



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, September 15, 2020

Location: Zoom Meeting

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

Directors Present: Lisa Bauer, Cathy Monroe, Craig Blencowe
Staff: Megan McCluer, Ursula Butler, Deborah Edelman, Joe Scriven,
Linda MacElwee, Katy Brantley, Mary Mayeda, Chris Bartow
Associate Directors: Jen Riddell, John Hansen, Mike Webster,
Geri Hulse-Stephens
Public: Diane Curry, Elizabeth Salomone, Ben Cook

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:03 AM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) <i>6-6 Add Diversity, Equity, and Inclusion (DEI) on agenda</i> <i>6-7 Finance Committee 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 August 18, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe moved to approve the Consent Calendar which was seconded by Lisa Bauer. Cathy Monroe and Lisa Bauer voted to approve.</i>
V.	ACTION ITEMS 5-1 Board review and approval of modified schedule for Financial Statements: Megan McCluer <i>The Finance Committee proposes to change the timing of the Board's financial statement review and approval process by accepting financial statements dated two months prior to the month of the Board meeting. The purpose for this change is to give the business manager more time to close the month and prepare statements on an accrual basis, thereby providing a more accurate picture of the District's financial condition. The business manager stated that she is supportive of this recommendation and had requested this change in the past. MCRCD is in transition from a "Cash Basis" to "Accrual Basis" accounting. This lead time would allow the Finance Committee to review and analyze the financial status and to provide comments for inclusion in the Board packets.</i> <i>Cathy Monroe motioned to modify the financial statements schedule to report on information from two months prior to the Board meeting. Lisa Bauer seconded the motion. Cathy Monroe and Lisa Bauer voted in favor.</i>

	<p>5-2 Board approval of Financial Statements for July 2020 <i>MCRCD is still in transition of moving to Accrual Accounting. July statements do not yet have the revenue incurred in that month. The (\$45,626) listed as the net income for July is expected to change because July revenue will be recorded through October, due to MCRCD still being in transition away from cash basis accounting. The July statements do not include revenue earned for that month. It was noted that the balance sheet shows the accounts payable is higher than normal due to MCRCD's advance payments to small businesses during COVID-19 hardship. Further discussion focused on accounts receivable collection and how project managers could be reminded to encourage subcontractors to submit invoices in a more timely manner, especially at year end.</i></p> <p><i>Cathy Monroe motioned to accept the financial statements as presented to date. Lisa Bauer seconded. Cathy Monroe and Lisa Bauer voted to approve.</i></p>
	<p>5-3 Board approval of Warrant Requests for: July and August 2020 <i>Cathy Monroe motioned to approve the Warrant Requests for July and August 2020, and Craig Blencowe seconded the motion.</i></p> <p><i>Cathy Monroe, Lisa Bauer, and Craig Blencowe voted in favor.</i></p>
	<p>5-4 Board approval of Website Compliance Policy: Deborah Edelman <i>Deborah presented the topic of MCRCD moving towards compliance with ADA mandates. Megan adapted the CSDA template for website compliance to MCRCD. The CSDA Privacy Policy was included in the Board package, and will be considered as a separate policy in October. The ADA Policy is on the agenda for approval for today. The template is based upon best available practices. She reviewed the components of the ADA compliance policy and asked if there were any questions. The target date for complete unveiling of compliance topics on MCRCD website is January 1, 2021. The CSDA Website Privacy Policy will be modified to fit MCRCD, and will be presented to the MCRCD Board in October.</i></p> <p><i>Craig Blencowe motioned to approve the Website Compliance Policy. Cathy Monroe seconded the motion. Cathy Monroe, Lisa Bauer, and Craig Blencowe voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Review and final comments of draft (version 6) Strategic Plan 2020-2024 <i>All Directors and staff have reviewed Version 5 of the Strategic Plan. Megan presented Version 6, which will be updated and then sent to MCRCD partners. In early October, all changes will be incorporated, and the final (Version 7) will be presented to the Board of Directors for approval at the October Board meeting.</i></p>
	<p>6-2 Trout Unlimited presentation on Koch Floodplain Enhancement Project. Staff recommendation for BOD approval of MCRCD as CEQA lead <i>Ben Cook provided a summary of the project on the Koch property to promote floodplain storage and improve a functional wetland. Directors asked questions about design and installation, and requested that MCRCD and TU enter into a Memorandum of Understanding to define the relationship for this project.</i></p>
	<p>6-3 Update on prioritized list of policies to be addressed – Megan McCluer <i>Megan reviewed the list of policies via her shared computer screen.</i></p>
	<p>6-4 Discussion on distribution of draft Board meeting minutes to Directors <i>A review of the Brown Act does not prohibit sending draft minutes to the Directors for their review and comments. Megan will send the draft minutes to the Directors soon after the Board meeting for their review. The Directors were in favor of this concept.</i></p>
	<p>6-5 Discussion about changing Board meetings to evenings to increase the opportunity for others to become Directors. Attending meetings via Zoom will be a great option for remote community members to become Directors – Item identified during Aug. 20 staff meeting.</p>

