



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
January 14, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:05 p.m.

Directors Present: Charles Crayne, George Bergner, Tom Piper, Craig Blencowe

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan-Navarro Watershed Coordinator, Tom Schott-NRCS, Bill Randolph, Jerome Dix-Member of Russian River Watershed Council.

CONSENT CALENDAR

The consent calendar was approved upon a motion by Director Bergner, seconded by Director Piper, and passed with 3 ayes.

ADMINISTRATION

Office Report – Janet Olave gave a brief status report on the office activities over the past month.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Tim Walls updated the board on the activities in the Russian River Watershed. He submitted a concept paper to the SCC and will follow up. Circuit Riders is to work with the RVOEP through SCC funding, and the Russian River Native Plants booklets are ready for pick-up at Sotoyome. He is meeting with DFG regarding Adaptive Management projects.
- B. Patty Madigan presented her report on the Navarro and that a meeting with Julia McIver regarding future funding and projects is scheduled for the end of the month. The Dago Creek proposal was submitted to the SCC, Lower Indian Creek proposal was submitted to US Fish and Wildlife Service. US F&WS also expressed interest in a Robinson Creek project.

ACTION ITEMS

- A. Director Bergner absented himself from the room while discussion and voting took place regarding the Anderson Creek Clean-up project. On a motion by Director Blencowe, seconded by Director Piper, the resolution passed with 3 ayes.
- B. Director Piper absented himself from the room while discussion and voting took place regarding the McNab/Bonterra Revegetation project. Authorization of Director to approve submittal of McNab Revegetation project to US Fish & Wildlife service passed on a motion by Director Blencowe that authorizes the Chair or any director in his absence to approve submittal of the proposal. Passed with 3 ayes.
- C. Authorization of Director to approve submittal of Indian Creek and Robinson Creek projects to US Fish & Wildlife service passed on a motion by Director Blencowe that authorizes Director Bergner or any director in his absence to approve submittal of the proposal. Passed with 4 ayes.

- D. Board approved request for Indian Creek Road assessment funding from the SCC upon a motion by Director Blencowe, seconded by Director Bergner, passed with 4 ayes.
- E. The Chair entertained a motion by Director Piper for the RCD to act as fiscal agents for the Ukiah Streams Irrigation project through the Fish & Game Commission should the proposal be funded. The motion was seconded by Director Bergner, passed with 4 ayes.
- F. The Chair entertained a motion by Director Piper for the RCD to act as fiscal agents for the Ukiah Streams Trash Removal project through the Fish & Game Commission should the proposal be funded. The motion was seconded by Director Bergner, and passed with 4 ayes.

PUBLIC COMMENT

Bill Randolph thanked the Board of Directors for their support of his projects.

PARTNER AND AGENCY REPORTS

- A. Tom Schott reports that he and his staff are assisting UC Cooperative Extension with presentations as a part of a Vineyard Quality Planning shortcourse to be conducted in Lake and Mendocino Counties over next weeks. The Local Workgroup meeting was postponed to January 22, 2003 and its focus is to revisit conservation resource concerns. Dave Hope of the RWQCB called to encourage more 319h proposal submittals. Teri Jo, Tom, and Jan continue to work on the Garcia Monitoring budget and Teri Jo is also working with Pete Cafferata of CDF for additional funding.

NEW BUSINESS AND CURRENT ISSUES

In light of the State budget cuts, the discussion of expanding the Watershed Coordinator position was tabled, possible financial opportunities were discussed for next year, and the discussion will resume after next year's funding situation is known.

DIRECTOR REPORTS

Associate Director Anne Maxwell reports her THP was approved; she is moving ahead with her conservation easement; and finally grass is growing where last summer's fire spread over 30 acres.

Board Chair Crayne reports he noted large fish swimming upstream in a creek where they had previously only seen small fish.

Director Blencowe reports the 2001 grape harvest yielded more revenue than redwood did that year but this year should see an increase in redwood prices.

Meeting adjourned at 5:00 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
February 11, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:05 p.m.

Directors Present: Charles Crayne, George Bergner, Tom Piper. Craig Blencowe arrived at 1:15

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan-Navarro Watershed Coordinator, Tom Schott-NRCS, Jerome Dix- Member of Russian River Watershed Council, Tim Narvaez of Narvaez Excavating.

CONSENT CALENDAR

The consent calendar was approved upon a motion by Director Piper, seconded by Director Bergner, and passed with 3 ayes.

ADMINISTRATION

Office Report – Janet Olave gave a brief status report on the office activities over the past month.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Tim Walls updated the board on the activities in the Russian River Watershed. There is a snag with the McNab Rd association over the cost of the bridge that he is working on resolving; the Coyote Valley Tribal Council contract should take less time than originally assumed; and the RVOEP planted 30 cottonwoods with CV tribal youth.
- B. Patty Madigan advised the board of the meeting with the SCC regarding a new contract for the Navarro; Julia McIver, SCC contract manager, submitted two road inventory proposals that DFG didn't fund in hopes of getting the assessments complete and implementation proposals for FY04-05 funding submitted to DFG in May. She is working with Karen Gaffney of Circuit Riders to prepare an outreach program to launch the Arundo eradication project.
- C. Deborah Edelman presented a draft version of the Watershed Awareness display and requested feedback.

ACTION ITEMS

- A. Amended Resolution (to change Navarro Restoration Working Group to Navarro Watershed Working Group) in support of DWR/Robinson Creek Restoration project passed on a motion by Director Blencowe, seconded by Director Bergner, 4 ayes.
- B. The Board approved MWA's request to extend final phase of monitoring project to Spring 2004, to include additional season on a motion by Director Blencowe, seconded by Director Piper, 4 ayes.
- C. The Board approved Patty's request to submit a proposal to the SCC for matching funds for Dago Creek, Phase II project on a motion by Director Piper, seconded by Director Blencowe, 4 ayes.
- D. No action was taken on the SCC Permit Coordination project.

