



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

Tuesday, July 21, 2020

Location: Zoom Meeting: <https://us02web.zoom.us/j/85041321408>
Directors Present: Craig Blencowe, Peter Braudrick, Lisa Bauer,
 Cathy Monroe
Staff: Megan McCluer, Linda MacElwee, Deborah Edelman, Mary
 Mayeda, Katy Brantley, Patty Madigan
Associate Director: John Hansen
NRCS: Carol Mandel
Public: Beth Salomone

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:04 AM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) <i>6-11: Cathy Monroe - Board of Supervisors and eliminating cannabis ordinance as it affects rangeland: 6-11</i> <i>6-12: Cathy Monroe -Board of Supervisors and definition of “fire debris”.</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 June 16, 2020 Board of Directors (BOD) Minutes <i>Craig: Commended staff for DROPS projects and their statewide recognition.</i> <i>Craig Blencowe moved to approve the June 2020 Minutes. Cathy Monroe seconded the motion. Lisa Bauer, Cathy Monroe, Peter Braudrick, and Craig Blencowe voted to approve.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements and Warrant Requests for: June 2020 <i>Ursula: A few notes about deferred revenue described in narrative. MCRCD finished the year with a net income of ~\$120,000.</i> <i>Craig asked about the LD Ford invoice and their scope of work, and Megan provided an explanation. Megan will ask Chris Bartow to request LD Ford invoice include a paragraph summary for the invoiced period.</i> <i>Craig also asked about the Family Tree Resource invoice and locations of work. The Mendocino County Fire Safe Council is administering that project.</i> <i>John Hansen: Financial statements for June are preliminary. There are some reconciliation steps to still take. The month still needs to be closed out. John would like to do some additional review to close out the year.</i> <i>Peter Braudrick motioned to approve the Financial Statements and Warrant Requests for June 2020. Craig Blencowe seconded the motion. Peter Braudrick, Craig Blencowe, Cathy Monroe, and Lisa Bauer voted to approve.</i>
	5-2 Review and approve budget for Fiscal Year 2020/2021 <i>Megan reviewed the personnel and revenue spreadsheet, and presented the narrative proposal “Budget Comments” on page 28 of the Board packet. Megan will present a mid-year budget review in December. Financial Committee (Lisa Bauer, Cathy Monroe, John Hansen) reviewed the proposed budget.</i> <i>John Hansen: The topics listed in item 5 are important for the organization and should be accomplished, even if there was no deficit. Concern that accepting new grants could detract from these topics.</i>

