



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**January 9, 2007**

**Directors Present:** Geri Hulse-Stephens; John McMenomey; Tyler Nelson; Jerome Dix in at 9:15 am; Craig Blencowe in at 9:25am.

**Directors Absent:** None.

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

**NRCS Staff Present:** Stephen Smith – District Conservationist.

**Other:** Tom Schultz, MRC

1. Geri Hulse-Stephens called the meeting of the Mendocino County RCD Board of Directors to order at 9:08 a.m.

**CONSENT CALENDAR**

2. Tyler motioned to approve the December Consent Calendar as amended (add North Coast RCD dues and ITSWC Final bill to district bills), seconded by John, 3 ayes 0 nays.

**ADMINISTRATION**

3. A. Update on office space for lease/purchase – Looked at converted house to commercial/medical office for sale on S. Dora St.; fixer-upper that would need initial work. Current commercial properties to buy on market are mostly very large spaces or would need a lot of initial work. Looked at space for lease on Mason St; currently a warehouse, but owner is architect and willing to work with RCD to design space to fit needs, and convenient location nearby. Investigating particulars for property in Pt. Arena that Coast Guard would like to sell to County for \$1; idea of educational or conference center that could potentially provide steady income to RCD. John related contaminated site that Air Force wouldn't clean up, would get more info on property to Jan. No new information on existing bldg lease negotiations as RCD is not included in discussions.  
B. Financials – Discussed current contracts' status.  
C. CA Chamber of Commerce – \$500/yr for labor law digests and online services. Currently obtain old digests and any important updates word of mouth through personal contact. CARCD doesn't provide support in this issue; other RCDs use CA Chamber of Commerce services. Jan looking into further.

**ACTION ITEMS**

4. No items on agenda.

**WATERSHED AND SPECIAL PROJECTS REPORTS**

5. A. Navarro – Patty – Unable to attend meeting.

**DIRECTOR REPORTS/DISCUSSION**

6. A. Introduction – Tom Schultz expressed his interest in participating as an Associate Director. He related his forestry background within county and discussed some of MRC's restoration projects on their properties.  
B. Carbon Credits – Geri – Discussed individuals carbon footprint and impact of rural communities. Interested in exploring science of how restoration and reforestation efforts affect carbon sequestration; there

is training available to gain expertise and add another dimension of value to projects we already implement. Tom related MRC set aside acreage and gave option to group to broker carbon credits for percentage of, but to date has seen nothing come of it. There is a resolution process with CARCD to propose legislation, discussed possibilities of taxes new or existing that go to restoration efforts. Also look at as another possible funding option from county; x number of people in county, RCD offsets peoples' footprint annually by this much through projects. Discussed holding workshop similar to biomass. Staff and Geri will investigate further and discuss next meeting.

C. Miscellaneous Discussion – Farm Bill letter – Geri brought draft for discussion; needs further definition of yardstick alternative to accurately measure NRCS services. At issue could be the amount of NRCS Farm Bill funds allocated to county. Put on agenda for next meeting. Fee For Service – Tyler – Discussion of creating a certificate training program for contractors. Perhaps having a recommended contractors list based on inspecting work already completed or going through course such as PWAs workshops. Put on agenda for next meeting.

### **BREAK AND PUBLIC COMMENT**

7. Break
8. Public Comment - None.

### **PARTNER AND AGENCY REPORTS**

9. RC&D Council – No meeting in December and coordinator out of office so expect to resume activities this month.
10. NRCS report – Steve – No budget has been passed to date, but believes Mendocino County will be allocated same amount of funds as last year for Farm Bill programs. Because no budget, Russian River Coordinator RFP with RCD is delayed in processing. NRCS Area 1 Cluster will be doing business plan that will look at sharing employee resources such as engineers. New program, Healthy Forest Reserve Program, with funding this year, similar to EQIP. New building owners definitely want to keep USDA and rent will be “increased substantially”, but no estimate of what that increase is expected to be.
11. Adjourned – 12:10 p.m.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**February 13, 2007**

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

**Directors Absent:** John McMenomey.

**Associate Directors Present:** Tom Schultz.

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

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

**Other:** Ron Meaux, Architect.

1. Jerome called the meeting of the Mendocino County RCD Board of Directors to order at 9:08 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the February Consent Calendar as amended (add RamYam deposit to district bills), seconded by Tyler, 4 ayes 0 nays.

**ADMINISTRATION**

3. A. Audit update – Completed and gained a net \$14,000 over previous year. Will schedule auditor to come to next board meeting.  
B. Headcount for SRF Conference - Completed.  
C. Review long-range plan – Tabled for next meeting.  
D. Update office space – Met with Ron and came up with floor plan earlier in month. Discussion on central location, parking, close to current location, good signage, configured to serve needs. Discussed options on finishing details such as quality of trim and configuration of windows above wall, what was included in rent such as water, garbage. Ron would like to see contribution around \$5,000 to cover costs, lump sum or build into monthly rent. Board would like to see costs after staff works with Ron on final finishing details and draft lease. Board looked at property.

**ACTION ITEMS**

4. A. Approve Randolph Scott & Co. as 2006-07 auditors – Craig motion to approve, Geri seconded, 4 ayes and 0 nays.  
B. Approve management letter for Randolph Scott & Co. – Tyler motion to approve, Geri seconded, 4 ayes and 0 nays.  
C. Approve submission of proposal to USF&WS for fish passage barrier removal project on Bear Wallow Creek – Discussed project details, worked with landowner before. Geri motion to approve, Craig seconded, 4 ayes and 0 nays.  
D. Approve entering into lease with Ron Meaux for office space – Agreed to write letter of intent to secure space while staff works with to provide final finishing details and a draft lease.

**DIRECTOR REPORTS/DISCUSSION**

5. A. Carbon Credits – Geri – Sequestration not just on the ground work and timber, people research injecting CO<sub>2</sub> under large geologic formations. CA passed Global Warming Solutions Act of 2006 with the goal of reducing green house gas emissions to 1990 levels by 2020; looking for public input in early stages.

Discussed impact, depends on enforcement mechanism which will in turn affect value of carbon credits. Would like to see regional focus/study similar to biomass. Discuss role of RCD as broker between industry and projects. Would there be document that uses plans already developed so as to not place disincentive on, ex use info in existing easements or THPs. Possible alternative to easment. Tyler will bring in carbon television segment next meeting. NRCS innovation grants available but not for research and development. Geri work with RC&D coordinator on potential funding opportunities.

B. Other reports – Biomass – Craig updated on project, discussion of facility in Fort Bragg combined with wastewater treatment plant. Tyler discussed law that requires replacement of stationary diesel pumps, and would like to agendize for next meeting writing letter on 1600 permits.

C. Farm Bill letter – Progress was made, agendize approval next meeting.

### **BREAK AND PUBLIC COMMENT**

6. Break
7. Public Comment - None.

### **PARTNER AND AGENCY REPORTS**

8. Board Training – Jenny DiStephano – Unable to attend meeting, rescheduled for later board meeting.
9. NRCS report – Carol discussed county allocated \$500,000 for EQIP and ranking process shows that 4 or 5 big projects ranking high for funding this year. Steve discussed upcoming comment on Important Farmland map and creation of advisory committee comprised of NRCS, RCD, Ag. Commissioner, Farm Bureau, and other stakeholders. Asked for volunteers, Tyler and Jerome accepted. Map and definitions used in future development plans and important to discussion of UVAP revision planning that Patty has been attending.
10. Adjourned – 12:15 p.m at Mason St. property.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**March 13, 2007**

**Directors Present:** Jerome Dix; Geri Hulse-Stephens; Tyler Nelson (left at 10:50am); John McMenomey.

**Directors Absent:** Craig Blencowe.

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Nicole Porter - Programs Assistant.

