



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**January 10, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9 a.m.

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

**Staff Present:** Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter - Programs Assistant

**NRCS Staff Present:** Carol Mandel - Soil Conservationist; Kara Heckert - Soil Conservationist

**Others Present:** Katrina Frey, Mike Biaggi, Vincent Brown, Bob Dunlap, David Milner

**CONSENT CALENDAR**

Craig Blencowe motioned to approve the Consent Calendar as amended (policy for reimbursement and Russian River Watershed Position) seconded by Tyler Nelson, 3 ayes 0 nays

**ADMINISTRATION**

- A. Financial Report – New way of tracking contract retention as result of audit recommendations. Presentation by auditor will be made at next meeting.
- B. RC&D – Conference call resulted getting assistance of NRCS John Earle and David Sanden on Biomass Workshop. Also postponing the workshop until new RC&D coordinator in place was discussed.
- C. Meeting with Ray Ledgerwood – Santa Rosa on January 25<sup>th</sup> with Geri to go over long term business plan.

**DISCUSSION/ACTION ITEMS**

- A. Policies for Reimbursement – Tyler motion to approve, seconded by Geri. 3 ayes 0 nays.
- B. Garcia Monitoring Project – Discussion of inferences that can be made from samples; cannot draw conclusions based on small sample size, but can infer that significant improvements have taken place due to decommissioned roads and lack of activity. More samples would make study cost prohibitive. Board would like to see a presentation on results of project at next meeting.
- C. Waste Treatment Systems – Vincent Brown with NutriClean looking for information on funding opportunities for further development of their system model. Want to test on Dairies because of concentrated levels of waste and nutrients. Patty suggested contacting Goldridge RCD and will email some grant information. Carol suggested the USDA Dairy Initiative.

**PUBLIC COMMENT**

No public comment

**WATERSHED AND SPECIAL PROJECTS REPORTS**

Patty Madigan – *Project Development* – Working on proposal for Consolidated grants which would include some Navarro Projects to repair storm damage. Follow up on two road inventory projects, Arundo removal, Robinson creek native plant project, and mainstem Navarro River streambank project.

*Community Involvement* – Working with County agencies and Katie Delbar FSA in assessing storm damage and submitting cost assessments; some short-term money may be available to help. Looked at projects most held, some did not.

<b>PARTNER AND AGENCY REPORTS</b>
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Carol Mandel – Russian River Watershed Team meeting on January 26<sup>th</sup>. Carol recommended Board to come in support of Kara’s position. Draft agenda from Ray Ledgerwood received by some people, but not all. Concern about agenda; Board has already voted and specified recommendations to MOU at last board meeting. Tyler motions for another letter to NRCS Area 1 & 2 in support of Kara’s Russian River position, clarifying the need for having an operational work space while in the Ukiah F.O., seconded by Craig 3 ayes 0 nays. Tyler motions for writing a letter to NRCS Area 1 supporting investigation into office space solutions to ease tensions.

12:20 Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**February 14, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:20 a.m.

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

**Staff Present:** Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter - Programs Assistant

**NRCS Staff Present:** Stephen Smith - District Conservationist; Carol Mandel - Soil Conservationist

**Others Present:** Tim Buckner - RRWC President, Teri Jo Barber - Hydrologist, Giulie Camden - CPA

**CONSENT CALENDAR**

Tyler Nelson motioned to approve the Consent Calendar as amended (Navarro River Guide deposit check for Black Bear Press and Mendocino Coast Weed Management Area proposal) seconded by Craig Blencowe, 4 ayes 0 nays.

**ADMINISTRATION**

- A. Office Report - The North Coast CARCD meeting is scheduled for April 12<sup>th</sup>. It will be hosted by West Lake and Mendocino County RCD's. Consolidated Proposals – The RCD submitted four proposals: Garcia Monitoring; Navarro Roads; Feliz & McNab Ranch Roads. Safe Septic Proposal - Nicole Porter is working with County Environmental Health and researching other programs to develop a Safe Septic outreach and education proposal for Mendocino County.
- B. Update on RCD Status - The Board reviewed an RCD project progress chart and discussed projects and finances from 2002-2006.
- C. Process Re: Information Flow from ED to Board - Jan posed the question: What and how much information does the Board want to see in the Board Packets? The monthly Office Report could be less detailed, more like an outline or bulleted sentences. A more comprehensive, detailed report can be given twice a year.
- D. Financial planning suggestions/ideas - Due to lack of time, these items were postponed to next month.
- E. Billable Hours - Due to lack of time, these items were postponed to next month.