	<p><i>Cathy agrees that the topics in item 5 are important, but thinks that funding them should be incorporated in operating expenses and not from the reserve account.</i></p> <p><i>Craig: Grant writing should be a big chunk of the ~\$50,000 deficit coverage, but this is not a sustainable way to operate.</i></p> <p><i>Peter: Has the federal indirect rate application been submitted yet? Megan said it was not submitted last year, but we are on track to submit the application for fiscal year 2020/2021.</i></p> <p><i>Patty: CARCD had a session on strategies for grant development and the point that using our partners and their expertise and financial resources can be important for us to continue successful work.</i></p> <p><i>Linda: How did we go from a deficit last year to a \$120k surplus this year? Also, staff may be more booked than is showing right now.</i></p> <p><i>Lisa: Agrees with Craig’s point that with staff at 100% capacity, there needs to be a mechanism that helps us identify which grants to apply for. We need to weigh the economic outcome, its relevance to the environment, and a decision made on a group basis.</i></p> <p><i>Cathy Monroe moved to accept the budget as presented. Peter Braudrick seconded the motion. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted to approve.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Website ADA and Other Compliance – Deborah Edelman</p> <p><i>Deborah: Page 36 reference in Board packet about Website ADA compliance. The point is to assist people who are blind, cannot hear, or have some other challenge that may affect their ability to understand our website. Staff is working with the CARCD template, and we will need to hire a designer to adapt our website. Making our website able to be translated to other languages will also be accomplished.</i></p> <p><i>CARCD recommends that RCD Boards of Directors adopt a “website accessibility policy.” Deborah recommends this be addressed at an upcoming Board meeting.</i></p> <p><i>Action: Megan will draft a website compliance policy, ready for August Board meeting.</i></p>
	<p>6-2 Update on selecting a new auditing firm – Megan McCluer</p> <p><i>Megan: A request for proposals was released in June 2020 because our last firm had worked with us up to the limit of 6 years. We received one proposal, and the Finance Committee interviewed the proponent: John Robertson and Associates, based in Lake County. The Finance Committee thinks this applicant is acceptable to perform auditing services for our RCD.</i></p>
	<p>6-3 Review new officer positions for Board of Directors. See item 6-6 in June 2020 Minutes – Megan McCluer</p> <p><i>This item will be addressed as an Action Item in August.</i></p>
	<p>6-4 Diversity, Equity, and Inclusion Committee Update – Katy Brantley</p> <p><i>Katy: This is an important and exciting topic that is timely for this organization to address. We are becoming more purposeful and inclusive with our media posts.</i></p> <p><i>Lisa: Brought up poignant CARCD email on DEI from last week.</i></p>
	<p>6-5 Strategic Planning update – Linda MacElwee</p> <p><i>The Smart Sheet document has been built out by each program. It highlights the complexity that each program has involved, and has helped staff understand the breadth of our reach, and identify where gaps exist. Staff have been able to re-focus on the program goals. Staff should be contacting Directors with an update to ensure they are aware of the program information. Megan and Linda meet weekly to address the Strategic Plan, which will be our outward facing document. A draft Strategic Plan will be in a format to present at the August board meeting. Action: Megan and Linda will develop a schedule of strategic planning activities, and will present at the August Board meeting.</i></p>
	<p>6-6 Virtual tour of Coleman House – Chris Bartow</p> <p><i>Canceled</i></p>

	<p>6-7 Human Resources services and staffing update – Megan McCluer <i>We need to develop some type of human resource needs outside of MCRCD. Mendocino County’s Human Resources Director was supportive of the concept of a fee for service arrangement with MCRCD. This topic has been delayed due to the COVID-19 pandemic. No funds were allotted in this year’s budget, but can be added to the budget next year.</i></p>
	<p>6-8 Resume monthly policy review in August– Megan McCluer <i>Website compliance policy would be good for August. There is a list of priority policies to address, that Megan will begin working on. A COVID-19 protocol developed by CARCD is in place, that we can use in case one of our staff becomes infected. MCRCD continues to follow our protocols in the office and workstations. Megan will present the list of other policies and the order of priority for each month.</i></p>
	<p>6-9 Treasurer of the Board held by Associate Director: Megan McCluer will review MCRCD’s bylaws. Megan reviewed the MCRCD bylaws and read the section on Associate Directors’ responsibilities. <i>Action Item: First item (5-1) on Action Item List in August.</i> <i>Peter said that we need to add this to an action item for August: “Review and vote on Board positions as action item in August: Chair – Peter Braudrick, Vice Chair – Cathy Monroe, Secretary – Craig Blencowe, Treasurer – John Hansen.”</i></p>
	<p>6-10 Remembrance and Honoring Tom Schott – Memorial at Willits office – Patty Madigan <i>What can MCRCD do to honor Tom’s memory? Maybe plant a tree and develop and plaque for placement at the Coleman House. Linda thinks a bench by the tree would be good too. Carol said Roger Sternberg is working to install a memorial bench at a redwood grove on Ridgewood Ranch. Craig wanted people to understand that in addition to Tom being a wonderful person, he also made unique and important contributions to forestry, and served as the heart of MCRCD for several years.</i></p>
	<p>6-11 Elimination of county cannabis ordinance – Cathy Monroe <i>Cathy Monroe said the local chapter of the Native Plant Society submitted a letter with specific concern over the potential loss of range land. Maybe MCRCD should re-submit the letter written by Patricia Hickey when this topic was being considered by the Board of Supervisors. Megan will look for the letter. Cathy said if we lose the County ordinance, the State law would be less restrictive and could significantly impact natural resources. Lisa asked if Cathy can report back to this Board on this topic, and Cathy said she would try. General discussion ensued about this topic. Protecting range lands is the primary concern for MCRCD. MCRCD has created a cannabis sub-committee. One topic is the cannabis ordinance and its farming impact on range land and water resources? Cathy, Linda, and Megan will participate on this sub-committee.</i> <i>Action: Megan will locate the letter Patricia Hickey wrote regarding this ordinance and will share with Directors and staff.</i></p>
	<p>6-12 Rubbish Abatement Ordinance – Cathy Monroe <i>Neighborhoods are working to become fire safe, but some isolated properties are not taking action to reduce fire fuels. There is a community push to have the County to remove fire hazard fuels, then charge landowner(s) for the cost. This ordinance is being developed, and MCRCD may want to provide some input. Lisa said the Mendocino County Fire Safe Council decided to support this ordinance if it follows the one in Sonoma County. The focus is on garbage, debris, and trash adjacent to homes and other buildings.</i> <i>Action: Deborah to contact Cathy regarding this topic and the well beneath the Redwood Valley Grange.</i></p>
	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report <i>Carol Mandel: A forester position will be “flown” and based in the Ukiah office. That person will work in Humboldt and Lake counties too. Unsure of the timeline right now. Staff are continuing to finalize EQIP contracts for fiscal year 2020. They are beginning to plan for next year’s program.</i></p>

