agreement.

Peter Braudrick motioned to approve hiring a law firm similar to Best Best & Kreiger . Craig Blencowe seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted to approve. No nays.

5-6 Board approval of MCRCD co-sponsorship of Salmonid Federation Foundation conference.

Joe Scriven requested and recommended a \$1,000.00 sponsorship. The conference will be in mid March. Craig Blencowe motioned to co-sponsor the conference in the amount of \$1,000.00. Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays.

5-7 Board holiday gift to staff.

The upcoming holidays are on Thursdays. Peter recommended giving the Fridays after the holidays as paid holidays as a gift. Dave Koball recommended that the calendar be set at the next board member. Dave Koball motioned to give the staff the Fridays off with pay after the upcoming holidays as a gift. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays.

5-8 Board approval of pay increase for Ursula Butler to reflect promotion to Business Manager.

The raises were contingent on the interm coop agreement. Peter Braudrick motioned to approve Ursula Butlers’ promotion and pay increase effective January 1, 2015. Dave Koball seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays.

VI. INFORMATIONAL ITEMS

6-1 Board member replacement

Jerome stated that the board is responsible for replacing the board member. Patricia stated that Kate Frey is interested in becoming a board member. Dave stated that Kate Frey is very thoughtful about the things that she does and that she would be a good fit. Jerome stated that we should consider geographical location.

	<p>6-2 NRCS Report Implementing 2015 program and staff is working on planning. There will be continues applications and periodic rakings. There is significantly reduced funding this year. Trying to have ponds become a part of the Salmon initiative.</p> <p>6-3 Staff & Board Reports Joe Scriven presented monitoring photos and Reeves Canyon Road project photos of work completed this season. Joe presented the column that he writes for the Willits newspaper. John Pinches is attending his final BOS meeting today and Joe recommended that the RCD recognize his service. Deborah Stanger Edelman discussed training and water audits done on Sherwood Valley Rancheria through the water emergency project funded by Prop 84. She and Joe were invited back. Deborah created a worksheet to assist in water emergency planning. The City of 10,000 Buddahs water savings estimate is now reported at 2,000,000 gallons of water savings. Deborah presented photos from the Soil Workshop. Patty Madigan noted that the minutes did not reflect that she attended the last board meeting. Patty has been invited to present at a holistic management field school in Willits regarding the business end of holistic management. In the process of finalizing a new contract for collaborative TMDL planning. Geri Hulse-Stephens reported that she will be attending the CA Native Plant Society Conference in January.</p>
VII.	<p>ADJOURNMENT AND AGENDA SETTING Craig Blencowe motioned to adjourn the meeting. Peter Braudrick seconded. Craig Blencowe, Peter Braudrick, Jerome Dix and Dave Koball voted in favor. No nays. The meeting adjourned at 11:20 pm.</p>