- E. The Board approved funding the Watershed Coordinator position through December 2003 on a motion by Director Piper, seconded by Director Blencowe, 4 ayes.
- F. On a motion by Director Bergner, seconded by Director Piper, the board authorized Director Blencowe to review and sign a Spotted Owl and Marbled Murrelet monitoring contract with CDF should the terms and conditions meet with his approval.

PUBLIC COMMENT

Tim Narvaez expressed his interest in road work contracts with the board. He has all the requisite equipment and recently completed one of the Road Workshops presented by Hagans and Weaver.

PARTNER AND AGENCY REPORTS

- A. Tom Schott reports that NRCS met with representatives from FSA and the RCD at the first local workgroup meeting. The group determined that water quality and habitat improvement topped the list of important practices for Mendocino County.
- B. We are dealing with contract end date conflicts on the Garcia monitoring project and will resolve those issues with Teri Jo Barber via teleconference, Feb. 12 and submit a scope of work and budget to the funding agencies by the end of the month.

NEW BUSINESS AND CURRENT ISSUES

The strategic planning discussion centered on part-time help for the office manager. Jan will look into the cost of outsourcing the payroll function and will determine what other pieces of the job she wants to relinquish. In addition, bringing Quickbooks up to speed, to eliminate duplicating data entry is essential.

DIRECTOR REPORTS

Meeting adjourned at 5:15 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
March 11, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:00 p.m.

Directors Present: Charles Crayne, George Bergner, Tom Piper. Craig Blencowe arrived at 1:10

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan-Navarro Watershed Coordinator, Louise Owens-NRCS, Jerome Dix- Russian River Watershed Council

CONSENT CALENDAR

The consent calendar was approved upon a motion by Director Piper, seconded by Director Bergner, and passed with 3 ayes.

ADMINISTRATION

Office Report – Janet Olave gave a brief status report on the office activities over the past month. It was determined that Intuit will handle the payroll function for the RCD; the office manager will make the arrangements. The Board Chair appointed George Bergner Vice Chair to fill the vacancy when Mike Boer's term on the board ended.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Patty Madigan updated the board on her activities over the last month: she has scheduled a Roads Workshop with Danny Hagans and local operators on May 23, and for landowners on May 24. She received notification that the RCD can now apply directly to the Farm and Ranch Grant program. The SCC has approved \$44,000 for the Upper Rancheria and Indian Creek road inventories. The first outreach meeting with landowners to discuss Arundo eradication is April 15, and lastly she is meeting with Tim and Deborah Edelman to discuss the Navarro Plan edit on March 12.
- B. Tim Walls updated the board on the activities in the Russian River Watershed. He has invited Laurel Marcus and Kara to update the board on changes in the Fish Friendly Farming program. King Ranch has been determined to be a prime example of how FFF works. Tom Schott, Patty Madigan, Dennis Slota of the Mendocino Water Agency, Teri Jo Barber-hydrologist, Jan Olave, and Tim are meeting Thursday to discuss a monitoring effort.

ACTION ITEMS

The board approved all preliminary proposals for submission to the Department of Fish and Game. Some drafts will be prepared by the next meeting.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

- A. Louise Owens updated the board on EQIP and indicated the end of the month closing date for the first rankings will be advertised. Thus far, there are 48 applications.

NEW BUSINESS AND CURRENT ISSUES

- A. The annual plan the office manager presented was agreed upon with a few wording changes.
- B. The board discussed the boiler plate personnel policy information the office manager presented and indicated some wording preferences. The board would like to review some separate benefit policies for exempt and non-exempt employees; the office manager will present possibilities at the next meeting.

DIRECTOR REPORTS

None.

Meeting adjourned at 4:30 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
April 8, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:05 p.m.

Directors Present: Vice Chair George Bergner, Tom Piper. Craig Blencowe arrived at 1:15, Associate Director Ann Maxwell

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan-Navarro Watershed Coordinator, Jerome Dix- Member of Russian River Watershed Council, Deborah Edelman, Rixanne Wehren

CONSENT CALENDAR

The consent calendar was revised and then approved upon a motion by Director Bergner, seconded by Director Piper, and passed with 3 ayes.

ADMINISTRATION

Office Report – Janet Olave gave a brief status report on the office activities over the past month.

Mendocino Savings Bank may handle the payroll function instead of Intuit. On a motion by Director Blencowe, seconded by Vice Chair, the board voted for Max Hill for the LAFCO position. 2 ayes, 0 noes, 1 abstain. The Board was reminded that the Local Motion Workshop is on April 17th.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Deborah Edelman presented the Watershed Awareness display and asked for final comments. The board will be completed this month.
- B. Rixanne Wehren demonstrated the powerful capabilities of the GIS database she just completed for the RCD. The information will be on site at the RCD.
- C. Patty Madigan updated the board on the activities in the Navarro. The Roads workshop is scheduled for the end of May and she already has several sign-ups. Friday is designated for heavy equipment operators and Saturday for landowners. She is working on the Arundo control project with Karen Gaffney and preparing for the Indian Creek and Upper Rancheria Road assessments to be performed by PWA commencing April 14th.
- D. Tim Walls updated the board on the activities in the Russian River Watershed. He advised the board he would be submitting fewer proposals to DFG than originally discussed and will seek other funding sources for the remaining projects later.