**NRCS Staff Present:** Stephen Smith – District Conservationist.

**Other:** Giulie Camden, CPA.

1. Jerome called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the February Consent Calendar as amended (add RamYam final to district bills and amend February minutes to reflect adjournment at Mason St. property), seconded by John, 4 ayes 0 nays.

**DIRECTOR REPORTS/DISCUSSION**

3. A. Carbon Credits video and discussion – Video discussed underground carbon sequestration using geologic formations as container and algae to digest carbon and release oxygen. Board talked about Farm Bureau looking at carbon sequestration from a market-driven approach that aids ag producers as well as environmental benefits. Geri will be talking with person working in carbon credits field and will report on info. John brought in newspaper article discussing carbon offsets and will be in next month's board packet. Board discussed focusing down discussion to our role and where RCD would fit into as an alternative revenue source. Talked about ethics of retiring credits, that can't keep selling the same acreage, as well as the scientific hurdle of quantifying exactly how much carbon is sequestered related to particular practices and land uses.

**ACTION ITEMS**

4. A. Review and approve letter to Lin Brooks for NRCS assistance on Little River timber harvest – Board queried if the local citizens support project; Steve said yes, and there will be outreach. County looking this fiscal year for FFC certified or that has done certifications. Would strictly be assisting county, not receiving monetary compensation for time. Would be doing primarily administrative work and would not interfere with other local priorities. Tyler motion to approve, Geri seconded, 4 ayes and 0 nays.  
B. Farm Bill Letter – Discussed if addressed concerns of NRCS as relates to California. Tyler motion to approve, Geri seconded, 4 ayes and 0 nays.

**ADMINISTRATION**

5. A. Auditor's Report – Giulie – RCD grew a lot. Result of audit was clean opinion, all processes were implemented that had recommended regarding internal controls, cash disbursement and filing. Health improved, assets over liabilities are good. Pg. 14& 15, and the summary page 27 are the best places to look in the audit for this information. Board asked if can cover leasing office space; yes. Also discussed financing options available to local governments and non-profits for purchasing property.  
B. Discussion of CEQA for Coordinated Permitting – Table until next meeting.

**BREAK**

6. Break

**ACTION ITEMS CTD.**

7. C. Review and complete long-range plan – Tabled until next meeting.  
D. Review letter of intent to lease office space – Idea of purchasing was re-introduced by discussion with auditor; Tyler felt a good compromise would be to shorten lease to 2 years. Board discussed addition of clause detailing prorated penalty RCD would pay on \$5,000 investment for improvements if left before 5 years time. Geri motioned to approve the letter as amended, seconded by John, 3 ayes and 0 nays.  
E. Nominations for LAFCO representative – No nominations.

**PUBLIC COMMENT**

8. Public comment – None.

**PARTNER AND AGENCY REPORTS**

9. A. Discussion of Farmland Mapping and approve board participation in LAC – Board asked Steve see RCD role; sees District being hub. Tyler and Jerome had volunteered time to participate. Tyler move to participate in PAC, Geri seconded, 4 ayes and 0 nays.  
B. Update on Russian River Coordination proposal to NRCS – At top of list, but nothing to report until Washington decides to fund.

**DIRECTOR REPORTS/DISCUSSION CTD.**

10. B. Cal Trans Willits Bypass – Geri – Cal Trans withdrew money. If other projects aren't set up, then county supervisors can lobby to fill niche. MCOG had put aside 31 million towards mitigation; Willits has asked to not reallocate yet as could use.  
C. Other – Board would like business cards for identification.
11. Adjourned – 12:00 pm.



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

**MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING**  
**Mach 29, 2007**

**Directors Present:** Jerome Dix **Directors Present via teleconference:** Geri Hulse-Stephens; John McMenemy

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

**Staff Present:** Janet Olave – Executive Director

**NRCS Staff Present:** none.

**Other:** none

1. Jerome Dix called the special meeting of the Mendocino County RCD Board of Directors to order at 5:01 p.m.

**ACTION ITEMS**

2. Board discussed and a motion was made by Geri Hulse-Stephens to sign the letter of intent for a 3-year lease with Ron Meaux for the property at 206 Mason St. with an additional clause stating that if Mr. Meaux sells the property within 5 years, the agreement to pay for the balance on the additional upgrades upon vacating the premises, becomes void. John McMenemy seconded; motion passed with three ayes.

A second motion was made by Geri Hulse-Stephens to authorize Jerome Dix to sign the lease with agreed upon changes prior to the April 10<sup>th</sup> board meeting if requested by Ron Meaux. John McMenemy seconded, passed with three ayes.

Meeting adjourned at 5:14 p.m.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**April 10, 2007**

**Directors Present:** Jerome Dix; Craig Blencowe; John McMenomey.

**Directors Absent:** Geri Hulse-Stephens, Tyler Nelson

**Associate Directors Present:** Tom Schultz.

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

**NRCS Staff Present:** Stephen Smith – District Conservationist.

**Other:** None.

1. Jerome called the meeting of the Mendocino County RCD Board of Directors to order at 9:16 a.m.

**CONSENT CALENDAR**

2. Craig motioned to approve the April Consent Calendar, seconded by John, 3 ayes 0 nays.

**ADMINISTRATION**

3. A. Update on rental agreement with Ron Meaux – The letter of intent was completed and Ron is working on a lease agreement.  
B. Update on Prop 50 North Coast IRWM contracting – Went to administration and contracting meeting, expect contract July. Will need to redo budget.  
C. Update on 319(h) funding for Navarro – Talked to EPA in SF and should have as soon as federal budget is passed, likely July.  
D. Potential request for additional funding from County – Would like to request more money from County as they will be determining budget next month. Discussion of money and local employment RCD brings to County; put letter on agenda for next month.  
E. RC&D Farm Energy Audit workshop – Patty and Jan will be attending.  
F. Expiring Terms must reapply with county for director position – Nicole prepared forms for directors to fill out and send to County.

**WATERSHED AND SPECIAL PROJECTS REPORTS**

4. Navarro Implementation II – Patty
  - B. Summary of project - Project wrap up in newsletter Ripple Effects. Editing final deliverables and wrapping up administration. Discussed future of River Center; currently about \$1,150 in donations and River Guide sales that will go to keeping doors open. Discussed plans to outreach for donations from community and other stakeholders; RCD's contribution is Linda's employment. Board expressed desire to see that it stays open.
  - C. Update on Conservation Planning program – Finishing up brochure and final report. Kerry Williams was hired to look at programs available and make recommendations. MCRCD program will be a one-stop shop to simplify process for landowners. SCC grant provided feasibility funds for the program, now RCD will discuss partnering with NRCS and UCCE and develop a pilot program in the Navarro to eventually go county-wide. Board discussed where plans would be filed as detailed information would be used to create; landowners would keep, not RCD.



- D. Update on Coordinated Permitting – Carol with NRCS wrote summary 5 year report. Michelle LeBeau began process to update biological assessment, will be turned over to NOAA leading to biological opinion. Areas include all but coastal zone and Pt Arena Mt Beaver habitat. DFG will not be administering last year of coordinated permitting due to area reorganization; all other permits still under coordinated, but will have to get DFG 1603 permit separate. Looking at 6-9 months to implement renewal.

### BREAK

5. Break

### ACTION ITEMS

6. A. Review and approve to sponsor DFG grant for Stornetta Ranch – No information from DFG at time of meeting.  
B. Discussion and approval of payment to contractors for SCC 06-054 project – Craig motion to approve, John seconded, 3 ayes 0 nays.  
C. Approve entering into agreement with NRCS for ArcGIS software – John motion to approve, Craig seconded, 3 ayes 0 nays.