**DISCUSSION/ACTION ITEMS**

- A. Resolution 144 - DFG #PO430415 - S. Branch of N. Fork Navarro Upslope Road Inventory Project Tyler motion to approve, seconded by Craig 4 ayes 0 nays.
- B. Resolution 145 - DFG #PO430445 - Feliz Creek Rd. Erosion Implementation Project - Tyler motion to approve, seconded by Craig 4 ayes 0 nays.
- C. Rosalind Peterson - SB 517 – Not present.
- D. Giulie Camden, CPA - Review 2004-05 Audit. Main message a "clean audit". There is a new management letter this year which does not indicate problems, but rather recommendations for improving internal controls related to cash disbursement since taking over our own accounting not going through the County's account. RCD is in good shape financially based on having a better than 45-day pitfall reserve. Tyler questioned if having employee direct deposit payroll was in compliance with audit rules and Guilie said yes and that part of the internal controls that were drafted covered this topic.
- E. Executive Session - NRCS/RCD partnership

F. Report on Executive Session - Approved paying for inter-office move of RCD/NRCS Staff.

### **PUBLIC COMMENT**

Tim Buckner, current RRWC President, discussed current status of becoming 501 (c) 3 non-profit and future goals of council to become a financially stable entity. DFG contract we administer for Coordinator position coming to an end, and RRWC would like to continue having formal communications with RCD.

### **WATERSHED AND SPECIAL PROJECTS REPORTS**

Patty Madigan - *Project Development* –Reading baseline assessment done by Joan Florsheim in Robinson Creek. It recommends to slow further hardening of the creek base that may be caused by excessive use of rip rap. Leads to looking at other methods such as setbacks and easements as ways to address problems.

Teri Jo Barber - Presented results of Garcia River Monitoring. Discussed statistical significance; not able to establish due to small sample size and larger sample size that is cost prohibitive.

### **PARTNER AND AGENCY REPORTS**

Carol Mandel - Moving forward with Kara Heckert on Russian River projects. Lin Brooks and Daniel Mountjoy suggested RCD's meeting with legislators to come up with more attention to area and work, i.e. Monterey and Trinity County. Wants to come up with an initiative with MCRCD and other two Sonoma RCDs to show the public good of conservation work as well as gain support for position funding.

Stephen Smith -

- A. Budgets are reflecting performance measures and amounts and, due to inaccuracies of the reporting software, California has been pared down. Habitat and riparian work is not being assessed in forestland. Talk of money being reallocated to other states if they do not meet performance goals.
- B. There is an availability of having a natural resource inventory land use map for Mendocino County. Board agreed that would like to see as it will better enable us to know who we are/should be working with.
- C. Administrative change to NRCS boundaries in Sonoma to correspond with county lines.

2:00 p.m. Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**March 14, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:09 a.m.

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

**Staff Present:** Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter - Programs Assistant

**NRCS Staff Present:** Stephen Smith - District Conservationist; Kara Heckert - Soil Conservationist

**Others Present:** None.

**CONSENT CALENDAR**

Tyler Nelson motioned to approve the Consent Calendar as amended (Add final invoice for Forsythe Creek and early payment request for Kerry Williams to district bills) seconded by Jerome Dix, 4 ayes 0 nays.

**ADMINISTRATION**

Janet Olave -

- A. Office Report - RCD received funding from DFG on Mill Creek and Timberlock Ranch proposals with all other projects we submitted on the contingency list. DFG also advises that there is adaptive management money for the completion of McNab Ranch Road project. RCD has completed scope of work for DWR projects and working on combining budgets.
- B. Move operating money from County Audit to Savings Bank - Since we no longer do our accounting through County, and lengthy warrant process to obtain funds, propose leaving \$75,000 with County for higher interest rates through their investment pool, and moving balance to Savings Bank account. Tyler move, Craig second, 4 ayes 0 nays.
- C. Billable Hours - Completed. More grants are requiring budgets according to these rates.
- D. Biomass Project update - Workshop scheduled for May 31<sup>st</sup>. Sotoyome RCD will be contracting with RC&D and be handling logistics.
- E. Alternative Funding Sources - Fee-for-service and to not be grant dependent. Discussed managing fine money and getting in touch with Regional Board and County DA office for more specific information. Want to ask other Districts that are involved with conservation easements for more information. Revolving loan would be benefit to contractors. Fire safety plans, Placer and Eldorado Counties have gotten into similar areas; also question of liability brought up by Geri, but would be held by forester that contract out with. Tabled discussion for next board meeting.
- F. Executive Session - Personnel Issues - No action taken.

**DISCUSSION/ACTION ITEMS**

- A. RCD/NRCS internal office move - Board looked at proposed move area. Geri said move needs to be made and that the partition idea discussed last meeting for sounds issues needs to be firmed up. Stephen expressed concern over partition; customer service was discussed: not disputed as top priority and every person has always/will always be helped when walking through the door and directed appropriately. Jan referenced MOU with NRCS and RCD provides duties as available to assist; currently share phone answering and customer greeting. Tyler proposes that we move forward with the actual move and revisit partition at next

board meeting. Geri suggested discussion with other building agency heads as to temporary storage of map cases in conference room, and review situation at next month's meeting.