ACTION ITEMS

- A. SWRCB Blue Waterhole Creek Sediment Reduction resolution passed on a motion by Director Bergner, seconded by Director Piper, 4 ayes.
- B. CSDA membership was tabled until June.
- C. SDWCA membership was tabled until June
- D. Due to the short deadline, no DFG proposals were prepared. On a motion by Director Piper and seconded by Vice Chair Bergner, All budgets will be reviewed and approved by the Office Manager prior to submission. 4

ayes On a motion by Vice Chair Bergner and seconded by Director Piper, designated Directors will approve proposals prior to submission. 4 ayes

- D. The extension for Tim's desk was approved.
- E. The donation to Yokayo Elementary School was tabled until the May meeting. Patty will investigate and present other funding possibilities designated for education at the May meeting. The request by Yokayo School brought up the question of earmarking future funds for education and will be discussed at a later date.
- F. Contingent upon Director Blencowe determining there is no unnecessary risk to the RCD, the Spotted Owl and Marbled Murrelet contract was approved on a motion by Vice Chair Bergner, seconded by Director Piper, 4 ayes.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

Tom Schott discussed the Garcia Monitoring contract that was once again revised due to a funding change by CDF. The original proposal was reviewed by SWRCB and the changes will be discussed in an upcoming conference call. The Corps of Engineers agreed to a new format for the Permit Coordination process and all agencies are now on board. EQIP has 53 applications, 7 or 8 cancellations, 2-3 not qualified, leaving 43 +/- possible. Ranking will be posted in May and wrapped up in June. There is a possibility of an approximate total of \$250,000 in funds. Tom will be attending a Woody Debris course at Mendocino College 5/2 and 5/3. Fetzer Vineyards has invited him to speak at a seminar July 16-18 for Growing Grapes Sustainably.

NEW BUSINESS AND CURRENT ISSUES

- A. The RCD picnic will be held at the Bergner property the first Friday in June. More information to follow next month.
- B. Chairman Crayne will work with Russ Emal on converting the Road video to DVD.
- C. Due to time constraints, policies and procedures were tabled until next month. Chairman Crayne suggested material be screened by him prior to the board meetings to expedite the process. Director Blencowe suggested the issue be first on the agenda in upcoming meetings.

DIRECTOR REPORTS

Ann Maxwell wondered if there is funding available through any sources to work on the creek behind the Willits Senior Center. Ann thinks it would make a good walking path for the Seniors, but due to high insurance costs the area is off limits. Teri Jo Barber and Patty Madigan have both visited the site and Patty suggested a viewing area might suffice. Chairman Crayne suggested looking for a project that might reduce the high insurance premiums, i.e. installing hand-rails to increase safety.

Meeting adjourned at 5:07 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
May 13, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:05 p.m.

Directors Present: Vice Chair George Bergner, Tom Piper. Jerome Dix arrived at 3:00, Craig Blencowe arrived at 3:30

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Associate Director Ann Maxwell

CONSENT CALENDAR

The consent calendar was revised (removing CARCD membership fee payment) and later approved upon a motion by Director Bergner, seconded by Director Piper, and passed with 3 ayes.

ADMINISTRATION

Office Report – The board would prefer to see the monthly financials presented in a more comprehensive format. The worker's compensation quote from CSDA was discussed and membership will be voted on next month. The board would like to be updated on the cost of \$1m vs. \$2m in liability insurance. Contractor justifications were discussed in depth and the RCD will attempt to take a pro-active approach to this business change. A line of credit was discussed and tabled until Tim Walls can present more specific information to the board. The information gathered via the CARCD list-serve regarding audits was discussed and the board would like more concrete information as to the required frequency of audits.

The Evaluation Criteria procedure was adopted on a motion by Director Bergner, seconded by Director Piper, passed with 3 ayes. The Grant Proposals policy and procedure was adopted on a motion by Director Piper, seconded by Director Bergner, passed with 3 ayes. Of the two Landowner Access Agreements presented, the board has no preference and directed the Office Manager to write one and present it for vote at next month's meeting.

On a motion by Director Piper, seconded by Director Bergner, the board voted to promote the Office Manager to the position of Executive Director. Passed with 3 ayes. Director Bergner directed the Executive Director to present a plan to hire additional help at the next meeting.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Tim Walls updated the board on the activities in the Russian River Watershed. He submitted five proposals to DFG last week. He also received positive feedback from US Fish and Wildlife on one of his previous proposals and is expecting that will be funded. Tim attended the RRWC meeting on May 10th and moderated a part of the meeting. He updated the board on the Council's activities to date.

CURRENT AND NEW BUSINESS

- A. Gary Reedy of KRIS presented the Navarro information now available on the database and requested assistance from the RCD in captioning unnamed photos. There will be a reviewers' workshop on 6/7 providing a hands-on final review.
- B. Director Blencowe brought his ideas to the board for a co-generation plant if a RC&D can sponsor such a venture. The Executive Director will make inquiries.
- C. The RCD picnic will be held June 20th at Director Bergner's home.
- D. The Executive Director presented an update from Russ Emal on the conversion of the video to DVD. Chairman Crayne would like to incorporate a 20-minute short version into the DVD as well as scene pointers. Funding sources will be researched.
- E. The board determined it cannot support the request of Yokayo Elementary School to provide financial resources for their fish program at this time as there is no mechanism in place to distribute educational funds in a fair and equitable manner. Patty Madigan submitted a short report on sources that do provide educational funding to schools and that information will be passed along to Yokayo School.