### DIRECTOR REPORTS/DISCUSSION

7. A. Update on Brown Act training – Jerome – Attended governance training through CSDA. Can't as individuals ask staff for action, but as board can. Discussed importance of protocols, of having policies and procedures in place. Jerome provided worksheet to board and staff to fill out and return at next meeting to begin development.  
B. Other reports – Biomass – Craig – In meeting with City of Fort Bragg, more elements being considered onsite with biomass plant such as wastewater treatment, sawmill, and transfer station. GP has given permission for a feasibility study to be conducted on the "bark dump" site and there is support for it. Also discussed having Eric Holst from Environmental Defense League to assist RCD in putting on a carbon credits workshop similar to biomass event; possibly latter part of summer.  
C. Logo – Discussed having a sheet of logos to choose from and liked a simple style.

### PUBLIC COMMENT

8. Public comment – None.

### PARTNER AND AGENCY REPORTS

9. A. Conference April 24-27 – Biomass Focus – Put on through California State RC&D.  
B. Tour with Ed Burton on April 17<sup>th</sup> – Will be flying over possible site for biomass plant.  
C. Sonoma County Forest Working Group – Just for information, not discussed.
10. NRCS Report – Steve – Budget for EQIP is less this year. Russian River Coordinator is a temporary position. The joint Russian River Coordinator position with RCD probably not funded due to budget allocations. Working on Little River Airport; County has hired a consultant forester. Coordinated permitting is moving forward. Money in WHIP would be a good supplement to the lower EQIP allocation; Patty commented would like to work on how to better partner in creating WHIP projects.
11. Adjourned – 12:00 pm.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**May 8, 2007**

**Directors Present:** Jerome Dix; Craig Blencowe; John McMenomey (leave at noon); Geri Hulse-Stephens; Tyler Nelson at 9:20 am.

**Directors Absent:** None.

**Associate Directors Present:** None.

**Staff Present:** Janet Olave – Executive Director; Patty Madigan – Watershed Programs Manager at 11:00 am; Nicole Porter - Programs Assistant.

**NRCS Staff Present:** Stephen Smith – District Conservationist.

**Other:** Eric Holst.

1. Jerome called the meeting of the Mendocino County RCD Board of Directors to order at 9:12 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the May Consent Calendar, seconded by John, 4 ayes 0 nays.

**ADMINISTRATION**

3. A. Update on relocation – Move in date TBA.  
B. Discussion on LAFCO boundaries – Jan had meeting with Frank McMichael, and anticipates it being easy for those areas that are interested in, but will be a significant cost. Recommends annex city if they want, said he could have used our services. Board discussed history of annexation and don't want to stir up possible consternation, only work with those that want to work with us.  
C. Update on RC&D Farm Energy Audit workshop – Company EnSave would perform audits while RC&Ds would be paid nominal fee for finding land owners and gathering information. RCD staff went and thought it'd be a good service to add to conservation planning program, one-stop shop for information. Tyler suggested a website component for farms to complete checklist or direct to information on web. Jan said if board interested go after funding from PG&E to develop, and potentially perform the audits ourselves down the line. Also a good way to gain recognition and get our services out there. Also addresses overall conservation that moving towards. Investigate funding available and come up with how to proceed for next meeting.  
D. Update on request from DFG to sponsor Stornetta project – DFG would like to see us manage. Project to put well on property instead of diverting from creek so more flow available during summer.  
E. Update on Board Training – Nicole – training stressed importance of having policies in place to protect board and staff. Responds not only to laws but ways of doing business. Can work on piece at a time and will include in packet for review and approval.

**WATERSHED AND SPECIAL PROJECTS REPORTS**

4. A. Watershed Programs – Patty – Report in board packet, moved on in interest of time.

**ACTION ITEMS**

5. A. Discussion and approval of check-writing policy – To ensure board fiscal oversight with the addition of another staff member's ability to sign checks, policy developed. Craig move to approve the policy as written in packet, seconded by Tyler, 5 ayes 0 nays.

- B. Approve request letter for additional funding from County – Tyler motion to approve, Craig seconded, 5 ayes 0 nays.
- C. Approve submission of DFG proposals – 3 proposals 1) Update roads book with PWA, have workshops and field school 2) Implementation projects that come from the Harwood assessment 3) Update section of DFG manual with WCW regarding invasive species. Question arose as to sponsoring grants; have said no to projects that were only obliquely aligned to goals or were controversial in nature. Do have policy? – would like to see addressed in policy. Tyler motion to approve all three proposals, Craig seconded, 5 ayes 0 nays.
- D. Letter of support for Wilderness Society re: controlled burns – Geri – Discussed fire and relationship to healthy management of forest lands through controlled burns. Wilderness Society is targeting Mendocino County as demonstration area as the urban interface isn't as great, but does have the problems of large fires, proliferation of conifers and understory choked with fuels. Has broad appeal including environmental community. Feels that Wilderness Society's ability to take lead is valuable. Tyler more to approve support letter, John seconded, 5 ayes 0 nays.
- E. Discuss/approve request for advertising/sponsorship of Fire Safe Council publication – Discussed how distributed, who is contributing, number of copies, audience and need. Supports conservation and land stewardship. John move to approve in the amount of \$500, Craig seconded, 5 ayes 0 nays.

**DIRECTOR REPORTS/DISCUSSION**

- 6. A. Tyler – Important Farmland Mapping – Discussed the impact map designations have on CEQA such as if designated prime, than more significant mitigation is in order. Many aspects affect definition such as irrigation, soil, type of crop go into designation. Definitions are often adopted by counties in CEQA and development in general plans. Designation also enables lands to be considered for other programs such as the Williamson Act. Came away with let's protect our lands with designation, but at the same time be cautious as restricts farmers' choices. Would like to know more about what other areas are doing, and discuss how we can best support the ag community in a sustainable way, that also keeps habitat intact, the viewshed that people enjoy. Want to agendize for board discussion of definitions and process.
- B. John – Discussed prior frustrations with county definitions relating to flood plains and water holding structures; importance of informing county.
- C. Geri – Discussed study done by Michael Lennox and David Lewis UC Coop Extension on effects of restoration; interested in having come to inform board.

**PUBLIC COMMENT**

- 7. Public comment – None.

**BREAK**

- 8. Break

**RC&D COUNCIL UPDATE**

- 9. Craig and Jan – Currently, funding is at a halt. Have made contact with USDA RD; deadline for upcoming grant May 18<sup>th</sup>. Not getting far and seeing loss of momentum. Discussed having RCD take over and drive project if can't move forward quickly, RCD already put a lot of time in that not getting reimbursed for. Optimal time now with political support and stakeholder involvement. Discussed need to define RCD role in process going forward, being specific about RCD commitment of resources, how fits goals. Formed committee of Craig and Geri to move forward with. More will be known after RC&D meeting.

**PARTNER AND AGENCY REPORTS**

- 10. NRCS Report – Steve – There is possibility that RR Coordinator position will be funded, although crosses NRCS area boundaries and becomes more complex. Lin Brooks will be in Ukiah office and available to meet with if desired and available. Discussed NRCS project with Round Valley Tribe.
- 11. Eric Holst – Environmental Defense League, Center for Conservation Incentives – With passage of AB 32 Global Warming Solutions Act that places economy wide cap on emissions in state. Work on how to make a

system that works for California forests and agriculture. Focus on writing rules to implement; advocating a cap and trade system where can emit up to certain level and purchase credits if go over. Responding to environmental justice community that is worried that go over emissions in one community but buy credit in another community; looking at what safeguards can put in place such as can go over cap 5%, but not drastically like 20%. Holst is interested in setting up pilot projects and people to model and measure emissions/sequestration, devise greenhouse gas plans that complement what already have, with action measures. Want to inform learning, fill in information gaps, get landowner pros/cons perspective and feed that into policy making. Discussed certainty of measuring carbon, and moving according to reasonable level of confidence. Ag community hasn't been much involved up to this point and would be good to be apart of process. Benefits of restoration non-controversial, altering timber management more so though esp. concerning commercially viable species; would also be interested to see management measures such as controlled burning to keep more carbon on ground given value. RCD interested in and would like to start with a workshop to evaluate interest, introduce idea to stakeholders/community; similar to biomass workshop. RCD provide framework, Holst bring in people; looking at fall as possible time. Be great way to provide feedback loop and inform Air Resources board, to inform about rural issues. Place on agenda for discussion next meeting.