	<p><i>Deborah stated this topic came up with the DEI committee, and the desire to include Native Americans and Latinx people would be a reasonable goal for diversifying the Board of Directors.</i></p> <p><i>Mary said some other RCDs have evening Board meetings because many Directors have jobs that prevent them from attending during business hours. Geri Hulse-Stephens mentioned that no other RCD board meetings were longer than two hours according to those attending a CSDA class on board development. Directors and Associate Directors commented that attending during business hours can be difficult for those who have to work regular business hours. If we move to evening meetings, they should be shorter than three hours, preferably two hours or less. Options to shorten the meeting were discussed.</i></p> <p><i>Megan stated that multiple objectives are currently met at Board meetings of 3 hours. Focusing on the requirements for Board meetings and minimizing optional items would reduce duration to 2 hours or less. A separate meeting of staff and Directors to interface to discuss other topics would be supported by some. Another option would be to have full staff at Board meetings only on a quarterly basis.</i></p> <p><i>This discussion item will continue at the October Board meeting.</i></p>
	<p>6-6 Diversity, Equity, and Inclusion Staff Committee</p> <p><i>Deborah, Mary, and Katy communicate regularly regarding this committee, with occasional outreach to Peter Braudrick. Posting relative topics on Facebook has been a regular basis. A land acknowledgement statement has been circulated through California, which recognizes these lands were occupied by specific Native American Tribes. The committee will be drafting this statement with local tribes, following a concept developed by UC Davis. The committee is identifying options to strengthen relationships with Native American Tribes and the Latino community in Mendocino County. Mary requested that Directors and Associate Directors who may have relationships with under-represented communities to contact the DEI Committee.</i></p>
	<p>6-7 Finance Committee Update</p> <p><i>Megan confirmed that a standing committee is bound by the Brown Act. Future committee meetings will need to be properly noticed. John provided information about the challenges with scheduling and auditing processes. Working with the new auditor is typically a transition that requires additional work.</i></p> <p><i>The Finance Committee will investigate training opportunities for Directors to read and understand financial statements, such as CSDA.</i></p>
	<p>INFORMATIONAL ITEMS</p>
VII.	<p>7-1 NRCS Report – Not in attendance</p> <p>7-2 Director Reports</p> <p><i>Cathy Monroe: Attended workshop on climate change and solutions. A lot of room for carbon sequestration in soils. Co-benefits need to also be included when looking at climate change solutions.</i></p> <p><i>Craig Blencowe: The Walbridge Fire burned hotter than the 2008 Orr Fire. Temperature increase of 1° C will increase moisture removal into air by an additional 7%. This climate change detail adds to the severity of recent fires.</i></p> <p>7-3 Staff Reports and Grant Status</p> <p><i>Mary Mayeda: Grizzly Corps person starts September 16. Bryce Hutchins is a recent UC Berkeley graduate in Forestry. He will be present at the October Board meeting.</i></p> <p><i>Biomass gasification project is still in process with PG&E for the Hopland site to connect to their grid. Once complete, two gasifiers will be installed. A site tour will be set up once complete.</i></p> <p><i>Joe Scriven: The CAL FIRE CCI Forest Health Grant Program will not be opened this year. The SWRCB Timber Tax and Forest Restoration Grant Program will not be opened this year.</i></p> <p><i>Chris Bartow: Livestock are on the project. Contractor crews continue to perform maintenance and habitat improvements. Still working with Certified Range Manager. Started working with Geri Hulse-Stephens on evaluating monitoring the grazing effects on the project. There are several variables to consider to develop a non-biased system to collect data. Staff are limiting their outside activities, but do wear N-95 masks when work is required in the field.</i></p>

	<p><u>Linda MacElwee</u>: Submitting another Navarro River Flow Enhancement Project on October 1, and one that includes outreach and planning in the Navarro River and Outlet Creek basins. Photographs of water storage tanks at sign at Blue Meadow Farm.</p> <p><u>Deborah Edelman</u>: Promoted the Russian River Clean Up for September 26.</p> <p>Adjournment: 12:05</p>
	AGENDA SETTING
IX.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105.</p> <p>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>
	Next MCRCD BOD meeting will be October 20, 2020

Actions

1. Megan will remind Project Managers to remind their subcontractors to get invoices in for close of fiscal year.
2. Privacy Policy will be presented to Board for a vote in October.
3. October Board meeting will have presentation of final version of Strategic Plan for approval.
4. Regarding changing Board meeting to evenings, and shortening the duration. This will be discussed at the October Board meeting.
5. All end of year adjustments and all files required by the auditors uploaded by the end of September