



MEETING MINUTES
Meeting of the
MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, April 21, 2020

*This meeting was held via teleconference due to the COVID-19 pandemic.

Directors Teleconferenced: Lisa Bauer, Cathy Monroe, Craig Blencowe, Peter Braudrick
Associate Directors Teleconferenced: Jen Riddell, Mike Webster, Tony Orth
Staff: Megan McCluer, Ursula Butler, Deborah Edelman, Linda MacElwee, Mary Mayeda,
 Katy Brantley, Chris Bartow, Patty Madigan, Jake Stubberfield, Marisela de Santa Anna,
 Joe Scriven
NRCS Teleconferenced: Carol Mandel
Public Teleconferenced: John Hansen

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:00 am
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) <i>Add 6-6: Earth Day Activities Update</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	CONSENT CALENDAR 4-1 March 17, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe: Change the March minutes in Climate Action Committee from “first task” to “among the first tasks and how to proceed.”</i> <i>Motion to approve the Consent Calendar made by Cathy Monroe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i>
V.	ACTION ITEMS 5-1 Board approval of Financial Statements and Warrant Requests for: March 2020 <i>Presentation of financials by Ursula Butler. Discussion and questions about details by Directors and Associate Directors.</i> <i>Motion to approve the Financial Statements and Warrant Requests made by Craig Blencowe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i>
VI.	DISCUSSION ITEMS 6-1 Board of Directors – Personnel Discretionary Fund <i>Megan provided a brief background of this topic, confirming that the Board is responsible for the overall budget. However, in order for a discretionary fund to be created for the Board (to use towards Executive Director raises or staff bonuses), it will need to be listed as a line item in the personnel budget category. This individual line item control could exceed appropriate Board authority. Since this is a budget topic, it does not fall within the guidelines of a closed session under Brown Act regulations.</i> <i>Lisa would like to discuss the amount and how to approach this topic, possibly at the May or June Board meeting.</i> <i>Cathy suggested including a set-aside line item in the budget for COVID-19 impacts.</i> <i>John asked about the budgeting process and how it gets developed.</i> <i>Lisa asked John to participate in the budget development process.</i>

	6-2 Strategic Planning Day – Programs 3-minute Updates <i>Operations, Soil, Forestry, Water, Land Stewardship</i>
	6-3 Policy: Safe operating procedures for office scheduling and field work – Megan <i>ACTION: Lisa asked to change “policy” to “protocol.”</i> <i>ACTION: Post a sign on Ukiah office door notifying public that staff is working from home.</i>
	6-4 Oak Woodland Protection Ordinance Sub-committee update <i>The sub-committee met and decided that a letter needs to be drafted and sent to the County Planning Commission. Mary will write the first draft for the sub-committee. There is no urgency or deadline for this topic due to the COVID-19 pandemic.</i> <i>Jen Riddell suggested that this oak protection topic is better suited for an amendment to the County General Plan instead of as an ordinance.</i>
	6-5 Update on beaver activity in Little Lake Valley <i>Presentation by Jake Stubberfield</i>
	6-6 Earth Day Update: Deborah and Katy <i>Litter Pick-up Challenge</i> <i>Facebook posts</i> <i>Earth Week activities</i>
	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report <i>The NRCS Ukiah Field Office is continuing to perform field work</i> <i>Matt Prendergast will be taking a new position in southern California this week.</i> <i>Erica and Carol are the only two in the NRCS office at this time.</i> <i>They are finalizing EQIP plans for the ranking deadline of May 8.</i></p> <p>7-2 Directors Reports <i>John Hansen: Reviewed draft audit report and will be meeting with Lisa and Megan. The delay in getting the audit report is significant.</i></p> <p><i>Peter Braudrick: CARCD has withdrawn is Division 9 revisions. The DOC Director is focusing on 3 main topics: 1) Economic development 2) Conservation of sustainable soil and water resources 3) Carbon sequestration goals.</i></p> <p><i>Craig Blencowe: Local timber industry is at a slow pace, and few logging trucks on the road. Sawmills are not buying logs right now. Timber was very active industry in February, but has slowed since the COVID-19 pandemic hit.</i></p> <p><i>Geri Hulse-Stephens: Wetland plants and ecology class will be taught on a weekly basis to MCRCD staff and others.</i></p> <p><i>Tony Orth: PG&E has been aggressive about tree removal along the power lines in Brooktrails.</i></p> <p>7-3 Staff Reports and Grant Status</p> <p>Adjournment <i>Motion to adjourn meeting by Cathy Monroe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i></p> <p><i>Meeting Adjourned at 11:49 am.</i></p>

	AGENDA SETTING
IX.	To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105. Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.
	Next MCRCD BOD meeting will be May 19, 2020

Action Items

Megan to change COVID-19 from "Policy" to "Protocol."

Mary will write the first draft for the Oak Woodland Protection Ordinance Sub-committee to be sent to the County Planning Commission.