ACTION ITEMS

CARCD membership dues were discussed and it was determined the RCD will pay full fees this year.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

Tom Schott updated the board on NRCS's desire to enter into MOU's with RCD's to provide staff for administrative and technical assistance. Area Conservationist Lin Brooks will be attending a workshop on sediment; Carol Mandel of NRCS will be presenting the Agricultural component. Lin will be in Ukiah to meet with Tom and will be available to speak with directors on May 23rd.

DIRECTOR REPORTS

None.

Meeting adjourned at 5:41 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
June 10, 2003**

Board Chair, Charles Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:20 p.m.

Directors Present: Tom Piper, Jerome Dix, Craig Blencowe

Staff Present: Janet Olave-Executive Director, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan, Rixanne Wehren

CONSENT CALENDAR

Consent calendar approved on a motion by Tom Piper, seconded by Craig Blencowe, 4 ayes

ADMINISTRATION

Office Report – Financials were reviewed. SN Potter is updating insurance policies for Sept. The discussion was tabled until the RCD receives a quote. The Executive Director will follow up audit requirements with Randolph Scott and Co. regarding costs. The 2003-04 proposed budget was approved with 4 ayes. Hiring part-time office assistance was approved with 4 ayes.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Tim Walls updated the board on the activities in the Russian River Watershed. He is working on the Coyote Valley business plan and riparian planting plan. He also is working on a proposal for Golden Rule for a 2000 ft riparian zone. Mendocino College is developing the native plant list and will raise plants for the project. He also met with the Robinson Creek road association who is interested in having him to look at their roads.
- B. Patty Madigan updated the board on the current projects in the Navarro. The Roads workshop with Danny Hagans had about 30 participants in two days. MRC has ordered redwoods from cuttings from Mendocino Natives Nursery, a new growing method. Arundo has been eradicated where it was reachable in the Navarro and Patty believes approximately 50% has been removed. SCC Contract Manager has advised us that future payments may be affected if the State does not have a budget in place in July. On a motion by Craig Blencowe and seconded by Tom Piper, the board unanimously voted to pay Patty in the event payments from the SCC are interrupted.
- C. Rixanne Wehren is almost finished with the final touches on the GIS and Streambank projects. The database, harddrive, and slide scanner are now housed at MCRCD.
- D.

CURRENT AND NEW BUSINESS

- A. The Northcoast RC&D has attained 501C3 non-profit status, and is interested in MCRCD's participation. Director Blencowe will try to attend the July 2 meeting as will Louise Owens and Jan Olave.
- B. The RCD barbeque for staff, directors, and NRCS will be held on June 20th at Lake Mendocino
- C. The board approved the Executive Director's letter to be sent to the Board of Supervisors requesting additional funding.

ACTION ITEMS

- A. The Landowner Access agreement was approved as an official document
- B. Membership in CSDA was approved
- C. The Board of Directors voted Tom Piper as the Chair for the next fiscal year, with George Bergner continuing as Vice Chair.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

The board approved a Technical Assistance MOU between NRCS and the RCD and the RCD will hire temporary help to assist NRCS through September 30, 2003.

DIRECTOR REPORTS

Board Chair Charles Crayne announced his intention to resign his position as Director when a replacement is found. He would like to continue volunteering as an Associate Director.

Meeting adjourned at 4:50 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
July 08, 2003**

Board Vice Chair, George Crayne, called the meeting of the Mendocino County RCD Board of Directors to order at 1:15 p.m.

Directors Present: Charles Crayne, Craig Blencowe. Jerome Dix arrived at 1:30 p.m.

Staff Present: Janet Olave-Executive Director, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan, Teri Jo Barber

CONSENT CALENDAR

Consent calendar was amended to include Action Items B. MOU between Sotoyome and Gualala River Watershed Council, and C. Resolution to enter into an agreement with DFG for the RRWC organization and development.

ADMINISTRATION

Office Report – Financials were reviewed. The auditors were contacted and advised they provide an audit as required by Special Districts of the State of California. Jan updated the board on the difficulty of finding a qualified candidate for the part-time position and it was determined that a temporary position would be offered to Dana Wilson in the interim. The Board of Supervisors office recommends we appear at the budget hearings to reinforce our request for funding this year.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Tim Walls updated the board on the activities in the Russian River Watershed. He will commence work on the Circuit Riders Production Arundo Eradication contract within a few weeks. We are waiting for the Forsythe Creek contract to arrive from DFG and it appears the Moose Road Bridge project will be funded. The CVTC is awaiting the contract from US Fish and Wildlife.
- B. Patty Madigan updated the board on the current projects in the Navarro. The Roads workshop with Danny Hagans had about 30 participants in two days. MRC has ordered redwoods from cuttings from Mendocino Natives Nursery, a new growing method. Arundo has been eradicated where it was reachable in the Navarro and Patty believes approximately 50% has been removed from the area overall. The SCC Contract Manager has advised us that future payments may be affected if the State does not have a budget in place in July. On a motion by Craig Blencowe and seconded by Tom Piper, the board unanimously voted to pay Patty next month in the event payments from the SCC are interrupted and will address the problem monthly if the delay continues. The question of
- C. Teri Jo Barber updated the board on the Blue Waterhole project progress. The 2-day workshop was well-attended and construction is in progress. Before and after construction photos were reviewed.

CURRENT AND NEW BUSINESS

- A. Jan Olave and Louise Owens of NRCS attended the July RC&D board meeting. The RC&D would very much like MCRCD's participation in the organization. Lisa Shanks will provide the "next step" information. We will set

up a teleconference between Lisa Shanks, Tom, Craig, and Jan Olave to determine the RCD's plan of action. Bev Wasson, Board Chairperson, will be attending the National conference in July as will George Bergner. George will update us on the conference at the next meeting.