### **PUBLIC COMMENT**

No public comment.

### **WATERSHED AND SPECIAL PROJECTS REPORTS**

Patty Madigan -

- A. Continued calls and workload related to the beginning of the year storm events. Would like to have discussion on how RCD wants to handle emergency situations, what support can we offer landowners, and suggested a scoping session with other agencies to discuss available resources and strategy to expedite services. Stephen referenced USDA's EWP program for fire and storm damage and will present information to the Board next meeting.
- B. Navarro River Resource Center - Losing lease and exploring other site options.
- C. SCC contract coming to close and finishing final projects. A small amount relative to grant total will be not be spent due to late acquisition of the contract and funder requiring final bills be submitted three months before contract end date.
- D. Met with Sustainable Conservation and NRCS for Coordinated Permitting and finishing final report. Looking at expanding program to coast with some specific areas excluded.

Danny Hagans - Unable to attend.

### **PARTNER AND AGENCY REPORTS**

Kara Heckert -

- A. Russian River - Came away from MOU signing meeting between RCD's and NRCS with a clear communication strategy between all parties; bi-weekly meetings set up. Created initiative paper for a coordinated Russian River Conservation Program in discussion with RCDs and NRCS District Conservationists in the Russian River; would like to discuss at next board meeting.

Stephen Smith -

- A. EQIP contracts have been awarded for the current year. There is a 15% increase in cost share incentive available for those contracts older than 2004, but work must be completed within a limited time frame that coincides with spring/late season rains.
- B. No TSP contracts funded this year in Mendocino County. Without the expected TSP assistance, NRCS staff will not be as available to provide technical assistance. Geri proposed writing letter to NRCS' State Conservationist in support of TSP funding in our area, citing the reduction of services to our clients, loss of credibility with our contractors, and the decrease in partnership opportunities that comes from current status. Seconded by Tyler 4 ayes 0 nays.
- C. Logging conference this week; will be attending and will take RCD publications/materials for display and ordering.
- D. NRCS State Conservationist Ed Burton will be at CARCD area meeting on April 13, and will visit the Ukiah Field office that afternoon or the 14<sup>th</sup>.

1:30 p.m. Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**April 11, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

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

**Staff Present:** Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter – Resource Technician/Programs Assistant

**NRCS Staff Present:** Stephen Smith - District Conservationist

**CONSENT CALENDAR**

Tyler Nelson motioned to approve the Consent Calendar seconded by Craig, 4 ayes 0 nays.

**ADMINISTRATION**

Janet Olave -

- A. Office Report - Called back to submit Full Proposals on Consolidated Grants: McNab Roads, Navarro Roads, Garcia Monitoring, and Safe Septics. Annual DFG's RFP out soon, but with less funding than anticipated. Office move occurred and settling in.

**DISCUSSION/ACTION ITEMS**

- A. Alternative Funding Sources (cont'd) - Jan spoke with RWQCB regarding revolving loan program and it is project specific. Calls are out on mitigation monies; need to find appropriate contact. Tyler suggest look at one issue fully at a time.
- B. Meeting Protocols/ Brown Act - On public comment, no action should be taken; just listen. Call a point of order if need to during meeting. Can make a motion for a recommendation.
- C. Submission of DFG Adaptive Management Restoration Proposals - Ashton Road, Redhill Gulch, Bear Wallow Creek, Denmark Creek, and Robinson Creek
- D. Resolution to submit application to IRWMI grant - Motion made by Geri, seconded by Tyler, 4 ayes 0 nays.
- E. NRCS/Ed Burton Tour - Some directors will attend in morning, Patty will speak on the Navarro.
- F. RC & D Update - 3<sup>rd</sup> candidate turned down job offer. Had conference call to discuss need to advertise job locally. Craig will work on invite list for Biomass project
- G. Russian River Conservation Program - Detailed version of regional approach for Russian River Coordinator. Tyler motion to support, Craig seconded, 4 ayes 0 nays.
- H. Discussed ideas for 5<sup>th</sup> Director.
- I. Discussed need to formalize 5 Year Plan so that can filter ideas through it.

**PUBLIC COMMENT**

No public comment.

## WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan -

- A. Navarro River Guide - Cost \$5. Change PSA and advertise, have available at local merchants. Watershed Day June 17<sup>th</sup> Farmers Market as launch for book.
- B. AVLT - Unclear as to what we partner on together, work on a formalized agreement.
- C. River Center - New tenant holds lease; rent will go up a little, but works out well.
- D. Work on Prop. 50 and Consolidated Grants.

## PARTNER AND AGENCY REPORTS

Stephen Smith -

- A. Erin O'Farrell has created new watershed maps for office. North Coast CARCD meeting has been combined with NRCS cluster meeting. Office move saw consolidation of maps and aerial photographs; was able to absorb all without moving map case into conference room.