12. Review and approve Long-Range plan – Working lunch – Discussed how policies flow from goals and business plan comes from knowing what business is. Would like to have annual planning meeting to decide priority projects that also are identified as go along. Looked at new logos and like top one, but would like to see more defined elements and the 'since 1945' in motto given same emphasis as prior lettering. Craig motioned to approve the long-range plan, seconded by Tyler, 4 ayes 0 nays.

13. Adjourned – 1:00 pm.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**June 10, 2007**

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

**Directors Absent:** None.

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Janet Olave – Executive Director; Patty Madigan – Watershed Programs Manager; Nicole Porter – Contracts Administrator.

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

**Other:** John Thomas.

1. Craig called the meeting of the Mendocino County RCD Board of Directors to order at 9:05 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the May Consent Calendar, add BLM discussion item, seconded by John, 3 ayes 0 nays.

**ADMINISTRATION**

3.
  - A. Request for additional credit card for Contracts Administrator – Tyler move to add Nicole to credit card account for office expenses, Geri seconded, 5 ayes 0 nays.
  - B. Document submission for board meetings Brown Act update – Nicole discussed pending legislation regarding materials distributed at meetings and Public Records Act. RCD addresses with Board Meeting Agenda policy at this month's meeting.
  - C. Director paperwork for reappointment to RCD board – Jerome turned his in the previous week; Tyler said will get his in. Have to re-apply every four years, unless specified a two year term on application.
  - D. Review, discussion, approval of proposed budget – Staff worked on hours allocation for contracts to maximize existing contracts and avoid contracting out. Can meet existing staff and expenses, but no wiggle room. Meeting with SCC to propose more projects and chance to go after second round of funding for North Coast Prop 50. Question brought up about status of printing Gordon's rare plant manual; it was cost-prohibitive to print as last discussed. Board would like to revisit to make more cost-effective; idea of posting on website at no cost, also working into conservation planning as a module and work development/printing into that project proposal. Would like to see manual on agenda for discussion. Question of any flags to be concerned on in budget; Jan just concerned don't want to go back into red so being extra cautious in these numbers. Discussed the district's unique accounting, partial cash and partial accrual. Geri motioned to approve budget, Tyler seconded, 5 ayes 0 nays.
  - E. Update on insurance carriers and costs – Current rates are based on age and two staff members will be hitting milestone next year; looking at insurance through SDRMA with single rate that is initially a little bit higher but less in the long range.
  - F. Relocation estimates – Table until July meeting.
  - G. Appoint/reappoint personnel subcommittee – Discussed and keep same way as have in previous years by forming ad hoc committee. Jerome and Geri volunteered.
  - H. Discussion of carbon credits/Eric Holst presentation – Jan hasn't heard back from but board would like to keep on agenda to move it along.

I. Discussion of John Thomas request for board to allocate EQIP funding towards IPM for pear industry – Thomas discussed its usage for a couple of years in Lake County, want to consider putting on list of priorities for 2008 EQIP. Mandel discussed recent workshop attended on IPM; has to be a significant change from hard chemicals to soft. Looks at toxicity related to water quality and had a limited time schedule that payment can be obtained. Working group/stakeholder meeting in July or August for setting EQIP priorities.

J. BLM Glen Eden Trail Project – Stop work order per BLM for further outreach, possibly start back up in August. But subcontractor has other projects, also issue of scheduling equipment again so might not happen this season. Discussed same happening on previous contracts as well as current, hard to know if can count on. 1) Bill right away for time spent 2) Write letter detailing problem and asking for continuance date 3) Want to preserve good relationship with.

#### **ACTION ITEMS**

4. A. Resolution to accept funds for NCIRWM grant (Prop 50) – Tyler move to approve acceptance of funds, seconded by Geri, 4 ayes 0 nays.
- B. Nominations for Chair FY2007-08 – July is typically when change. Tyler motion to approve, Craig seconded, 5 ayes 0 nays.
- C. Review and approve new RCD policies – Grant proposal submissions – Developed as safeguard to not get hit last minute with writing. Board want to remove bottom section as guidelines, not policy. Agenda – Board want to add paragraph that board shall be informed if an item is denied for consideration. Craig motioned to approve both policies with changes indicated, Tyler seconded, 5 ayes 0 nays.

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

5. A. Safe Harbor agreements – Patty – 10-30 year agreement between agency and landowner that allows for take because assume good land steward and creating better conditions and habitat with practices. Advantages to landowner and RCD are that coordinated permitting excludes the area with Pt Arena Mt Beaver, so offers different way to help. Discussion with Sustainable Conservation (SC), that they would do most of legwork, but RCD would have some administrative role. Monitoring component starts with a baseline survey, then annual assessment. Survey done by biologist, perhaps can use NRCS'. Concern is that not billable time for staff; would be charged to landowner? Steve says NRCS is committed to seeing it work and doing so with staff time, but because they're a federal entity the agreement has to be with the district. Susan with SC can estimate staff time and timeline and have better idea at next meeting.
- B. Future of River Center – Possible mitigation through Sierra Nevada World Music Festival, but details yet to be worked out. Developing another targeted fundraising letter, and also looking at working out of less expensive site. Question how many people see in a week; 8-10 for education and outreach. Ask if RCD could sponsor River Center expense for a month with proviso that looking for other contributors; place on next meeting's agenda.

#### **BREAK**

6. Break

#### **DIRECTOR REPORTS/DISCUSSION**

7. A. 1603 Permits - Tyler – Currently pay fee for permits when doing it for restoration benefits. Fee based on price of project. Would like to see a letter to local representatives on issue; agendize for next meeting.

#### **PUBLIC COMMENT**

8. Public comment – None.

#### **BOARD TRAINING**

9. A. Update on CSDA training in financials - Jerome – Table until next meeting.

## **RC&D COUNCIL UPDATE**

10. Report on meeting with city of Ft. Bragg – Craig – 1) Don't focus on permits at this point to bring investors in, concentrate on fuel 2) Phil Giles put out preliminary site specific report 3) Need grant to pursue further to bring in investor. Craig would like to see RCD staff more involved to help move it along; concern is with billable time. Take \$30,000 to finish a site specific study to give to potential investor; could ask major landowner to contribute seed money.

## **PARTNER AND AGENCY REPORTS**

11. NRCS Report – Steve – Discussed NRCS contract audit, food safety added to conservation plan elements to address, and Rural Development's movement from Ukiah Service Center to Santa Rosa. Lin Brooks would like to be on agenda next meeting to discuss MOU, new programs and 2007 Farm Bill.
12. Adjourned – 12:00 pm.



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

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**July 10, 2007**

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

**Directors Absent:** Craig Blencowe; John McMenomey.

**Associate Directors Present:** None.

**Staff Present:** Patty Madigan – Watershed Programs Manager; Nicole Porter – Contracts Administrator.

**NRCS Staff Present:** Lin Brooks – Assistant State Conservationist; Stephen Smith – District Conservationist.

**Other:** None.

1. Jerome called the meeting of the Mendocino County RCD Board of Directors to order at 9:16 a.m.

**CONSENT CALENDAR**

2. Geri motioned to approve the June Consent Calendar, add bill for Telecom Services, seconded by Tyler, 3 ayes 0 nays.

**ADMINISTRATION**

3. A. Review and approval of lease with Ron Meaux – Lease not available at meeting, table to next meeting.  
B. NACD membership discussion/approval of payment – Geri motioned to approve payment at same level of support as last year, Tyler seconded, 3 ayes 0 nays.  
C. CARCD discussion and approval of annual membership dues – Jerome motioned to maintain same level of support as last year, Geri seconded, 3 ayes 0 nays.  
D. Elect LAFCO representative – Board decided to not vote as did not feel had enough information.