ACTION ITEMS

- A. The board voted to increase the insurance deductible to \$500 with a \$35 co-pay and to offset the additional out-of-pocket expense to employees with a \$600 salary increase on a motion by Director Crayne, seconded by Director Blencowe, 4 ayes.
- B. The Draft MOU between Sotoyome and Gualala River Watershed Council was approved on a motion by Director Crayne, seconded by Director Blencowe, 4 ayes
- C. The Resolution to enter into an agreement with DFG for the Russian River Watershed Council Organization and Development was approved on a motion by Director Crayne, seconded by Director Blencowe, 4 ayes.

PUBLIC COMMENT

Robert Shun of the Department of Conservation updated the board on available programs and advised a new 3 year, \$9m, Watershed Coordinator through Cal-Fed would soon be available. He believes the terms and conditions will be broad based to allow as many districts to qualify as possible including MCRCD. He has also undertaken the task of learning Quickbooks in order to provide RCD's "how-to" workshops.

PARTNER AND AGENCY REPORTS

Tom Schott reports that we are still waiting for the contracts between NRCS and the RCD to hire administrative and technical assistance. The NRCS staff will be attending an all-hands meeting on July 22 & 23, about determining competitive outsourcing and inherently government positions. Tom will be attending the Noyo Watershed Alliance meeting on July 18, which is touring Sherwood Road, a recognized sediment source problem. He will also be doing a presentation on July 17, at Valley Oaks during the Organic Growing in Vineyards conference July 14-17.

DIRECTOR REPORTS

George Bergner reports there will be an Oceanic Film Festival in San Francisco, beginning February 1, 2004. Fiction and non-fiction films will be shown.

Jerome Dix requested that we invite Karen Gaffney of Circuit Riders Productions to demonstrate the RRIIS database. Craig Blencowe informed the board that Ag Wood is opening a new sawmill in Ukiah. He also suggested a field trip to view recent restoration sites. The board agreed to a September 9, 2004 board meeting in the field. Details to be discussed in August.

Meeting adjourned at 5:00 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
August 12, 2003**

Board Chair, Tom Piper, called the meeting of the Mendocino County RCD Board of Directors to order at 1:00 p.m.

Directors Present: Vice Chair George Bergner, Charles Crayne. Jerome Dix arrived at 1:30, Craig Blencowe arrived at 1:40

Staff Present: Janet Olave-Office Manager, Tim Walls- RR Watershed Coordinator

Others Present: Associate Director Ann Maxwell, Louise Owens NRCS, Patty Madigan, Teri Jo Barber

CONSENT CALENDAR

The consent calendar was amended to correct Director Bergner's name in the July minutes and remove "The question of" in the special projects report. Passed on a motion by George Bergner, seconded by Charles Crayne, 3 ayes.

ADMINISTRATION

Office Report – The board approved investigating the cost of a district credit card. No specific agenda items were mentioned for the North Coast meeting in September. Discussion of the agenda for the September meeting was discussed when Patty Madigan gave her report. The board will meet at Libby's in Boonville for lunch and business, then view the Mill Creek and Robinson Creek projects. Patty and Jan will discuss time specifics at a later date. The District received its annual LAFCO dues and issued a letter in protest. As a non-revenue generating district the RCD should have minimum or no dues at all.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Patty Madigan previewed her powerpoint presentation for the SCC. She also reported the Upper Rancheria road assessment will take place this week by PWA. She will require an updated resolution for the Bergner project next month.
- B. Tim Walls reported that the Forsythe Creek Watershed Assessment has funding from three sources: the DFG grant to be administered by the RCD and a BIA and USF&W grant to be administered by the Coyote Valley Tribal Council. The rapid sediment analysis should begin by the end of the month. The coordinated permitting effort is going forward in the Navarro. Roland Sanford, the new director for MWA, would like to meet with the RCD and NRCS to discuss restoration projects and the role MWA will play.
- C. Teri Jo Barber reports the heavy equipment portion of the Garcia Blue Waterhole contract is completed. She and Tim will visit the project next week regarding GPS, and the seeding and mulching will be done this fall.

CURRENT AND NEW BUSINESS

- A. George Bergner updated the board on his trip to San Antonio, TX, to the annual RC&D conference. The North Coast RC&D Council was given full status as an RC&D and will be provided with a coordinator and funding for overhead expenses. Economic development projects are being sought as funding is available.

- B. Jan recommended she contact Tom Wehri of CARCD for advice on the Bradford project prior to any board discussion.

ACTION ITEMS

- A. Resolution to enter into Forsythe Creek Watershed agreement with DFG passed on a motion by Chuck Crayne, seconded by George Bergner, 5 ayes.
- B. SDWCA Membership resolutions were passed as a single unit to secure workers compensation coverage on a motion by Charles Crayne, seconded by Craig Blencowe, 5 ayes.
- C. The delegate selection for the annual CARCD meeting was tabled until September.
- D. The board passed a motion and approved Tom Piper and Jan Olave to determine the best liability insurance coverage after investigating other options.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

Louise Owens reported on the new Grassland Reserve Program (GRP) which is a combination easement – rental contract payment for conserving grasslands and is not completely defined. More information as the program develops. Fourteen out of thirty-two EQIP contracts with \$477,000 in funding have been approved.

DIRECTOR REPORTS

None.

EXECUTIVE SESSION

Personnel issues were discussed, no official action taken.

Meeting adjourned at 6:00 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
September 9, 2003**

Board Chair, Tom Piper called the meeting of the Mendocino County RCD Board of Directors to order at 12:45 PM.

Directors Present: Vice Chair George Bergner, Craig Blencowe arrived at 12:45 PM

Staff Present: Janet Olave – Executive Director, Tim Walls – RR Watershed Coordinator, Dana Wilson – Office Assistant.

