



**MEETING MINUTES**  
of the  
**MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT**  
**BOARD OF DIRECTORS**  
Tuesday, January 21, 2020

*Directors Present: Lisa Bauer, Cathy Monroe, Craig Blencowe, Peter Braudrick*  
*Associate Directors Present: Geri Hulse-Stephens, Tony Orth, Jen Riddell*  
*Staff: Megan McCluer, Joe Scriven, Deborah Edelman, Linda MacElwee,*  
*Mary Mayeda*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS</b> 9:09am
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>Yes. Add 6-2 Discussion: AmeriCorps volunteer in Forestry Program.</i>
<b>III.</b>	<b>PUBLIC COMMENT</b> <i>None</i>
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> December 17, 2019 Board of Directors (BOD) Minutes: <i>Craig Blencowe motioned to approve. Peter Braudrick seconded the motion. Craig Blencowe, Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements and Warrant Requests for: November and December 2019 <i>Megan McCluer read the memo from John Hansen regarding fiscal operations.</i> <i>The Board of Directors wanted to make note that the Financial Narrative on page 4 was read by all, and that they appreciate the dedication Ursula Butler displays to MCRCD.</i> <i>Craig Blencowe motioned to approve and Cathy Monroe seconded. Craig Blencowe, Cathy Monroe, Peter Braudrick, and Lisa Bauer voted in favor.</i>
	<b>5-2</b> Review and Discussion of MCRCD Policy: MCRCD Vehicle Use Policy. <i>Discussion about subcontractor coverage and use of MCRCD vehicle(s). The Board requested that this policy be amended and be brought to the February meeting.</i>
	<b>5-3</b> CLOSED SESSION (not to exceed 30 min). PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957) Title: Executive Director performance evaluation. 10:00 to 10:39.
	<b>5-4</b>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<b>6-1</b> Detailed discussion of Strategic Planning Offsite (1 hour) – February 6 <sup>th</sup> at Grace Hudson Museum, Ukiah <ul style="list-style-type: none"> <li>- Draft Agenda is designed to address these questions <ol style="list-style-type: none"> <li>1. Where have we been?</li> <li>2. Where are we now?</li> <li>3. Where do we want to go?</li> <li>4. How do we get there?</li> <li>5. How do we measure success?</li> </ol> </li> <li>- Actions needed prior to Feb 6th <ul style="list-style-type: none"> <li>- 5 min Survey</li> <li>- Review last year’s plan</li> </ul> </li> </ul> <p><i>Linda MacElwee led the discussion on how the strategic planning day will proceed. She provided a draft “Holistic Goal” document for review.</i></p> <p><i>Each program will present to the group the mission and plan for the next 5 years.</i></p> <p><i>Climate change is included in all programs and should serve as an over-arching framework.</i></p>

	<p><i>The delineation between the FireSafe Council and MCRCD is based upon scale and interactions with communities.</i></p> <p><i>Cannabis can be recognized in the Strategic Plan, but was put in the “Parking Lot” for now.</i></p> <p><i>Questions provided by Dennis Bowker will be applied to each program.</i></p> <p><i>Program statements will be due on January 31 so they can be printed on poster paper.</i></p> <p><i>Peter Braudrick stated that he will be unable to attend the Strategic Planning day on February 6 because he will be working with CARCD on their strategic plan.</i></p>
	<p><b>6-2</b> AmeriCorps volunteer in Forestry Program: <i>Mary Mayeda stated that AmeriCorps has an application process to sponsor a Forestry Technician. She likes the idea of supporting a young professional and would appreciate having another person in the Forestry Program to assist with the workload. The cost is \$20,000, and the positions begins this September. There may be an opportunity to share the position with the Soils Program in the Navarro River watershed. Getting a letter of support from MCRCD’s Board of Directors would be very appreciated. The Board was supportive of this concept.</i></p>
	<p><b>INFORMATIONAL ITEMS</b></p>
<b>VII.</b>	<p><b>7-1</b> NRCS Report - None</p> <p><b>7-2</b> Director Reports</p> <p><i>Cathy Monroe provided an update on the Climate Change Taskforce. There are 3 work groups – Willits, Coast, and Ukiah.</i></p> <p><i>Jen Riddell stated that the Oak Protection Ordinance is in its draft stage and the CA Native Plant Society is providing a review of the document. Cannabis being grown on rangeland is an important topic.</i></p> <p><b>7-3</b> Staff Reports and Grant Status - None</p> <p><b>Adjournment 12:14</b></p> <p><i>Cathy Monroe motioned to adjourn the meeting and Craig Blencowe seconded the motion. Cathy Monroe, Craig Blencowe, Peter Braudrick, and Lisa Bauer voted in favor.</i></p>
	<p><b>AGENDA SETTING</b></p>
<b>VIII</b>	<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>
	<p><b>Next MCRCD BOD meeting will be February 18, 2020</b></p>