**ACTION ITEMS**

4. A. Election of Vice Chair – Clarified that Jerome was elected last meeting as chair, agenda for next month to discuss John for Vice Chair.  
B. Approve 6<sup>th</sup> amended SDRMA joint powers authority agreement and resolution – Tyler motion to approve, Geri seconded, 3 ayes 0 nays.  
C. 1603 Permits – Discussion and possible action - Tyler – Currently landowner pays fee for permits when doing restoration project that benefits public with fees based on price of project, fees should be borne by public. Patty discussed checks and balances in place for quality of projects that go through RCD/NRCS while none if just general public doing project, and that fees occur at agency's state level to recover for paperwork and in-house project monitoring done on local level. Also renewal of coordinated permitting in works and don't want to jeopardize program so suggested use the resolution process with CARCD to move through and gain support statewide as this is not just a local issue. Lin Brooks/NRCS suggested could bring up at their State Technical Review Committee to see about cost sharing for permit fees for projects done under their programs; could use the cancellation financial information for this county from Steve. Geri motioned to develop a resolution for the state CARCD conference to reform permitting fees processed for restoration work to alleviate costs for landowners doing work that benefits the public, Tyler seconded, 3 ayes 0 nays. Geri motioned for letter to be written to NRCS' State Conservationist asking for this issue of permitting costs to be addressed at the next State Technical Review Committee, Tyler seconded, 3 ayes 0 nays.  
D. Authorize one month cost to support River Center – Self-supporting through July. Sent targeted letter to businesses and people receiving services. Discussed benefits of center, building support and long range



funding, trying to lower overhead. Geri motion to fund River Center for one month beginning August, Tyler seconded, 3 ayes 0 nays.

E. Discussion and approval of developing Safe Harbor agreements – Not billable hours; Sustainable Conservation has a grant for their time to put together these agreements. Agreements would protect landowner from fees and fines if kill listed federal terrestrial species in the course of doing business because the habitat they created attracted in first place. Works to encourage habitat creation and mitigate perceived fear that habitat would not be created or even destroyed to prevent species from taking up residence. Tied to ag production and habitat created for production/doing business. Discussed looking at under broader umbrella of water management, not just ponds. There is a landowner monitoring component in agreements. Tyler motioned to partner with Sustainable Conservation to pursue the development of safe harbor agreements, Geri seconded, 3 ayes 0 nays.

## BREAK

5. Break.

## DIRECTOR REPORTS/DISCUSSION

6. A. Tyler – Discussed moving meeting time to afternoon 4-6pm, thought it had been approved in old meeting. Nicole will research and if was not agendaize for discussion/action next meeting.
- B. Geri – Update on Eric Holst/Carbon Credits Workshop – has been emailing with and seen a temporary agenda.
- C. Jerome – RRWC having conference Saturday 21<sup>st</sup>, outreach on management plan. Would also like to agendaize next meeting creating a budget committee.

## PUBLIC COMMENT

7. Public comment – None.

## RC&D COUNCIL UPDATE

- A. Update on biomass project – Tabled until next meeting.
- B. Discussion and possible action on continued staff involvement in RC&D Council – Tabled until next meeting.

## PARTNER AND AGENCY REPORTS

8. A. NRCS Report – Steve – Discussed NRCS contract audit, Rural Development's movement from Ukiah Service Center to Santa Rosa, Coordinated Permitting renewal meeting and process.
- B. Lin Brooks – Discussed letter Board wrote to NRCS' State Conservationist from discussion with Steve regarding the evaluation of conservation programs being tied to number of acres in plan; said is being addressed through shared staff on area level such as range management specialist that helping different field offices. Also being addressed through the national resource inventory which is being re-evaluated this year. New Farm Bill would move all cost share programs into one program – EQIP. Did not know whether eligibility requirements for current program such as only being an ag producer would now extend to other programs; used WHIP in past because didn't have to be ag producer to qualify. Board would like to have someone knowledgeable in Farm Bill speak to board about specifics; suggested someone from CARCD/NACD, Patty suggested Dan Imhoff, Agendaize for next meeting.
- C. Operational Agreement Tier 3 – Lin discussed mechanics of getting agreement into place and the availability of Ray Ledgerwood to facilitate a discussion on or for training needs of board. Also asked if RCD would still need a presence in building? Needs to be factored into lease re-negotiations which will happen when RD moves out. Board discussed using Ray's services to look at developing the operational agreement and Division 9 training in November corresponding with the CARCD conference. Agendaize for next meeting to discuss.

## EXECUTIVE SESSION

8. A. Annual Performance Reviews and Wage Increases – Tabled until next meeting.
9. Report on Executive Session – Not applicable.
12. Adjourned – 12:03 pm.



**MINUTES OF BOARD OF DIRECTORS MEETING**  
**August 14, 2007**

**Directors Present:** Jerome Dix; Geri Hulse-Stephens; John McMenomey.

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

**Associate Directors Present:** None.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Steve Smith.

**Other:** None.

1. **Call to Order** - 9:08 am

2. **Consent Calendar** – Geri motioned to approve the Consent Calendar, seconded by John, 3 ayes 0 nays.

3. **Administration**

- A. Approve SDRMA Resolution 151 for execution of MOU for medical benefits – Geri motioned to approve resolution, John seconded, 3 ayes 0 nays.
- B. Approve MOU between MCRCd and SDRMA for medical benefits – Geri motioned to approve MOU, John seconded, 3 ayes 0 nays.
- C. Approve Resolution 153 between MCRCd and SWRCB authorizing representative – Geri motioned to approve resolution, John seconded, 3 ayes 0 nays.
- D. Approve and sign lease with Ron Meaux – County Counsel reviewed and said was standard language; Geri motioned to approve lease, John seconded, 3 ayes 0 nays.
- E. Appoint sub-committee to review SDRMA candidates to make voting recommendations at September meeting – John can't attend September meeting; board decided to not take action on this item.
- F. Discussion and possible action for board training provided by County Counsel – Board would like to see Brown Act training through County Counsel, try to schedule after harvest December/January meeting so that all board would receive; Geri motioned to request County Counsel training on Brown Act, John seconded, 3 ayes 0 nays.
- G. Discussion and possible action for Ray Ledgerwood training – Had discussed last meeting using service to develop 3<sup>rd</sup> tier MOU agreement, samples in July's packet. Steve said Ledgerwood scheduled for November 5<sup>th</sup>. Large time commitment from board that month: Ledgerwood meeting, board meeting, and CARCD conference. Already scheduled so no action taken; agenda for discussion in October so can outline what want to discuss for agreement.
- H. Discussion and request for Farm Bill Information for September meeting – Came up in July's meeting due to possible changing eligibility requirements with new Farm Bill and potential affect on programs that RCD guides people to for assistance. Board would be interested in pertinent information and timeline on Farm Bill as it relates to RCD to be included in monthly packet. Discussed asking Eric Holst for that information.
- I. Discussion and possible action to request including Conservation dollars as "mandatory" on new Farm Bill – Patty heard Q&A with Eric Holst on radio regarding Farm Bill and important point was the difference between discretionary and mandatory dollars. Recommended pushing for mandatory conservation dollars; Patty volunteered to work on letter to federal representative Thompson

and resolution to take to CARCD conference. Steve discussed how NRCS staffing is tied to Farm Bill funds and the possibility that local workgroup input will not be a component of the new Farm Bill programs. Board discussed addressing local workgroup issue in letter.