Others Present: Patty Madigan, Tom Schott – District Conservationist NRCS, Geri Hulse – Stephens, Britt Bailey-CETOS

CONSENT CALENDAR

George Bergner motioned to approve the Consent Calendar, seconded by Craig Blencowe, 3 ayes

ADMINISTRATION

Financial Report: Jan Olave provided a copy of the latest financials indicating that the RCD has been running in the minus every month. Jan stated that this should improve over the next few months.

Office Report:

- A) Jan stated that Patty Madigan would like to hire Lisa Krieshok Graphic Designer, for the Navarro workbook project. Jan requested that the RCD waive the requirement for liability insurance for Lisa since she will be using her own illustrations for our booklet. The group discussed the consequences of exempting Lisa from liability insurance. Tom Piper motioned to exempt Lisa Krieshok from providing liability insurance, Craig Blencowe seconded, 3 ayes.
- B) Jan stated that the North Coast meeting would be on September 24th and 25th and that she needed a headcount for the dinner on the 24th and lunch on the 25th.
- C) Jan mentioned that she has is providing new timesheets that will allow employees to track time spent on various projects. The timesheets are in effect as of September 1, 2003.
- D) Jan mentioned that Teri Jo Barber is ready to purchase the equipment for the Garcia Monitoring project. CDF is unable to advance funds per the contract. In the event the vendor requires prepayment of \$26,000 or a down payment, Jan asked if the RCD would be willing to front the costs. Tom Piper suggested that we request a letter from CDF stating that they will provide payment in one month. The Board agreed with this condition. George Bergner stated that the new equipment should be insured.
- E) Jan stated that the RCD is saving \$800/year by moving our liability insurance to CSDA, and saving about \$1,100 by changing Worker's Compensation insurance from State Compensation Insurance Fund.

ACTION ITEMS

The RCD was unable to update resolution 121 due to a lack of a quorum without George Bergner voting. This item will be postponed until the October meeting.

CURRENT AND NEW BUSINESS

Britt Bailey, Senior Associate of CETOS (Center for Ethics and Toxics) provided background information about her group and requested a letter of support from the RCD in order to apply for a grant from the Mountaineers Foundation. The group discussed the effects of supporting the proposal. George Bergner stated that he would feel more comfortable having this discussion with a full board. Therefore, this item was tabled until the October meeting.

WATERSHED AND SPECIAL PROJECTS

At 1:20 PM, the group left Libby's Restaurant in order to make field visits to: Hungry Hollow Road Upslope Road Sediment Reduction Project, Phase 2, Mill Creek Restoration Monitoring Project, Nash Mill Road and Bridge Projects, Holmes Ranch Road Demonstration Road Project, Mendocino Natives Nursery Project and Anderson Creek Restoration Site, and the Robinson Creek Restoration Project. Patty Madigan provided information and updates on all of the above projects.

After a brief meeting of introduction to the Navarro Watershed Working Group at the Boonville Firehouse, Tom Piper presented the group with a Certificate of Appreciation for all of their efforts in Navarro restoration projects.

PARTNER AND AGENCY REPORTS

Tom Schott stated that fifteen EQIP contracts have been signed for 2003, totaling \$423,000. Three applications have been received for the Grasslands Reserve Program; however, no rental agreements were awarded. Tom expects that there will be more interest in the program next year. NRCS, BIA and the Round Valley Indian Tribes entered into an agreement to do a range land inventory and plan on 22,500 acres. Carol Mandel will be increasing her hours for Mendocino County; she will be spending 75% of her time with Mendocino and 25% with Sonoma County, mostly on EQIP projects. Tom was asked by David Lewis, UC extension, and the Russian River Watershed council to serve on a Russian River Technical Review Panel for a scope of work that develops a watershed management plan for the Russian River. Salmonid Restoration Federation asked Tom if he would provide a presentation on the Navarro Permit Coordination program. The presentation is scheduled for the evening of November 12, 2003.

** The above information was presented by Tom Schott prior to the official commencement of the meeting. Therefore, these items are not part of the official minutes.

The meeting adjourned at 4:45 PM.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
October 14, 2003**

Board Chair, Tom Piper called the meeting of the Mendocino County RCD Board of Directors to order at 1:00 p.m.
Directors Present: Vice Chair George Bergner, Craig Blencowe, Charles Crayne, Jerome Dix,
Staff Present: Janet Olave – Executive Director, Tim Walls – RR Watershed Coordinator
Others Present: Tom Schott – District Conservationist NRCS, Geri Hulse–Stephens, Neal Fischer – North Coast Resource Management, and Roland Sanford – General Mgr, MWA.

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar, seconded by George Bergner, 5 ayes

ADMINISTRATION

- A) Financial Report – accepted as reported
- B) George and Craig will share delegate duties at the state conference. George, Craig, Geri, and Jan will attend the conference along with Tom Schott.
- C) A site visit from an SDRMA consultant is scheduled for October 16th to make safety and liability program recommendations.
- D) The regularly scheduled November meeting will be held on November 13th due to Veteran's Day Observance.
- E) Jan requested the board pay for Patty Madigan's travel to the Ventura SCC meeting to be on site should there be any questions from the board regarding the new Navarro proposals. Approved on a motion from George Bergner, seconded by Jerome Dix, and passed with 5 ayes.
- F. The board agreed to a long-range planning session from 9:00 – 12:00 on December 9th prior to the regularly scheduled board meeting.

WATERSHED & SPECIAL PROJECTS REPORTS

Tim Walls updated the board on recent activities in the Russian River Watershed. He also provided the board a spreadsheet of his planned activities for the next 17 months.

