



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, October 20, 2020

Location: Zoom Meeting

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

Directors Present: Peter Braudrick, Lisa Bauer, Cathy Monroe, Craig Blencowe
Associate Directors: John Hansen, Jennifer Riddell, Geri Hulse-Stephens,
Tony Orth, Mike Webster
Staff: Megan McCluer, Ursula Butler, Linda MacElwee, Bryce Hutchins, Mary
Mayeda, Katy Brantley, Deborah Edelman, Patty Madigan. Joe Scriven
Public: Carol Mandel, Elizabeth Salomone

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:12 AM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) <i>6-9 CARCD conference update – Megan McCluer</i> <i>7-4 Preparation for Executive Director performance review</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)).
IV.	CONSENT CALENDAR 4-1 September 15, 2020 Board of Directors (BOD) Minutes <i>Page 4 correction: Craig’s quote should state “it burned hotter than the 2008 fire” (Correction made).</i> <i>Lisa Bauer motioned to approved and Craig Blencowe seconded. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for August 2020 <i>Ursula Butler: Bookkeeping procedures have been getting reviewed and examined closely over the last few months.</i> <i>John Hansen mentioned that we are moving towards moving to an “accrual basis” on a quarterly cycle, and getting there with the auditing firm. Once at that stage, we can do comparisons of direct and indirect costs.</i> <i>Cathy Monroe motioned to approved and Craig Blencowe seconded. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>
	5-2 Board approval of Warrant Requests for: September 2020 <i>Lisa Bauer motioned to approved and Craig Blencowe seconded. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>
	5-3 Board approval of Privacy Policy <i>Deborah Edelman: This policy was developed from a sample provided by SDRMA. Megan and Deborah modify this policy to MCRCD, then sent it to BBK for legal counsel review. A few minor changes made by BBK, and the result is included in this Board packet.</i> <i>Lisa Bauer motioned to approved and Craig Blencowe seconded. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>

VI.	DISCUSSION ITEMS
	<p>6-1 Update by Business Manager, including audit and Administrative Assistant – Ursula Butler <i>Ursula said we are still modifying bookkeeping procedures, and hope to get them finalized by the end of the calendar year. Ursula provided an update about the Administrative Assistant. Peter asked for an update on the audit. Megan stated that we have a new auditor this year and they will require a lot more information to be fully informed about our projects and processes. The auditor has received 49 files to date, and approximately that many are still needed to be sent.</i></p>
	<p>6-2 Fiscal Year 2019/2020 Audit: status and update – Financial Committee <i>John mentioned that the Finance Committee held a public meeting, according to Brown Act requirements. The Finance Committee meets the first Tuesday of each month from 3:00 to 4:00 PM. The purpose is to review financial reports to provide timely presentations to the Board of Directors. The Finance Committee communicated with MCRCD Executive Director for expectations that Finance Committee receive financial statements and reports before Board packet gets sent out. This will enable the committee to provide additional analysis before the Board meeting. Peter asked why the Finance Committee is a public meeting. Based upon Megan’s research “standing Board committees even without a quorum require Brown Act compliance. Ad hoc committees do not.”</i></p>
	<p>6-3 Results of distribution of draft Board meeting minutes to Directors <i>The Directors appreciated the additional detail of the minutes on how they were recorded and presented to them soon after the meeting. They liked the addition of “Actions” at the end of the minutes.</i></p>
	<p>6-4 Continued discussion about changing Board meetings to evenings <i>There was extensive discussion about this topic with Board and staff listing the “pros and cons” of changing the meeting time. Lisa will present the Board with a proposal at the December Board meeting.</i></p>
	<p>6-5 Modification of MCRCD bylaws to include residents and not just landowners <i>Peter said this is a state requirement of RCD Directors, as included in the <u>RCD Director’s Handbook</u>, which defines a non-landowner can be an Associate Director, and become a full Director after one year.</i></p>
	<p>6-6 Review of draft Annual Report Fiscal Year 18/19 – Katy Brantley <i>Katy said the 2018/2019 report has been their focus, and provided a screen share of the document. The Directors all thought the draft was excellent. This report was funded by administrative costs that the Board approved.</i></p>
	<p>6-7 Review of draft (Version 9) Strategic Plan 2020-2024 – Linda MacElwee <i>Strategic Plan is complete with the exception of a decision on the Land Acknowledgment statement.</i></p>
	<p>6-8 Diversity, Equity, and Inclusion (DEI) update: Land Acknowledgment video and discussion – Megan McCluer <i>There was extensive discussion about acknowledgment of indigenous peoples and their connections with the land. A video was shown that highlighted the importance of acknowledgment. Next steps: Include in Strategic Plan narrative acknowledgment of Native American Tribes in Mendocino County and the MCRCD’s journey towards greater collaboration with the tribes.</i></p>
	<p>6-9 CARCD Conference Update – Megan McCluer <i>Megan provided the update that the conference will be virtual, with associated costs for attendance. Since prices are so low, she recommends that all of us attend. At least 4 MCRCD presentations will be made. Dates of the conference are November 12 – 24. Directors, Associate Directors, and staff should review the agenda to identify which sessions they can attend.</i></p>