**Miscellaneous ACTION ITEMS**

1. *Include economic inflation in the “New Projects Checklist.”*
2. *Put new Strategic Plan bullets on poster board for the Conference Room.*
3. *Holistic Goal: condense to one page.*
4. *Write letter of support for the MCRCD Forestry Program to sponsor an AmeriCorps Forestry Technician – Not needed.*
5. *Closed session for Board of Directors from 8:30 to 9:30 on February 18, 2020. Regular meeting of the Board of Directors will take place from 9:30 to 12:00.*



**MEETING MINUTES**

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

**Tuesday, February 18, 2020**

Directors Present: Lisa Bauer, Cathy Monroe, Craig Blencowe, Peter Braudrick  
Associate Directors Present: Geri Hulse-Stephens, Tony Orth, Jen Riddell, Mike Webster  
Staff: Megan McCluer, Joe Scriven, Deborah Edelman, Linda MacElwee, Mary Mayeda, Katy Brantley, Ursula Butler, Chris Bartow, Patty Madigan

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS 8:40</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)):</b> <i>None</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>CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)</b> Title: Executive Director performance evaluation. <i>8:43-9:43</i>
<b>V.</b>	<b>CONSENT CALENDAR</b> <b>5-1</b> January 21, 2020 Board of Directors (BOD) Minutes: <i>Craig Blencowe motioned to approve and Cathy Monroe seconded. Craig Blencowe, Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
<b>VI.</b>	<b>ACTION ITEMS</b>
	<b>6-1</b> Board approval of Financial Statements and Warrant Requests for: <i>January 2020: Cathy Monroe motioned to approve and Peter Braudrick seconded. Cathy Monroe, Peter Braudrick, Craig Blencowe and Lisa Bauer voted in favor. John Hanson continues to provide a monthly narrative regarding financials.</i>
	<b>6-2</b> Review and approve of MCRCO Policy: MCRCO Vehicle Use Policy (updated): <i>Discussion and decision to bring item back to March meeting with updates.</i>
	<b>6-3</b> Review and approve MOA with USDA Natural Resources Conservation Service (NRCS): <i>Peter Braudrick motioned to approve and Cathy Monroe seconded. Peter Braudrick, Cathy Monroe, Lisa Bauer and Craig Blencowe voted in favor.</i>
<b>VII.</b>	<b>DISCUSSION ITEMS</b>
	<b>7-1</b> Strategic Planning Day – Programs 3-minute Updates: <i>All programs provided updates.</i>
	<b>7-2</b> Outlet Creek Ranch Solicitation – Discussion of criteria required for successful land ownership. Extensive discussion with the action for staff to present a land ownership/stewardship criteria checklist at a future Board meeting. <i>Craig Blencowe agreed to contact the Pacific Forest Trust and a local forester to get more information.</i>
	<b>INFORMATIONAL ITEMS</b>
<b>VIII.</b>	<b>8-1</b> NRCS Report - <i>None</i> <b>8-2</b> Director Reports <i>Peter Braudrick reported on CARCO activities: Revising Division IX. Meeting with DOC Director who is in favor of Soil Health Program and will direct funds to Carbon Farming initiative. Jen Riddell stated that the draft Oak woodland ordinance will be reviewed by the County today, and requested that MCRCO provide a technical review and letter to the County in March. Jen will send a draft of the ordinance to Lisa Bauer who will then send it to the Board of Directors.</i>

	<b>8-3 Staff Reports and Grant Status</b> <b>Adjournment: 12:10</b>
	<b>AGENDA SETTING</b>
<b>IX.</b>	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.
	<b>Next MCRCD BOD meeting will be March 17, 2020</b>

*Action Items*

*Bring list of polices to be reviewed or updated to next Board meeting.*

*Megan will build the Strategic Plan template and will present at a future Board meeting.*

*Oak ordinance as a Discussion Item at March meeting.*

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Board Chair

\_\_\_\_\_

Date



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, March 17, 2020

\*This meeting was held via teleconference due to the COVID-19 pandemic.