## DIRECTOR REPORTS

Geri Hulse-Stephens -

- A. Took mandatory Ethics training in Brooktrails. Got out of it that 1) There is ethics and law; when law is set, ethics go above and beyond that point and 2) The Smells Rule: if it smells bad (ie doesn't seem right), it probably is bad.

11:30 a.m. Meeting adjourned





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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**May 9, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:30 a.m.

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

**Staff Present:** Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter - Resource Technician/Programs Assistant

**NRCS Staff Present:** Stephen Smith - District Conservationist

**Other:** Jack Boone; Julie Rogers, Chris Stone

**CONSENT CALENDAR**

Craig Blencowe motioned to approve the Consent Calendar as amended (add mileage reimbursement to district bills and new business RRWC outreach grant SOW) seconded by Geri, 3 ayes 0 nays.

**ADMINISTRATION**

Janet Olave -

- A. CARCD fees - \$500 increase based on operating expenses. It was mentioned that it is important to have a vote, but also more effective to come together regionally on issues and take to state org. Craig motioned to pay minimum we have to pay to retain full voting status, seconded by Geri, 3 ayes 0 nays.
- B. Update on financials - Good now, but won't see a lot of bills until later. Project end of year to be positive.
- C. Tour - Date set for June 23<sup>rd</sup>. Sent out save the date and working on invitation.
- D. RC&D update - Three resignations last week; Sue Warner is new Secretary and Jan is President until December. Sent letters to ask for board appointees from RCDs. Asked for additional monies for Tad and Biomass Feasibility study; Tad will be here June 26<sup>th</sup>/27<sup>th</sup> and Craig will join him to interview businesses/individuals for pertinent information.

**DISCUSSION/ACTION ITEMS**

- A. Chris Stone presentation on Masonite Site Proposal - Discussed energy production scenario and analysis of Lyocell production at Masonite. Stone has attempted to buy property, but purchase is in contract stages between Masonite parent company and Developers Inc. Board asked what action he wants from RCD; Stone suggested that County BOS be made aware that the site is more valuable as an industrial site, to not allow zone change from industrial. Board discussed that might it be more appropriate for a letter to come from the RC&D. Idea fits in with RCD biomass feasibility study.
- B. Approve submittal of DFG Projects - Craig motioned to approve project submittals, seconded by Jerome, 3 ayes 0 nays.
- C. RRWC outreach grant - Concern about proposed SOW; Jerome motioned for a 30 day extension, to give the RRWC time to rewrite the SOW and find a contractor, seconded by Craig. 3 ayes 0 nays.

**PUBLIC COMMENT**

Julie Rogers, Executive Director Mendocino County Fire Safe Council, Inc. is interested in partnering with MCRCD on projects where there are similar concerns. Just finished Community Wildfire Protection Plan

which has been approved by the Board of Supervisors & CDF; it's a first version of what the Fire Safe Council hopes to be a yearly updated plan. They currently have a grant in Brooktrails for removing vegetation from roadside and interested in working with more motivated road associations.

## WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan - Navarro

- A. Road Workshop - June 2<sup>nd</sup>. No charge; will probably be some on-site at Holmes Ranch Rd.
- B. River Guide - Sold a dozen at Wildflower Show as well as gave a ton of Invasives brochures out. Distributed to many local outlets in Boonville and Philo.
- C. NWWG- Nicole has updated the NWWG website and working with Linda on putting up new content. Newsletter is in the works for June.
- D. Prop. 50/Consolidated Grants/DFG - Working on submitting proposals.
- E. Coordinated Permitting - List for this summer's projects as well as expanding to include Coastal regions; have biological assessment ready now just need to outreach to agencies.

Nicole Porter-

- A. Arundo Removal in Russian - Working with CRP on landowner outreach in Mendocino Cty, educating about project details, Arundo characteristics, and obtaining landowner access agreements. Going well, with a few hold out landowners who have cited concerns from working with CRP to streambank stability. Suggestions were made to contact Carrie Brown as potential help in getting reticent landowners involved with removal as well as utilizing NRCS Kara Heckert's assistance.

## PARTNER AND AGENCY REPORTS

Stephen Smith -

- A. NRCS North Coast Cluster/Area meeting - Went to meeting in April and met with Sate Conservationist to review upcoming budgets and national plan. Payments for future contracts will be based on average costs instead of receipts.
- B. Local Ranking Priority - Requested convene the Local Workgroup to create priorities for programs after next month's MCRCD Board Meeting. Suggest look at Forsythe Creek Watershed Plan and consider if use as a local ranking priority like the Navarro.

## DIRECTOR REPORTS

None.