7-2 Director Reports

Cathy Monroe: CASGEM wells: Grange in Redwood Valley had a well beneath the building they just capped. Deborah may want to contact them to see if it can be monitored.

Climate Change Task Force: A map of the Earth on habitable territory in next 50 years indicates that ~19% of terrestrial zones would become uninhabitable. Cathy will share with Directors and staff.

Craig Blencowe: There is a huge demand for homes from out of area buyers. One theory is that many people realized they can work from home due to COVID-19 and prefer to live in a rural county.

7-3 Staff Reports and Grant Status

Megan McCluer: Focus on budget over last month, with John’s help has been great. Will begin staff performance reviews. Would like to present to the Board on the prior year at the August meeting. Joe Scriven is officially recognized as MCRCD’s Assistant Executive Director.

Patty Madigan: Just executed a contract with CARCD for third round on cannabis BMPs and working on the GRASS-C self- assessment process.

Deborah Edelman: The 2020 annual river/creek clean-up will be modified this year due to COVID-19 restrictions. Water line mapping at Hopland Rancheria invitation to bid received no bidders, but we have approval to work directly with LACO Associates to perform that work.

Linda MacElwee: Irrigation design for Camp Navarro with rainwater catchment system. Phase III WCB streamflow enhancement proposal coming up this September. We will be installing 60,000 gallon offstream storage tank at Blue Meadow Farm this summer. Indian Creek Campground rainwater catchment will serve as a local demonstration project.

Mary Mayeda: Crews are on the ground for Round 2 of the Hazard Tree Removal Project. AmeriCorps person (Brice Hutchins) begins in September, and will help on several projects.

CARCD will be having a 9-day series of virtual inn lieu of the annual meeting. Action: add to Discussion in August.

Adjournment: 11:54 AM

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 August 18, 2020

Action Items

Put first item (5-1) on Action Item List in August: Formal vote for Board of Director positions.

Megan will draft a website compliance policy ready for August Board meeting.

Megan and Linda will develop a schedule of strategic planning activities, and will present at the August Board meeting.

Megan will present the list of other policies and the order of priority for each month.

Megan will locate the letter Patricia Hickey wrote regarding this ordinance and will share with Directors and staff.

Deborah to contact Cathy regarding rubbish abatement and the well beneath the Redwood Valley Grange.