



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, August 18, 2020

**Location:** Zoom Meeting

<https://us02web.zoom.us/j/85041321408>

*Directors Present: Craig Blencowe, Lisa Bauer, Cathy Monroe*

*Staff: Megan McCluer, Linda MacElwee, Mary Mayeda, Katy Brantley,  
Patty Madigan, Chris Bartow, Deborah Edelman, Joe Scriven*

*Associate Directors: Tony Orth, Mike Webster, Jen Riddell, John Hansen*

*NRCS: Erica Lundquist*

*Public: None*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:03</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>Megan would like to add 6-0: Monthly review of financial statements: John Hansen and Megan McCluer  Katy Brantley would like to add item 6-6: DEI Committee update</i>
<b>III.</b>	<b>PUBLIC COMMENT</b> 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>
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> July 21, 2020 Board of Directors (BOD) Minutes <i>Craig Blencowe asked about Item 5-2 from the July meeting. Was this topic concluded?  Megan McCluer stated that the Fiscal Year 2020/2021 Budget was voted on and approved.  Craig Blencowe motioned to approve the Consent Calendar and Cathy Monroe seconded. Lisa Bauer, Craig Blencowe, and Cathy Monroe voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Vote in officers of the Board for FY 20/21: Chair, Vice Chair, Secretary, Treasurer <i>Chair – Peter Braudrick, Vice Chair – Cathy Monroe, Secretary – Craig Blencowe, Treasurer – John Hansen  Aye Votes: Cathy Monroe, Craig Blencowe, Lisa Bauer</i>
	<b>5-2</b> Board approval of Financial Statements and Warrant Requests for: July 2020 <i>Megan’s update: A ‘cutoff period’ is required to ensure the work occurring in June gets recorded in June (same fiscal year). A list of items was created from July activity that should be documented in the previous fiscal year. An example was provided of a project’s work being completed in June but MCRCD not getting reimbursed until July. It makes sense to adjust the financial records, so the expense and income of a project both get recorded in the same fiscal year.  Megan proposed that approval of the Financial Statements for July be postponed until the September Board meeting so that these changes can be incorporated.  Lisa Bauer stated that this item will be addressed in September.</i>

VI.	DISCUSSION ITEMS
	<p><b>6-0</b> Monthly review of financial statements: John Hansen and Megan McCluer  <i>The Financial Team is proposing that monthly financial statements (not warrants) for approval by the Board be for the two months prior to the meeting. For example, September financial statements would be approved in November. This method allows for a complete closing out of accounting activity and analysis prior to presentation to the Board. Ursula Butler had presented this item previously and has been in support of this change for a long time.</i></p> <p><i>John Hansen suggests we separate warrant requests from financial reports to ensure prompt payment without affecting the financial report review the month after. This method would also enable fiscal to review and provide a quarterly analysis and report.</i></p> <p><i>Lisa Bauer and Cathy Monroe agree that this process makes sense.</i></p> <p><i>The Financial Subcommittee will address the details of this method and present to the Board as an action item in September.</i></p>
	<p><b>6-1</b> Review of draft Strategic Plan 2020-2024  <i>Linda MacElwee presented the Strategic Plan – Draft Version 5, and discussed the process of completing sections and formatting with Megan and staff. This draft Strategic Plan will be emailed to Directors and Associates Directors for review to prepare for responding at the September Board meeting. This will be a Discussion item in September, with Board approval in October. Once approved, this plan will be posted on our website.</i></p>
	<p><b>6-2</b> Draft Website Compliance Policy for review – Megan McCluer  <i>Megan drafted the Website Compliance Policy that is based upon CARCD’s template, and provided a quick review of the document. Deborah Edelman has been working on this topic to identify the steps in becoming compliant. This item will be presented to the Board for approval in September.</i></p>
	<p><b>6-3</b> Policies identified for updating or adoption – Megan McCluer  <i>Megan presented a table of policies that MCRCD needs to update and address. Development, review, and approval of policies will continue to be and Action Item for the Board and staff. Megan and Joe will review the CSDA templates to address policies required by law as the first priority. John Hansen mentioned that the Injury Illness Prevention Plan is an important topic that should be at a high priority.</i></p>
	<p><b>6-4</b> 2020 River Cleanup Project – Deborah Edelman  <i>Deborah said the event is for September 26. The document (page 26) was sent to the County Health Officer, but no response has been received. This document highlights the details of the project with COVID precautions in place.</i></p>
	<p><b>6-5</b> Virtual tour of Coleman House – Chris Bartow  <i>Chris Bartow provided a tour of the main office at the Coleman House in Willits. Caltrans staff is still using one office, and will likely become available for MCRCD staff in a few months. Robert and Jake’s office was toured, and special reference was made to Tom Schott’s desk that Shirley Schott donated to MCRCD. The kitchen also is used as a conference room with a wireless television screen for remote meetings. The bathroom will be modified to become ADA compliant this winter. The mud room near back porch is still in process of being organized. The water tower and outbuildings were shown in the distance. The barn is sinking/falling to the east and will require some grant funds for historic restoration.</i></p>
	<p><b>6-6</b> Diversity, Equity, Inclusion Committee Update – Katy Brantley  <i>Katy Brantley presented about the last DEI Committee meeting, and the priorities that should be addressed. They are beginning the process of identifying community needs/contributions and how MCRCD can provide assistance or collaborate.</i></p>