11:55 a.m. Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**June 23, 2006**

The regularly scheduled board meeting of June 13<sup>th</sup>, did not have a quorum, and an emergency meeting was scheduled for June 23<sup>rd</sup> to address action items. Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 8:25 a.m.

**Directors Present:** Geri Hulse-Stephens, Jerome Dix, Tyler Nelson

**Staff Present:** Jan Olave - Executive Director

**CONSENT CALENDAR**

Jerome Dix motioned to approve the Consent Calendar, seconded by Tyler, 3 ayes 0 nays.

**ADMINISTRATION**

- A. 2006-07 budget was tentatively approved; additional discussion to follow in July
- B. On a motion by Tyler, seconded by Geri, with 3 ayes, the board approved Simple IRA plan to start July 1<sup>st</sup>.
- C. 2006-07 nominations for Board Chair were tabled until July meeting
- D. The board will hold its regularly scheduled July meeting

The Executive Session was tabled until a full quorum of directors is present

**DISCUSSION/ACTION ITEMS**

- A. Presentation on Outlet Creek by DFG was given on June 13<sup>th</sup> to those in attendance
- B. Resolution to enter into DFG Agreement #P0530424 for Timberlock Ranch Sediment Reduction Project was approved with 3 ayes, 0 nays, 0 abstentions
- C. Resolution to enter into DFG Agreement #P0 for Mill Creek Coho Salmon Enhancement Project was approved with 3 ayes, 0 nays, 0 abstentions
- D. Legislative tour was conducted as scheduled from 10:00 – 5:00, June 23<sup>rd</sup>
- E. A letter to the board of supervisors will be drafted in support of using the Masonite facility to convert biomass into energy
- F. The board approved paying for lunch for the biomass workshop on August 1<sup>st</sup>, but requested other RCD's be solicited for donations.

**PUBLIC COMMENT**

No public comment

**WATERSHED AND SPECIAL PROJECTS REPORTS**

Due to the abbreviated meeting, no reports were given

**PARTNER AND AGENCY REPORTS**

None given

**DIRECTOR REPORTS**

None given

Meeting was adjourned at 8:25



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**July 11, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

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

**Staff Present:** Cassandra Thatcher - Contracts Administrator; Nicole Porter - Resource Technician/Programs Assistant

**NRCS Staff Present:** Louise Owens - Soil Conservationist; Kara Heckert - Soil Conservationist

**Other:** John McMenomey

**CONSENT CALENDAR**

Craig Blencowe motioned to approve the Consent Calendar as amended (add to district bills) seconded by Tyler, 4 ayes 0 nays.

**ADMINISTRATION**

- A. Simple IRA - Approved at June 23rd Meeting. Craig motioned to approve RCD match, seconded of Jerome, 4 ayes 0 nays.
- B. Merit Increases - Craig motioned to approve, seconded by Jerome, 4 ayes 0 nays.

**DISCUSSION/ACTION ITEMS**

- A. Nominations and election of 2006-07 Board Chair and Vice Chair - Craig motioned that Geri continue as Board Chair until Jerome can take position after the RRWC adoption of articles of incorporation, seconded by Tyler, 4 ayes 0 nays. Craig motion that Tyler fill the position of Vice Chair, seconded by Geri, 4 ayes 0 nays.
- B. Cancellation of EQIP contracts - Louise Owens related the history of EQIP contracts which used to be signed by FSA and RCD. Some of the contracts have completed practices and received cost-share while others have not received any money. The three categories of reasons beyond the landowners' control for these specific 7 contracts are: medical, regulatory, and family trust issues. The amount of contracted money involved is approximately \$100,000 and goes back into a general fund for omissions and errors used in contract modifications. Asked whether there is a loss of future money obligated to county or penalization, not that she knows of. Geri motioned to approve these specific 7 contract cancellations and would like to see a policy that NRCS writes up that can look at next board meeting if NRCS wants a general cancellation policy and what the criteria to warrant cancellation would be, seconded by Craig 4 ayes 0 nays.
- C. RC & D Council Update - New coordinator has started. Biomass workshop invitations were sent out and currently receiving RSVPs for attendance on August 1st.

**PUBLIC COMMENT**

None.

**WATERSHED AND SPECIAL PROJECTS REPORTS**

Nicole Porter-

- A. Navarro - Legislative Tour - Successful day that recognized landowners and agencies that fund projects. Also received good coverage of event in local news and statewide listservs. Great opportunity to see the value and end result of conservation on the ground. Newsletter almost ready for print containing articles and photographs from Linda MacElwee and NWWG. Linda and Themi Borrás had a table at the Boonville Farmer's Market for Watershed Day and distributed the River Guide, Forest and Ranch Roads handbook and DVD as well as the Invasives brochure and other watershed information.

Cass Thatcher -

- A. Update on Sinkyone contract and standby time requirements.