- J. Approve amendment to Contractor Selection policy – SWRCB wants to know what policy is; discussed current policy and having a separate Heavy Equipment Policy, Patty volunteered to draft. Run policies through County Counsel to ensure compliance. Geri motioned to approve policy, John seconded, 3 ayes 0 nays.

#### **4. Action Items**

- A. Election of Vice-Chair – Table until next meeting.
- B. Appoint finance committee members – Discussed importance of board’s role in fiscal oversight, Jerome member of committee, would like to discuss with other directors absent next meeting. Would have quarterly meetings after regular board meeting.
- C. Discussion and possible action to change board meeting time (Tyler) – Tyler not present, table until next meeting.
- D. Discussion and possible action on request for sponsorship of SRF conference – John motion to sponsor SRF conference for General Sponsorship of \$500, seconded by Geri, 3 ayes 0 nays
- E. Discussion and possible action on Local Workgroup priorities (EQIP 2007-08) (15 min) – Steve discussed previous Farm Bill funding. Board asked where IPM would fit into; could eliminate #5 Conservation Planning and Easements as having a conservation plan is already a Local Screening Point. Board discussed revising #3 Riparian/Fisheries Restoration to address water quantity sources alternatives such as ponds.

#### **5. Director Discussion Items**

- A. Director responsibilities (Jerome) – Table until next meeting.
- B. Update on Carbon Credits discussion with Eric Holst (Geri) – Nothing new to report since gave feedback on agenda, but expressed concern as to not wanting to step on toes. Discussed clarifying role for conference, just as potential partners for education and research instead of holders and brokers. Also still concerned about ethics of credits.

#### **6. Break**

#### **7. Watershed Reports**

- A. Program Report - Patty Madigan – Deferred to written report included in packet.
- B. Coordinated Permitting – progress update – Deferred to written report included in packet.

#### **8. Public Comment**

None.

#### **9. Agency Reports**

- A. NRCS report – Steve Smith – Reported on NRCS staff training and movement within USDA Service Center to RD’s space once vacated in September. Steve is interested in having John and Tyler look at the local Farmland Mapping; definitions used in EIR but those lands deemed locally important don’t have definition of mitigation involved as of yet. Will be doing further consultation with local tribes regarding cultural resources on projects and will be folded into coordinated permitting.

#### **10. Executive Session**

- A. Annual Performance Reviews and Wage Increases

11. **Report on Executive Session** – Reviews approved and wage increases approved as recommended. For next year, board would like to see goal-oriented reviews and the development of a procedure for the board to write the Executive Director’s evaluation.
12. **Adjourn** – 12:00 pm



**MINUTES OF BOARD OF DIRECTORS MEETING  
September 11, 2007**

**Directors Present:** Craig Blencowe; Geri Hulse-Stephens; John McMenomey (left at 12:00pm noon). Jerome Dix (arrive at 9:21am);

**Directors Absent:** Tyler Nelson

**Associate Directors Present:** None.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Carol Mandel.

**Other:** Roger Sternberg.

1. **Call to Order** – Geri called meeting to order at 9:09 am.
2. **Consent Calendar** – Craig motioned to approve the Consent Calendar with the addition of PWA bill, seconded by John, 3 ayes 0 nays.
3. **Administration**
  - A. Consider approval of the following policies: Board Meeting Conduct, Board Meeting Minutes, Board Meetings, Ethics Training, Expenditure Reimbursement, Rules of Order – Discussed why have policies. Modify Board Meetings section 2.b to remove notification by mail and Rules of Order removed section 2; Craig motioned to approve policies as amended, Geri seconded, 4 ayes 0 nays.
  - B. Consider approval to submit Tobacco Settlement Proposal for River Center – Patty outlined proposal called Connecting to Creeks which has outreach to and support for Anderson Valley schools. If awarded funding, Board would like to see kids give talk about their project and present them with certificates. Craig motioned to approve proposal, John seconded, 4 ayes 0 nays.
4. **Public Comment**

None.
5. **New Business**
  - A. Discussion and consideration of MCRCD's role in Caltrans Willits Bypass Mitigation Project – Background: Caltrans met with Staff about mitigation potential, no commitment, approached because public agency. Jan talked with Karen Sweet (RCD) and Terry Huff (NRCS) about similar project in Alameda Cty and Roger Sternberg former Mendocino Land Trust Executive Director to discuss magnitude of project and use expertise in discussing possible MCRCD role. Staff contacted county counsel regarding Geri's work as a botanist for a company that subcontracts to Caltrans on this project; Geri can participate in information but cannot contribute to discussion or action that pertains to MCRCD's role in this project. Roger –informed Board about conservation easements, issues to consider when discussions begin regarding MCRCD involvement in the project. Issues presented: easement responsibility into perpetuity; approximately 200-300 staff hours to put together one easement dependent upon specific circumstances of property and land management involved; talked about environmental hazard assessment need; potential/ willingness to bring legal action to enforce terms of easement; working landscape v. other management land uses within easements; own land v. own easement with question regarding property tax assessment, having money in future for capital improvements, etc. Discussed need to define future role in easements, under what criteria would own in fee or own in easement, staff costs to be calculated in management endowment. Board looked at maps for where bypass going and the lands around that have been assessed for potential mitigation.
  - B. Discussion and consideration of dates for an additional meeting to hear

presentation from Alameda County RCD and NRCS on similar project – Would be for information; decided last week of September, the 25<sup>th</sup> 3-5pm.

**6. Break**

**New Business cont'd**

- C. Consider hosting and sponsoring a carbon credits workshop with Eric Holst of Environmental Defense – Discussed the enormous amount of info available and opportunity to provide information; similar to biomass workshop with purpose to inform. Eric has sent preliminary agenda and is willing to organize with assistance from staff. Craig motion to host and support up to \$500 for workshop, Geri seconded, 4 ayes 0 nays.

A. Appoint subcommittee to develop workshop – Craig and Geri volunteered.

**7. Director Discussion Items**

- A. Director responsibilities (Jerome) – Tabled.
- B. Attendance at North Coast CARCD meeting October 4, 2007 – Discussed meeting as opportunity to present resolutions discussed in previous meetings and having Jerome attend. Process goes from North Coast to State meeting.
- C. Consider submitting resolutions to CARCD Annual Meeting – Board would like to submit a combined resolution for supporting 1) region wide coordinated permitting, 2) permit fee exemption for RCD/NRCS restoration projects, and 3) encourage continued eligibility for WHIP to include non-ag producers. Patty will formalize, and will be on agenda of special meeting to consider approval.
- D. Other director reports – None.

**8. Agency Reports**

- A. NRCS report – Carol Mandel – IPM is on local priority list for ranking; already have some applications. Nov. 2<sup>nd</sup> deadline for EQIP. Coordinated permitting: discussed slow progress and possibility might have to get conventional permits.

**9. RC&D Council Update**

- A. Moving forward with site specific feasibility study; looking for additional funding and will be contacting timber companies for possible contributions.

**10. Adjourn – 12:30 pm**

---

President, Board of Directors

---

Date Approved





**MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING  
September 25, 2007**

**Directors Present:** Craig Blencowe (left 5:15pm); Geri Hulse-Stephens; Tyler Nelson (left 5:05pm); Jerome Dix (arrive at 3:08 pm);

**Directors Absent:** John McMenomey.

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Stephen Smith.

**Other:** Roger Sternberg; Karen Sweet; Terry Huff; Phil Dow.

**1. Call to Order** – Geri called meeting to order at 3:05 pm.

**2. Public Comment**

None.