	INFORMATIONAL ITEMS
VII.	<p><b>7-1 NRCs Report</b>  <i>Erica Lundquist said that they are wrapping up funding for this fiscal year. The forester position has not yet been filled.</i></p> <p><b>7-2 Director Reports</b>  <i>Craig Blencowe provided an update on the forestry industry. There is a lack of supply of redwood lumber due to expanding home construction and projects, thus requiring lumber.</i>  <i>Mike Webster provided an update on the Ukiah Valley Groundwater Sustainability Agency. Larry Walker Associates is the consultant who is working on the water modeling and drafting a plan for sustainability. They will install 3 stream gages (Forsythe Ck, W. Fk. Russian R., unknown third location). Deborah Edelman said they are looking to add additional groundwater gages to complement the stream gages for permanent monitoring sites.</i></p> <p><b>7-3 Staff Reports and Grant Status</b>  <i>Megan referred to the grant submittal spreadsheet, some of which were approved for funding. She is working with John Hansen on reviewing proposal budgets to ensure the project meets MCRCD's criteria. Megan thinks that grants will become scarce in two years due to the COVID pandemic.</i></p> <p><i>Mary Mayeda said the BearCorps member (Bryce Hutchins) will join MCRCD in September. He will be a big help to the Forestry Program. MCRCD was approved for a Forestry Capacity Grant from North Coast Resource Partnership to begin Carbon Tool refinement with John Nickerson. The target for completion of the tool is June 2021. The bio-gasifier project is still making progress with All Power Labs. They are currently in negotiations with PG&amp;E for an agreement at the Hopland Research and Extension Center. They are still looking at other sites for placement of the remaining power pallets.</i>  <i>Mary presented the project that Rebuild North Bay is leading, which will provide financial assistance to landowners for beneficial forestry practices. This is a CAL FIRE funded project, and Rebuild North Bay is contracting directly to RCDs to implement the project. This project begins in September, and will continue for three years.</i></p> <p><i>Chris Bartow provided a verbal update about activities on the Willits Project. They are still monitoring grazing, invasive species, Range Manager review, and developing a new monitoring regime for grazing management. They are preparing for a power shutoff event to ensure the wells function and the water troughs remain full.</i></p> <p><i>Linda MacElwee said the Navarro River is ranked as a Low Priority Basin, as defined by the Dept. of Water Resources. However, the river is in an extremely low flow condition (0.5 to 1.0 cubic feet per second), with areas of dry channel becoming more common. The good news is the water tank at Blue Meadow Farm is currently being installed. The Nature Conservancy created a video to protect salmon and steelhead in the Navarro River, and Linda shared the video for us to watch.</i></p> <p><b>Adjournment: 11:55 AM</b>  <i>Cathy Monroe motioned to adjourn the meeting. All voted yes.</i></p>
	<b>AGENDA SETTING</b>
IX.	<p>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.</p>
	<b>Next MCRCD BOD meeting will be September 15, 2020</b>

### Action Items

1. *Action item to include July financial reports review and approval at September Board meeting.*
2. *The Financial Team will assemble a proposal to modify the schedule of regular financial review, and will present this to the Board as an Action Item in September.*
3. *Review and make comments on draft Strategic Plan with this item to be a Discussion item in September.*
4. *The Website Compliance Policy will be presented to the Board for approval in September.*
5. *Megan will report to the Board next month with an update on the list of policies.*
6. *Add to September meeting the process of draft meeting minutes before the board package is created.*