**PARTNER AND AGENCY REPORTS**

Kara Heckert -

- A. In making the Russian River Coordinator position term, it was readvertised and offered to another applicant who starts soon. Kara was offered a term position as well. Both positions will be based in Sonoma County and both will be working in Mendocino County but not on the same days. Specifically, Kara will be working mostly with the Salmon Coalition, a group of Alexander/Dry Creek in Sonoma County winegrowers and Russian River property owners.

**DIRECTOR REPORTS**

Geri recommends seeing Al Gore's new documentary film The Inconvenient Truth looking at a global perspective and solution to global warming.

Directors would like to include a Director Resource Discussion right after the break in monthly meetings.

**EXECUTIVE SESSION**

Report on Executive Session - Approved all employee evaluations. In future would like to have an anonymous review form for employees of supervisor to provide more feedback to board to incorporate in their own review.

12:00 p.m. Meeting adjourned



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<p><b>MINUTES OF BOARD OF DIRECTORS MEETING</b> <b>August 8, 2006</b></p>
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Meeting cancelled because a quorum was not present.



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<p><b>MINUTES OF BOARD OF DIRECTORS MEETING</b> <b>September 12, 2006</b></p>
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Meeting cancelled because a quorum was not present.



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**October 11, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

**Directors Present:** Geri Hulse-Stephens; Craig Blencowe; Tyler Nelson. Jerome Dix arrived at 10:30

**Staff Present:** Janet Olave – Executive Director; Patty Madigan – Watershed Program Manager; Nicole Porter - Programs Assistant

**NRCS Staff Present:** Steve Smith – District Conservationist

**Other:** John McMenomey, Director pending swearing in

**CONSENT CALENDAR**

Tyler Nelson motioned to approve the October Consent Calendar as amended (add to district bills) as well as the August and September Consent Calendars, seconded by Geri, 3 ayes 0 nays.

**ADMINISTRATION**

- A. Financials update – Check signing delays and Mendocino County financial contribution - Board approved a second checking account with single signer to be used as petty cash account.
- B. Conflict of Interest Code Reviews and Update – Discussed information provided in packet; Tyler motioned to approve as recommended, seconded by Craig, 3 ayes 1 nay.
- C. Ethics Training on DVD – Get packet to do on own time and certify complete.
- D. Discuss Cooperative Agreement with NRCS for RR Coordination – Discussion about having gone through this all before. Steve suggest that all three districts get together to discuss the MOU that was setup with RR Coordinator position, realizing that the MOU requires skills such as public speaking as well as the position being a political one that deals with agency staff. Currently on table is a NRCS funded person to administer MOU already in place or a Cooperative Agreement administered out of Sotoyome RCD half funded through the RCDs and half through NRCS. Craig questions how much time would we get with each option and how much would the cost be to the RCD? Pros of the RCD putting up funding is have our own hiring process as well as ability to keep on seamlessly after a year. Pros of NRCS funding position is they fund cost for a year and then RCD could take over funding the position. Water quantity issues were discussed; Patty suggested looking at a Sustainable Conservation program in San Mateo county that handles the same issue. Tyler moved that the board recommend hiring 2 people, one for Mendocino and one for Sonoma, and that the RCD funds half of the position in Mendocino County, seconded by Craig, 3 ayes 0 nays.
- E. RCD Network Update – New file network is up, as well as new emails and website. Excited about new capabilities for remote office connectivity as well as increased communication amongst staff.
- F. CARCD Registrations – Discussed who attending and reservation needs.

**DISCUSSION/ACTION ITEMS**

- A. RC&D Council Update – Discussed having Phil Giles RC&D Coordinator come to next board meeting to discuss status and future of project. Would also like to redefine our relationship to the RC&D. US Dept. of Forestry has made money available to do more in-depth analysis once a specific site is chosen. Keep on agenda each month to track progress.



## DIRECTOR REPORTS

Jerome Dix – Russian River Watershed Council still in process of approving articles of incorporation. Discuss Eel River pike minnow.

Tyler Nelson – Interested in evening meetings during the summer agricultural work season, May through October. Thursdays 4-6pm were discussed. Board would like to see a discussion on agenda for next board meeting.

Craig Blencowe – Attended forestry conference in Minnesota where night crawlers are causing serious problem in increased soil compaction through their elimination of the duff layer of soil.

## PUBLIC COMMENT

None.

## WATERSHED AND SPECIAL PROJECTS REPORTS

- A. Patty Madigan - Navarro – State Coastal Conservancy approved funding 2006 Navarro projects. Consolidated 319h proposal was recommended for funding approval and should be funded next funding cycle. Coordinated permitting happened 3 weeks early this year, but still waiting for the actual permits. Site visits out on adaptive management on Robinson Creek. Newsletter mailing with additional names provided by Anderson Valley Land Trust.
- B. Kerry Williams – Conservation Planning Update – Consolidating conservation farm programs available and creating brochure that provides highlights. Question as to evaluating programs in relation to social elements; board agreed dilutes impact of looking into environmental elements, especially considering board comprised of technical resource persons and RCD mission is concerned with specifically natural resources.