**3. Old Business**

A. Caltrans Willits Bypass Mitigation Project Information

1. Presentation by Alameda County RCD and NRCS: Karen Sweet-Executive Director, Terry Huff-District Conservationist, and Bob Nuzum-Negotiator for Cooperative Agreement – Bob unable to attend. Board questions to be answered during presentation: 1) how was it working with Caltrans, 2) their payment process, 3) negotiating any potential adjustments to contracts, 4) how did RCD have to ramp up their own operations, 5) the logistics and obtaining of expertise, 6) how did the easements meet the goals of the district, and 7) how if at all did the perception of the RCD change in the ag community, 8) potential next steps, 9) RCD role in planning.

Karen discussed unique elements to the Alameda County RCD-NRCS partnership; ACRCDD pays NRCS rent and is a local partnership office so due to tenuous office status ACRCDD/NRCS work very closely together. Caltrans contacted ACRCDD because of 1) high profile projects, 2) knew could bring landowners to table, 3) easier to do cooperative agreement with another state agency, and 4) the nexus with federal government. Viewed as one stop shop for easements, permits, and restoration. ACRCDD looked at Caltrans as opportunity to pay rent, invest into future and bring easements into community. ACRCDD holds easement for project. Caltrans had shopping list of what needed to mitigate project and had timeline to meet.

Terry discussed it took 1 yr to sign cooperative agreement; time included negotiation with attorneys, regulatory agencies, and Caltrans to look at properties with multiple benefits and credits. ACRCDD/NRCS holding some banking of credits for future mitigation projects. NRCS' time on project was paid for with NRCS Technical Assistance funds until ACRCDD received endowment. Also had access to NRCS state resource people for project consultation. Discussed specific elements of ACRCDD project: 1) they are having to find own properties, 2) small acreages compared to potential acreage in Willits project, 3) specific species they are mitigating and managing for, 4) only working with 2-3 landowners.

Discussed Caltrans endowment: very specific line items, inflation is built in, legal defense of easement is included, some capitol improvements; all ACRCDD costs were recoverable.

ACRCDD stressed thinking about what project would look like in 250 yrs.

ACRCDD looked at long range goals and integrated into Alameda Conservation Mitigation Program which combines conservation planning, baseline inventory, which can lead to possible EQIP project implementation that can bring added



conservation value to land, and can lead to possible easements developed; initial public meeting had 30 families attend. ACRCDD wanted to remain neutral so Caltrans negotiated real estate transactions; ACRCDD had approval authority over easement terms. All agencies have ability to come on property with proper prior notification to ACRCDD. ACRCDD developing a fee structure surrounding mitigation. ACRCDD's board set up subcommittees to handle fiscal oversight responsibilities.

Phil Dow of MCOG discussed his role in getting bypass approved and being asked by Caltrans to possibly take on mitigation in effort to keep Caltrans' scheduled timeline.

**4. Administration**

- A. Head count for annual CARCD Conference in Rancho Cordova 11/7-11/10/2007 – Discussed, board will get back to staff on specifics.
- B. Appoint Delegate to CARCD Conference meeting – Discussed but no action taken.
- C. Approve Resolution 154 for submission to CARCD and North Coast CARCD for consideration and vote at state conference – Tabled until next meeting.
- D. Discussion and consideration of cancelling November board meeting due to possible new Open House date, November 6<sup>th</sup>, and staff and board attendance at CARCD conference – Craig motion to approve cancellation of November regular board meeting, Geri seconded, 3 ayes 0 nays.
- E. Confirm board attendance at North Coast CARCD meeting – Discussed but no action taken.

**5. Adjourn – 5:30 pm**

---

President, Board of Directors

---

Date Approved



**MINUTES OF BOARD OF DIRECTORS MEETING  
October 9, 2007**

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

**Directors Absent:** John McMenomey; Tyler Nelson

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Stephen Smith.

**Other:** Phil Dow, Andrea Williams, Jeremy Ketchum

**1. Call to Order** – Jerome Dix called the meeting to order at 9:20 a.m.

**2. Consent Calendar** – Amended to include OHV State Parks bill for \$20,589.78 and cost of DFG permits \$600.00. Approved as amended on a motion by Geri, seconded by Jerome, 3 ayes 0 nays.

**3. Administration**

A. November Activities

I. The Open House is postponed due to early rains and busy schedules.

II. The meeting with Ray Ledgerwood is scheduled for Nov. 5<sup>th</sup>, and staff will send him talking points and materials to discuss Caltrans and project relationships. An abbreviated board meeting will precede this.

III. State Conference - Geri will attend CARCD state conference. Jerome will be conference delegate and attend Saturday's voting.

B. Review and approve Annual Plan – Craig motion to approve, seconded by Jerome, 3 ayes 0 nays.

C. Approve MOA with Inland Weed Management Area - Tabled

D. Election of Vice-Chair - Tabled

E. Consideration and approval of RCD Resolutions submitted to CARCD - Tabled

F. Discussion of potential role in Willits Mitigation Project – Staff will provide board with potential role scenarios based on information from Caltrans to discuss at November meeting.

**4. Public Comment**

None.

**5. Old Business**

A. Willits Bypass Mitigation Project Cont'd

I. Q&A with Caltrans Project Manager Andrea Williams and Senior Environmental Planner Jeremy Ketchum – Geri disqualified herself from Caltrans discussion.

Discussed project needs and some options for roles. Discussed how reimbursement would look like in cooperative agreement: start with lump sum then move to monthly reimbursement of expenses according to line items. Permitting for mitigation is separate from the bypass project itself.

Question of what if not enough money to maintain into perpetuity? Endowment is set up to take into account long term maintenance and there would be language in co-op agreement to amend. Discussed a scenario of MCRCD taking on for restoration period, view as agent to bring project down to level of local stewardship, and then passing onto another agency or non-profit for long term management.

Caltrans has RFP process, but has never used before; they're looking at most efficient way to get going on mitigation and keep on tight schedule. Caltrans discussed came to MCRCD regarding project because public agency that specializes in resources and interested in using taxpayers' money most effectively. There is peer review of mitigation plan and discussed how conservation value was determined through surveys. Discussed need to spell out in detail each agency's responsibilities with

regards to project involvement in co-op agreement.

**6. Break**

**7. Old Business**

A. Willits Bypass Mitigation Project Cont'd - Will provide board with potential role scenarios based on information from Caltrans to discuss at November meeting.

**8. Directors' Discussion**

A. Next Steps with Caltrans – Discussed if MCRCDC gets involved how would relationship with MCOG look like; MCOG wants to stay involved but restoration is out of expertise of mission. Board discussed not wanting to do the actual purchasing, but to be involved so the next phase goes smoothly. Discussed that if take significant role director participation will need to be ramped up. Use subcommittees, and consider expanding to a 7 member board. See role for county counsel as well as another attorney with easement background.

Discussed having special meeting to get business done before meeting with Ray.

**9. Partner Reports**

A. NRCS - Tabled

**10. Adjourn**

---

President, Board of Directors

---

Date Approved



**MINUTES OF BOARD OF DIRECTORS MEETING  
November 5, 2007**

**Directors Present:** Jerome Dix; Geri Hulse-Stephens; John McMenomey; Craig Blencowe at 9:11 am

**Directors Absent:** Tyler Nelson

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Stephen Smith.

