



DRAFT Minutes
of the
**MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS**

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, November 17, 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,
Staff: Megan McCluer, Linda MacElwee, Mary Mayeda, Katy Brantley,
Deborah Edelman, Chris Bartow, Joe Scriven
Public: Elizabeth Salomone*

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:03 AM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): None
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 October 20, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe motioned to approve and was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for September 2020 <i>John Hansen (Treasurer) commented on the first quarter finances, and encouraged staff to be vigilant to ensure the number of unbilled hours are within budget. Cathy Monroe motioned to approve and was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	5-2 Board approval of Warrant Requests for: October 2020 <i>Craig Blencowe motioned to approve and was seconded by Cathy Monroe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	5-3 Local Agency Formation Commission: Vote for Regular Member Seat – Joe Scriven <i>Joe provided a brief summary of the election and candidate statements included in the Board packet. Tony provided an introduction of the candidates on the seat he is not running for. Jennifer Bazzani vote: Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor. Tony Orth vote: Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	5-4 Approve (Version 11) Strategic Plan 2020-2024 – Linda MacElwee <i>Geri said this document represents a higher level of operations and planning for MCRCD, and is a big change for us. Our responsibility to adhere to the goals will require conscious tracking of our decisions. Tony suggested we send this document to the elected officials from state to county to Tribes via digital distribution. Lisa Bauer motioned to approve and was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>

	<p>5-5 Hybrid Meeting Schedule Proposal – Lisa Bauer <i>Lisa: Same third Tuesday of the month. Propose monthly for 1.5 hours starting at 4:00pm to 5:30pm. Quarterly meetings for 3 hours, from 3:00 to 6:00 on the months that coincide with fiscal reporting. (February, May, August, November). Proposed start at January 2021 meeting.</i> <i>Lisa and Peter: We should revisit this after 6 months to a year.</i> <i>Lisa Bauer motioned to approve, and Cathy Monroe seconded. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS – October Discussion Items Highlighted Yellow
	<p>6-1 Update by Business Manager including Administrative Assistant status and tasks – Ursula Butler <i>Megan provided an update and referred to Ursula’s report on page 6. Our contract with The Works ends at the end of year, and we will revisit the budget in 2021 to determine what additional support can be offered for the financial team. Megan invited the financial committee to work with her to help with this process.</i></p>
	<p>6-2 Fiscal Year 2019/2020 Audit: status and update – Financial Committee <i>We received a detailed status update from the auditor on November 11. The review is ongoing.</i></p>
	<p>6-3 Discussion of Executive Director Review CARCD Workshop, November 13, 1:00 PM <i>Lisa, Jen, Peter, Craig, and Megan attended the workshop.</i> <i>Jen will work with Lisa to form a committee to develop the process for the Executive Director (ED) evaluation. Once done, then the evaluation will proceed. The ED review will be inclusive, comprehensive, and anonymous process. Jen wants to select a staff person to participate on the committee.</i></p>
	<p>6-4 Annual Report Fiscal Year 18/19 - Completed - Katy Brantley</p>
	<p>6-5 Diversity, Equity, and Inclusion (DEI) update – Katy Brantley <i>Important topics of discussion postponed until the December meeting for more participation.</i></p>
	<p>6-6 APL Power Pallet Demonstration schedule for site visit – Mary Mayeda <i>Due to COVID-19 restrictions limiting number of people, the site visit to Berkeley in early December will be limited to team members working with the Power Pallet system.</i></p>
	<p>6-7 Willits CARCD Video Presentation (15 minutes) – Chris Bartow <i>Excellent video presentation on the Willits Project! It will be available on YouTube in late November.</i></p>
	<p>6-8 Actions from prior meeting – Megan McCluer <i>Action Items 5 and 6 from last month’s minutes will be moved to the December meeting.</i></p>
	<p>6-9 Brainstorm options for end of year celebration <i>Linda and Deborah will organize a virtual gathering, and attendance will be optional.</i></p>
	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report 7-2 Director Reports <i>Cathy mentioned the Governor’s Executive Order to conserve 30% of CA habitats by 2030.</i></p> <p>7-3 Staff Reports and Grant Status <i>Megan shared the Fire Safe Council’s annual report brochure.</i> <i>Joe provided an update on the Hazardous Tree Removal Project.</i> <i>Linda discussed the North Bay Forest Incentive Program.</i> Adjournment: 11:40 AM</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 December 15, 2020

ACTIONS

1. *The Finance Committee asked for an Accounts Payable Aging Summary in the future.*
2. *Finance Committee will meet with ED on documenting new processes and staffing of financial team.*
3. *Megan to bring next policy for review and approval to December meeting.*
4. *Megan to check bylaws to ensure we are consistent with State Dept. of Conservation - RCD Director Handbook.*
5. *Jen, Lisa, and staff member will initiate ED evaluation process.*