## PARTNER AND AGENCY REPORTS

- A. Steve Smith – NRCS –Agency is 25% more focused on planning and partnering. Erik Kennedy, Russian River Coordinator has been entering conservation plans. Is looking to put on workshops detailing different levels of planning; Tyler suggest doing them in conjunction with Pesticide Management program's workshop already in place. NRCS Technical Guide is being formally updated and almost complete. Planning Pilot Program is moving to a statewide initiative; March – June official signups. Farm Bill is being re-authorized and suggests RCD input to federal legislators; Geri suggest drafting a letter and Tyler suggest working over email before next board meeting and putting on next agenda.

## EXECUTIVE SESSION

Report on Executive Session – Clarified and approved annual increases.

12:20 p.m. Meeting adjourned



**Mendocino County Resource Conservation District**  
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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**November 14, 2006**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:05 a.m.

**Directors Present:** Geri Hulse-Stephens; Jerome Dix; John McMenomey; Craig Blencowe in at 9:15 am.

**Directors Absent:** Tyler Nelson.

**Staff Present:** Janet Olave – Executive Director; Nicole Porter - Programs Assistant

**NRCS Staff Present:** Steve Smith – District Conservationist

**Other:** Phil Giles – RC&D Coordinator

**CONSENT CALENDAR**

John motioned to approve the November Consent Calendar as amended (add to district bills), seconded by Jerome, 3 ayes 0 nays.

**ADMINISTRATION**

- A. Board Training – Contracts and Financial Documents– Reviewed process and documentation for example contract. Board would like to see visual project status such as bar graph included in monthly packets as well as very brief project description to aid in understanding bills.

**ACTION ITEMS**

- A. Approve NFWF grant for Mendocino Inland Weed Management Area – Craig motion to approve grant, seconded by John, 4 ayes 0 nays.  
B. Approve request for funding from County Auditor's office – Craig motion to send letter requesting funds, Jerome seconded, 4 ayes 0 nays.  
C. Approve draft Conflict of Interest Resolution 140 and statement – Craig motion to approve resolution and statement, Geri seconded, 4 ayes 0 nays.  
D. Vote for LAFCO representative – Craig motioned vote for Richard Shoemaker, seconded by Jerome, 4 ayes 0 nays.  
E. Approve attendance at NACD conference – Request withdrawn.  
F. Resolution to approve Agreement 06-054 SCC Navarro 2006 Projects – Geri motioned to approve resolution, Jerome seconded, 4 ayes 0 nays.

**DIRECTOR REPORTS/DISCUSSION**

- A. CARCD conference – Geri –  
1. Russian River presentation - comprised of 90% private ownership and small parcels, leading to more complex landowner outreach.  
2. North Coast IRWMP presentation – Solving old problems by bringing together different planning sectors, restoration community and public works community, to same table and leverage dollars most effectively to address similar overall issues.  
3. Carbon Credits presentation – ecosystem values that are enhanced by restoration and certain industry/urban impacts are partnered by a program; the main job is the brokering between the two which

the speaker suggested that RCDs are best suited for. Interested in having Doug Wickizer come speak to Board.

4. Director Training – Jenny DiStephano from DOC presented and would like her to come for entire board training to discuss Brown Act, Division 9, roles and responsibilities. DiStephano stressed the importance of a succinct mission statement that refer to often as well as long range plan that revisit every time new member as well as annually. Need to revisit long range planning from two years ago; discuss dates for revision at next board meeting.
5. LAFCO and Jackson State Forest – What is status and would like to keep that pursuit from fading.
- B. Directors' Updates – Jerome – Meeting with Karen Rippey USACE for RRWC to discuss RRIS. Craig – Biomass meeting with City of Fort Bragg.
- C. Change board meeting time and day – Discussion of changing 4-6 pm – would not be more convenient for majority of the board. While board could move through items quickly, they would lose majority of opportunity for discussion and board/staff interaction.
- D. Farm Bill letter – No action was taken since last meeting; Geri work up a letter and bring to next board meeting.

### **PUBLIC COMMENT**

None.

### **WATERSHED AND SPECIAL PROJECTS REPORTS**

- A. Patty Madigan - Navarro – Unable to attend.
- B. North Coast RC&D Council presentation and biomass update – Phil – Overview of potential biomass units and material, pros and cons of specific material.