**Other:** Jeremy Ketchum

1. **Call to Order** – Jerome Dix called the meeting to order at 9:05 a.m.
2. **Consent Calendar** – Amend minutes to say “disqualify” instead of “recuse”. Approved as amended on a motion by Geri, seconded by John, 3 ayes 0 nays.
3. **Administration**
  - A. Open House – November 20<sup>th</sup> 11am to 1pm
  - B. Approve MOA with Inland Weed Management Area – Geri motion to approve, seconded by Jerome, 4 ayes 0 nays.
  - C. Approval of proposals – 319(h) Navarro Sediment Reduction Phase II, 319(h) Conservation Planning, Fish & Game Commission Clean and Green in Mendocino County, NFWF Ludwigia Mapping for IMCWMA – Discussed conservation needs of proposals, and specifically MCRCDD image of voluntary organization regarding conservation planning and TMDL and of the need to address marijuana growing in relation to conservation. Geri motion to approve, seconded by Jerome, 4 ayes 0 nays.
  - D. Election of Vice-Chair – Geri stated would be vice-chair if it doesn’t lead right into being president again. Craig move to have Geri as vice-chair, seconded by Jerome, 4 ayes 0 nays.
  - E. Review and approval of CARCD Resolutions – Discussed not wanting to support top down approach but grassroots. No opinion on the resolution to reinstate the State Resource Conservation Commission, and Geri motion to approve the other 3 resolutions regarding support of coordinated permitting, waiver of permit fees and WHIP non-ag eligibility; creation of a technical forestry committee; and support distribution of contract funds in advance, seconded by Jerome, 4 ayes 0 nays.
  - F. Discuss looking into obtaining tax base – Look into further in the future, but need more public education and public recognition because would be voted on in election.
4. **Public Comment**

None.
5. **Old Business**
  - A. Willits Bypass Mitigation Project - Discussion of various scenarios and possible action regarding MCRCDD’s role – Geri disqualified herself from Caltrans discussion. Went through Tasks and discussed schedule timeline.
6. **Break**
7. **Old Business**
  - A. Discussion of various scenarios and possible action regarding MCRCDD’s role – Discussed HMMP need to be finalized before permits issued. Caltrans interested in banking credits. MCRCDD would like opportunity to review easements, to know if enforceable before take on. Also MCRCDD be at table for input on HMMP; meeting at end of month. Input on permits as well. Next steps: Caltrans need resolution to move

forward with cooperative agreement preparation. Board discussed that county wants to see this project happen and that MCRCD most logical to carry role.

**8. Directors' Discussion**

A. John McMenomey – Resignation – Has more responsibilities and travel at work; has enjoyed time on board.

B. Discuss moving to a 7 member board – In Division 9, can be done by resolution adopted by majority of board after publication of notice of intended change at least once in newspaper. Discussed need

**9. Partner Reports**

A. NRCS - Tabled

**10. Adjourn – 12:00pm**

---

President, Board of Directors

---

Date Approved



**MINUTES OF BOARD OF DIRECTORS MEETING  
December 11, 2007**

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

**Directors Absent:** None.

**Associate Directors Present:** Tom Schultz.

**Staff Present:** Janet Olave; Patty Madigan; Nicole Porter.

**NRCS Staff Present:** Stephen Smith.

**Other:** Anne Maxwell, Karen Gaffney and Katherine Gledhill at 11:25 am, Scott Harris.

**1. Call to Order** – Jerome Dix called the meeting to order at 9:13 a.m.

**2. Consent Calendar** – Amend agenda to say “regular” instead of “special”. Approved as amended on a motion by Geri, seconded by Craig, 3 ayes 0 nays.

**3. Partner Reports** –NRCS – Steve Smith

A. Direction and approval on NRCS contract cancellations – Steve discussed previous reasons for cancellation: personal such as death or bankruptcy, severe economic difficulty, if couldn't get permits. Discussed that if not cancelled and terminated by NRCS, then NRCS can go after costs from landowner. Discussed how inflation has affected cost-share for practices. It was suggested that landowners frustrated with permit applications also work with MCRCD. Board would like to have written documentation of what cancellation criteria consists of. Geri motioned to approve proposed NRCS contract cancellations for projects where standards have changed and cost-share has fallen below 35% , seconded by Craig, 4 ayes 0 nays.

B. Discussion of Locally Important Farmland Mapping – Steve noted that the Farmland Map had same criteria as Colusa and Lake County's, which have not added restrictions on development, thus potential criteria can be used to restrict development. He solicited input from the board regarding when to submit the project to the BoS. The item was not agendized as an action item, thus the Board only stated the need for transparency about the process and that the information can influence decisions. Staff suggested NRCS schedule time on the agenda to educate the entire board on the issue.

**4. Administration**

A. Approve rotating invoicing to allow for semi-monthly billing – Discussed current process and board will still be reviewing and approving. Geri motioned to approve, Tyler seconded, 4 ayes 0 nays.

B. Ethics Training – bi-annual requirement – Discussed the opportunities available to fulfill the legal mandate and its importance considering the increased scrutiny will see as have more public profile.

C. Approve Operational Agreement with NRCS – Tyler motion to approve, Geri seconded, 4 ayes 0 nays.

D. Approve Resolution to submit Forsythe Creek proposal – Discussed background and conservation need. Geri motion to approve, Tyler seconded, 4 ayes 0 nays.

E. Approve Resolution to enter into a cooperative agreement with Caltrans for work on the Willits bypass mitigation project – See discussion in item 4.H. Craig motion to approve resolution, Tyler seconded, 3 ayes 0 nays 1 abstention.

F. Approve moving to a 7 person board – Idea came from concern about having a quorum regarding Caltrans. Benefits obvious, but no other directors in line;



Quorum changes to 4 which could be difficult to meet without additional directors, and also harder to reach consensus with more people. Item tabled.

- G. Board responsibilities for the Willits bypass mitigation project – Directors to be ambassadors to community, representing MCRCD and why the project meets the goals of conservation and restoration. More time will be dedicated to project, and likely more occasional special meetings will be required.
- H. Discussion of next steps for the Willits bypass mitigation project – Geri disqualified herself from discussion. Discussed timeline and entering into small cooperative agreement to cover short term expenses of developing larger cooperative project agreement. Staff described buildup of organization infrastructure and created a draft organization chart and timeline of how proceeding might look like. Board would like to revisit chart or something similar every month to view progress.

Staff discussed the need for a vision document for project, of creating a project that is holistic in terms of overall conservation needs and not just mitigation. Fulfills our mission, more agency support, better design. Guiding document would be public document would look at watershed plans, historic records, etc to pull together not just what is impacted by bypass but larger conservation needs, to help those that have issues but not included in mitigation. Board discussed importance of keeping in mind obligations to Caltrans when working on larger scope project.

## **5. Public Comment**

Anne Maxwell discussed desire to preserve her land but unsure if it qualifies.

## **6. Break**

## **7. District Program Updates**

- A. DWR Robinson Creek – Was discussed in Conservation Programs Manager report in packet. Tabled due to time considerations.
- B. DFG Red Hill Gulch – Tabled due to time considerations.
- C. DFG Feliz Creek Tabled due to time considerations.
- D. Carbon Credits Workshop – January 17, 2008 Hampton Inn, Ukiah 9am to 3pm.

## **8. Director Items**

- A. John McMenomey – resignation – letter was sent to board of supervisors.
- B. CARCD State Conference update – Geri Hulse-Stephens – Great information provided and to see what other RCDs have done on similar Caltrans projects. Two sessions on easements and mitigation, and the cautionary notes provided: see permit requirements, don't be rushed, don't skip steps, fully understand endowment. When to say no: if don't have the expertise or money, if not in mission, when public interest is not served. Other items of interest: looking at neighboring lands to easement and their influence, and that the legal requirements of an easement lead to role of RCDs as enforcers, a role not previously encountered as a non-regulatory voluntary agency.
- C. Other – Jerome – Voted at CARCD conference.

## **9. New Business**

- A. Meet agency personnel from State Coastal Conservancy, DFG, NMFS, and West Coast Watershed for possible Willits restoration program – Scott Harris had different idea of where mitigation would be best placed. Karen Gaffney discussed North Coast. Also discussed synchronicity of bringing together the community and having higher

vision than mitigation. Great opportunity to model integrated approach and can serve as funding mechanism for future conservation work in community.

**10. Adjourn** – 12:15 pm

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date Approved