CURRENT AND NEW BUSINESS

- A Roland Sanford introduced himself to the board and updated the directors on the Water Agency's current focus, including: water supply, conservation, development, and habitat restoration
- B. The board was advised of the current status of Fish Friendly Farming in Mendocino County and the interest in developing another program tailored to the needs of Mendocino County. The discussion was tabled until further notice. Tom Piper will invite Laurel Marcus to attend the December or January meeting to provide them with a detailed description of what FFF has to offer.
- C. The board would like David Lewis of UCCE to bring his proposal to the next meeting.
- D. The North Coast CARCD meeting update was tabled due to time constraints.
- E. The California Watershed Forum update was tabled due to time constraints

ACTION ITEMS

- A. Approved on a motion by Chuck Crayne, seconded by George Bergner, passed with 5 ayes, the board approved the request to extend the Navarro Implementation grant by 2 months.
- B. Resolution 133 to enter into a contract with Coyote Valley Tribal Council was approved with 5 ayes.

PUBLIC COMMENT

Neal Fischer of North Coast Resource Management advised the board of NCRM's capabilities and their interest in working with the district.

PARTNER AND AGENCY REPORTS

Tom updated the board on EQIP and additional funding available to hire technical support and assistance through cooperative agreements with the RCD.

DIRECTOR REPORTS

George attended the RC&D Council meeting on October 1, 2003, and asked the Executive Director to contact Lisa Shanks to determine MCRCD's next steps to becoming members. The board approved a motion by Craig Blencowe, seconded by Chuck Crayne, designating George Bergner as MCRCD's official representative to the RC&D Council.

Craig advised the board that on the same day he was attending a tour of a biomass plant in Redding and was able to address the air quality concern and was told that emissions are not an issue in today's plants. He feels a local project is still well worth pursuing by the RC&D council.

EXECUTIVE SESSION

The session remained open and the discussion ensued regarding the responsibilities of the Executive Director. The role and responsibilities of the Executive Director and compensation for the position was tabled until the November meeting after the members could review the written list of responsibilities and salary survey provided to them.

Meeting adjourned at 5:40 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
November 13, 2003**

Board Vice Chair, George Bergner, called the meeting of the Mendocino County RCD Board of Directors to order at 1:20 p.m.

Directors Present: Charles Crayne. Jerome Dix, Craig Blencowe arrived at 2:00

Staff Present: Janet Olave-Executive Director, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan- Navarro Watershed Coordinator, Tom Schott-NRCS DC, Clare Nunnamaker, Derek Acomb- DFG

CONSENT CALENDAR

The consent calendar was amended to add SWQCB Waste Discharge Fees for Garcia due on Dec. 7th. Consent Calendar then passed on a motion by Charles Crayne, seconded by Jerome Dix, 3 ayes.

Jan Olave presented the board with the letter received from Laurel Marcus' attorneys with regard to the proprietorship of the Napa Green vineyard certification program. The board postponed any discussion until Tom Piper is in attendance.

ADMINISTRATION

Office Report – The financial report was read and accepted as written. CARCD meal headcount is still TBD.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Patty Madigan updated the board on the SCC \$713,000 award for the Navarro and gave a brief run down of the projects to be implemented with the grant funds. She was also a speaker at the EPA-SWRCB conference in Ventura on November 4, 2003, on the topic of permit coordination. The workbook is almost completed and we have received estimates on printing.
- B. Tim Walls reported that the Arundo removal contract with CRP is moving along. DFG provided GPS info on infestation sites that CRP didn't have. A Forsythe Creek contractor's meeting is scheduled for December 8th, to discuss logistics. Since the SRF road workshop was cancelled, Tim spoke with both Derek Acomb and PWA about the possibility of a road assessment certification workshop. Tim met with Dave Kobal, Kara Heckart of Sotoyome, and Laurel Marcus of Fish Friendly Farming to discuss restoration plans on Bonterra property.

CURRENT AND NEW BUSINESS

- A. The personnel policies were approved on a motion by Craig Blencowe, seconded by Jerome Dix, 3 ayes.
- B. On a motion by Craig Blencowe, and seconded by Jerome Dix, the role and responsibilities of the Executive Director were expanded to include all supervisory authority in matters of personnel and operations. The Executive Director was requested to write an appropriate job description and submit a request for a salary increase commensurate with the responsibilities of the position.
- C. Craig Blencowe requested that the board publish Gordon McBride's rare plant manual as a tribute to Gordon and his contribution to the RCD and his profession.

ACTION ITEMS

A. The SWRCB Garcia Monitoring contract resolution was tabled.

PUBLIC COMMENT

Derek Acomb of Dept of Fish and Game advised the board that he should be informed of next year's funding awards right after the new year. In DFG's current position, they have more money than employees; they cannot hire assistance but would like to work with the RCD on a habitat typing grant that he and Tim will put together. Discussion ensued regarding the number of Chinook sightings reported in various areas.

Clare Nunnamaker informed the board of a grants clearinghouse for fire safety projects. The clearinghouse helps deliver National Fire Plan funds to community projects on non-federal lands that meet the goals and objectives of the NFP's comprehensive 10-year strategy.

PARTNER AND AGENCY REPORTS

Tom Schott reports that he presented at the SRF Conference at Jughandle Creek on permit coordination. Cory Medelin of DFG reviewed the current permit coordination sites and is pleased with the project results. We are now using pressure transducers on 4 of the Garcia monitoring sites. NRCS has contracted with UC Coop Extension to collect range data and NRCS now has access to a range conservationist to develop range plans and ecological site descriptions. The Range Conservationist will be assigned to help develop the Round Valley Indian Tribe's range management plan. The Scientific and Technical Review Panel of the Russian River Watershed Council met and made some constructive revisions to the proposed Statement of Work for the development of a Russian River Watershed Management Plan.