	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report <i>Carol said the recent fires have mobilized funding for NRCS to assist landowners. Currently many roads are closed and “mop up” of fires is still underway. CAL FIRE and the US Forest Service are also working on repairing landscapes damaged by fire suppression. EQIP will have a stand-alone Fire Recovery Fund Pool in January statewide. Replanting efforts on burned lands will also be supported by NRCS. Mary is working on the assessment team with NRCS. A BAER (Burned Area Emergency Response) Team has been activated, and the Burn Severity Map will be coming out this week. The Oak Fire recovery work is being led by the county, and next Monday there will be a multi-agency event that NRCS will attend.</i></p> <p>7-2 Director Reports <i>Cathy: Native Plant Society referred to recent article about separating CDF from CAL FIRE. The Yerba Buena Chapter of NPS had an article on climate change refugia that can help replanting after fires.</i></p> <p>7-3 Staff Reports and Grant Status <i>Megan: Working on audit, Strategic Plan, and general administrative duties have been the focus.</i></p> <p><i>Joe: Summary of Road to Recovery work in Redwood Valley provided.</i></p> <p><i>Patty: Finished work on the North Fork Navarro, installing whole trees in the creek. Easy access to visit the project at the Demonstration Forest off Highway 128. The other component included felling logs into the channel at Mill Creek to promote aquatic habitat enhancement. Recently submitted proposal to WCB for \$1.3M for planning in the Navarro and Outlet Creek.</i></p> <p><i>Linda: Indian Creek Campground demonstration rainwater catchment project in development with WCB funds. Planning to install before the rains arrive. Carbon Farm Planning continuing with Katy Brantley at the Hopland Research and Extension Center.</i></p> <p><i>Deborah: Finished CASGEM monitoring last week for fall measurements. Working closely with Larry Walker & Associates, who is developing Groundwater Sustainability Plan. Russian River Clean Up was a success this year. Wrapping up Prop 84 Tribal Water Conservation Project.</i></p> <p><i>Mary: Reached out to Mendocino National Forest regarding post-fire recovery work. Other RCD’s with jurisdiction in Mendocino National Forest, and CARCD Forestry Program will be working together to determine how to assist with recovery. The CCI Forest Health Project has a chipper contractor scheduled to begin in November at the log deck in Redwood Valley. The Hopland site is still in discussion with PG&E, which is taking a long time. APL invited Directors to visit the site to view the Power Pallet Demonstration.</i></p> <p><i>Katy: Board report is complete. One addition however, an article in “Word of Mouth Magazine” highlights Carbon Farm Plans.</i></p> <p>7-4 Preparation for Executive Director performance review</p> <p>Adjournment: 12:15</p>
	AGENDA SETTING
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>
	Next MCRCD BOD meeting will be November 17, 2020

ACTION ITEMS

1. *Add Executive Director performance evaluation to November agenda.*
2. *Lisa would like us to consider the changed Board meeting time topic. She will come back with a proposal by the December Board meeting*
3. *Show video of direct large wood recruitment to Mill Creek and NF Navarro from TU at future Board meeting.*
4. *Notify Mary about visiting APL for Power Pallet Demonstration.*
5. *Megan to bring next policy for review and approval to November meeting.*
6. *Megan to check bylaws to ensure we are consistent with State RCD Director Handbook.*