### **PARTNER AND AGENCY REPORTS**

- A. Steve Smith – NRCS – Ukiah office building sold and lease is up June 2007; new owners would like to keep USDA as tenants, but will be going out to bid. Suggested that strategic plan from 2 years ago possibility of district purchasing a building and leasing out. Coordinated permitting is up for renewal with the possibility of expanding to county wide, and would like to dedicate some NRCS staff time to help. CDF has been working with other RCDs through MOU to deliver EQIP-like incentive program for forest lands. RCD and NRCS work together at CARCD conference to act on re-securing RR watershed coordinator; co-operative agreement is in process of being written by Patty Madigan (RCD) and Carol Mandel (NRCS) for possible submittal.

12:30 p.m. Meeting adjourned.



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**MINUTES OF BOARD OF DIRECTORS MEETING**  
**December 12, 2006**

**Directors Present:** Geri Hulse-Stephens; Craig Blencowe; Jerome Dix; in at 9:15 am; Tyler Nelson in at 9:30am.

**Directors Absent:** John McMenomey.

**Staff Present:** Janet Olave – Executive Director; Nicole Porter - Programs Assistant; Patty Madigan – Watershed Program Manager.

**NRCS Staff Present:** Carol Mandel – Soil Conservationist.

**Other:** None.

1. Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:15 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the December Consent Calendar as amended (add Mill Creek operator payment to district bills), seconded by Craig, 3 ayes 0 nays.

**ADMINISTRATION**

3. A. Discussion of available office space – Per last meeting, RCD looked at office space for building; Railroad Center is available and could house all agencies. Some other suitable buildings, but not many. USDA has made no commitment to move. It was indicated that some in USDA are not interested in a move while some USDA would like to re-look at the current building configuration if the lease does get re-negotiated to stay in current building. Current building configuration does not allow for any future RCD growth nor has RCD been included in building discussions. Looked at space to house the RCD; there are some available. Question of how to offset costs: renegotiate contracts, annual county money allocation, change fee structure to include costs, and could sublet to organization with similar purpose and structure a portion of building that find. Question of is this timely: fits in with long term goals, current/projected growth pattern, and streamline productivity. Question of how it would affect RCD relationship with NRCS: as long as willingness to communicate remains it shouldn't be a problem. Discussion of other RCDs not co-located, pros and cons, initial expense outlays, difference in agency culture. Would like to look into detail buying a building for RCD as well as see what happens with lease negotiations.  
B. Jenny DiStephano – Confirmed for Brown Act and Division 9 Training – February 2007 meeting.  
C. Checking account options – 2 options: set up a new account with single signer for emergency funds – will be bank charges for something that will not be used much/at all in a year; use existing account with single signer up to \$1,000 – will require internal controls as any check under \$1,000 with a single signer could go through without a call from bank.  
D. Discussion on potential directors – Tom Shultz of Fort Bragg, MRC – interested in board; possible recruit as associate director. Board would like to invite him to next meeting. Table further discussion for next meeting.  
E. Ad-hoc committee for strategic planning – Composed of board and staff to look at strategic plan; compile results from last time and see what has changed since so can focus discussion. Jerome and Geri – will send dates available to Jan.  
F. Project graph and status – Looked over.

## ACTION ITEMS

4. A. Letter to bank authorizing account change –Tyler move to using the existing account with single signer up to \$1,000 option, seconded by Jerome, 4 ayes 0 nays.  
B. Request for donation from SRF for sponsorship of Santa Rosa conference – Craig motion to support at \$500 level and send any RCD staff/board that would like to attend, Geri seconded, 4 ayes 0 nays.

## WATERSHED AND SPECIAL PROJECTS REPORTS

5. A. Navarro & Russian – Patty – Final report writing beginning for SCC contract. Toured Robinson Creek with Project Manager Margie Graham of DWR; requesting extension contract in order to monitor new plantings over summer. Successful workshop held on Robinson-Anderson Creek confluence site. Fundraising letter sent out for River Center after grant is expended. Roads workshop in February for equipment operators. Worked with Carol on joint RR coordinator position proposal.

## DIRECTOR REPORTS/DISCUSSION

6. A. Carbon Credits – Geri – Table discussion for next meeting.

## BREAK AND PUBLIC COMMENT

7. Break
8. Public Comment - None.

## PARTNER AND AGENCY REPORTS

9. A. RC&D Council elections – Jan elected president for two more years.  
B. Biomass feasibility presentation to Ft. Bragg city council – Craig – City passed resolution to support a site specific study. RC&D will search for funding. Tone of City Council meeting was supportive; some discussion on air quality and how concern about whether supply/demand will affect quantity of trees harvested.
10. A. NRCS report – Carol – Had 25 EQIP applications for this year's funding cycle; final ranking will happen by March. Consisted of large planning acres. Statewide, completing a productivity initiative where looking to increase planning acres by 20%.

## EXECUTIVE SESSION

11. Executive Session
12. Report on Executive Session – Approved 1 day holiday and Rash certificates.
13. Adjourned – 12:10 p.m.