DIRECTOR REPORTS

George Bergner updated the board on the RC&D Council activities. On a motion by Craig Blencowe, seconded by Jerome Dix, with 3 ayes, the board approved signing the official application of the Mendocino County RCD requesting inclusion as members of the North Coast RC&D Council. The application will be submitted to the Secretary of Agriculture for approval.

Meeting adjourned at 5:50 p.m.



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
December 13, 2003**

Board Chair, Tom Piper, called the meeting of the Mendocino County RCD Board of Directors to order at 1:10 p.m.

Directors Present: Craig Blencowe, George Bergner, and Geri Hulse-Stephens. Jerome Dix arrived at 3:30

Staff Present: Janet Olave-Executive Director, Tim Walls- RR Watershed Coordinator

Others Present: Patty Madigan- Navarro Watershed Coordinator, Tom Schott-NRCS DC, Julia McIver-SCC Contract Manager, Kerry Williams-Sotoyome RCD District Manager, Ron Rolleri-Sotoyome Board President, Mike Boer, former RCD Director

CONSENT CALENDAR

The consent calendar was amended to include that George Bergner was appointed by the MCRCD Board of Directors to represent the RCD on the North Coast RC&D Council. Consent Calendar then passed on a motion by Craig Blencowe, seconded by George Bergner, 4 ayes.

ADMINISTRATION

Office Report – The financial report was read and accepted as written. Craig Blencowe asked if Gordon McBride's rare plant manual information had been found. (Not to date.) The board requested the LAFCO letter be added to the agenda next month.

WATERSHED & SPECIAL PROJECTS REPORTS

- A. Patty Madigan updated the board current activities in the Navarro. She and Elliot Doss of CCC toured the area looking at new projects. Patty also toured the area with Doug Albin of DFG for the same purpose. Patty met with MWA and Joan Florsheim to discuss the new monitoring project provided by SCC funding and re-emphasized the RCD is not a regulatory agency. She is also working on her final report for the SCC.
- B. Tim Walls reported that he is meeting with Karen Gaffney of Circuit Riders Productions, Inc. to discuss the progress of the Arundo Control Project in the Russian River Watershed. They are looking into doing a type of coordinated permitting for the entire project. The Forsythe Creek Watershed Assessment team met on Dec 8, to discuss strategies and would like to make a presentation to the board in January or February. A landowner in the watershed was cited by the RWQCB after asking for help to correct some problems on his property. The RWQCB then advised the landowner to seek help from the RCD. The Board of Directors unanimously voted to write a letter to the water board protesting its conduct in this matter. CVTC is extending the riparian zone at the casino site and giving up some of the parking lot.

CURRENT AND NEW BUSINESS

- A. Tom Schott presented the group with an overview of EQIP and reiterated that as a local partner the RCD can request NRCS to prioritize its efforts in specific programs and geographical areas.
- B. Kerry Williams gave a brief overview of the history of FFF, and Ron Rolleri discussed the merits of the program. And the current contract Sotoyome RCD has to implement Fish Friendly Farming in Sonoma and Mendocino Counties. The board agreed to allow Sotoyome to continue administering FFF in Mendocino

County but requested that the relationship be formalized with an MOU; Kerry and Jan will work on one after the holidays and present a draft at next month's meetings.

- C. A 3-County proposal discussion was tabled until LMA makes a formal presentation requesting MCRCD's participation.
- D. The funds provided by the SCC for the second phase of the Navarro Implementation Plan will be used to evaluate several vineyard management programs thus enabling landowners to make informed decisions regarding the type of program that fits with their particular needs.

ACTION ITEMS

- A. The Executive Director was awarded a salary increase to \$45,000 with a performance review scheduled in June and another increase to be considered.
- B. Resolution 121, the Anderson Creek Clean-up Project was updated and approved on a motion by Craig Blencowe, seconded by Jerome Dix, 4 ayes. (George Bergner recused himself for this vote.)
- C. The US Fish and Wildlife proposal to augment the existing Robinson Creek project was approved on a motion by Geri Hulse-Stephens, seconded by Craig Blencowe, 4 ayes. (Tom Piper was absent for this vote.)

PUBLIC COMMENT

No comments were given at this meeting.

PARTNER AND AGENCY REPORTS

Julia McIver of the State Coastal Conservancy discussed the new contract and the need to plan for sustainability in the area; she noted that funding for resource protection is not secure as the current administration has not taken a stand and that a programmatic approach is the most viable method to secure future funding. She stated that the need to evaluate past projects is critical to new funding. Julia added to Patty's comments regarding the monitoring project that the SCC is firm in its position as a non-regulatory agency. Lastly, she recommends a concerted outreach effort with the Board of Supervisors and other local elected officials, saying, "The work of the RCD is the best-kept secret around".

DIRECTOR REPORTS

George Bergner updated the board on the RC&D Council activities. All paperwork requesting admission to the North Coast RC&D Council has been submitted to the Secretary of Agriculture for approval. Tom Schott will coordinate a meeting between Richard Shoemaker, Tom Piper, George Bergner, an RC&D Coordinator, and another county's Supervisor, who has an active role in RC&D activities to present RC&D Council information to Mr. Shoemaker.

Meeting adjourned at 6:15 p.m.

MINUTES OF BOARD OF PLANNING SESSION December 13, 2003

Staff and Board of Directors met with facilitator, Kristen Gardner, and determined the roles and responsibilities of each. The results and the next steps will be discussed at the January's meeting.