Directors Present: Lisa Bauer

Directors Teleconferenced: Cathy Monroe, Craig Blencowe, Peter Braudrick

Associate Directors Teleconferenced: Jenn Riddell, Mike Webster

Staff: Megan McCluer, Ursula Butler, Deborah Edelman, Linda MacElwee,

Mary Mayeda, Katy Brantley, Chris Bartow, Patty Madigan, Joe Scriven

NRCS Teleconferenced: Carol Mandel

Public: John Hansen

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:49 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> 7-0 Review list of prioritized policies 7-7 COVID-19 precautions by MCRCD staff
<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)).
<b>IV.</b>	<b>CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code 54957)</b> Title: Executive Director performance evaluation. 9:00 – 9:35 AM
<b>V.</b>	<b>CONSENT CALENDAR</b> <b>5-1</b> February 18, 2020 Board of Directors (BOD) Minutes . <i>Cathy Monroe motioned to approve, and Peter Braudrick seconded. Peter Braudrick, Cathy Monroe, Lisa Bauer, and Craig Blencowe voted in favor.</i>
<b>VI.</b>	<b>ACTION ITEMS</b>
	<b>6-1</b> Board approval of Financial Statements and Warrant Requests for: February 2020. <i>Peter Braudrick motioned to approve, and Cathy Monroe seconded. Peter Braudrick, Cathy Monroe, Lisa Bauer, and Craig Blencowe voted in favor.</i>
	<b>6-2</b> Review and approve of MCRCD Policy: MCRCD Vehicle Use Policy (updated). <i>Cathy Monroe motioned to approve, and Peter Braudrick seconded. Peter Braudrick, Cathy Monroe, Lisa Bauer, and Craig Blencowe voted in favor.</i>
<b>VII.</b>	<b>DISCUSSION ITEMS</b>
	<b>7-0</b> Review list of prioritized policies. <i>Megan McCluer provided a spreadsheet handout and on the conference screen listing the policies and their priority ranking. The Board recommended moving item 7, Land Acquisition Policy, up to priority 5 and shifting the other two policies down. Lisa Bauer will be the lead in reviewing and revising the Procurement Policy.</i>
	<b>7-1</b> Strategic Planning Day – Programs 3-minute Updates <i>Operations Program: Planning for the MCRCD 75<sup>th</sup> anniversary is underway with Lisa, Chris, and Joe. Megan contact the County’s Human Resources Department and will identify tasks and estimate cost rates for their services. Ursula is in the process of selecting an Administrative Assistant.</i> <i>Forestry Program: Exploring options of inter-agency agreements with CAL FIRE and BLM.</i>

	<p><i>Water Program: Water conservation links on website have been updated. An intern for CASGEM work has been hired. BMPs for water storage is on hold. Continuing to participate in the Groundwater Sustainability Agency's Technical Advisory Committee meetings.</i></p> <p><i>Soil Program: Web page has been updated with Healthy Soils Initiative.</i></p> <p><i>Land Stewardship Program: A spreadsheet has been drafted that lists the tasks required to enter into land acquisition contracts.</i></p>
	<p><b>7-2</b> Outlet Creek Ranch Solicitation – Discussion of criteria required for successful land ownership. <i>Craig Blencowe contacted several entities to investigate the potential for acquiring the Outlet Creek Ranch. Overall, this property is not a good fit for MCRCD.</i></p>
	<p><b>7-3</b> Oak Tree and Oak Woodland Protection Ordinance  <i>The County's workshop for this topic has been canceled. The ordinance is being put before the County Planning Commission. Jenn Riddell mentioned that the county is claiming this ordinance is CEQA exempt, but includes mitigation measures. This approach is inconsistent with CEQA and is problematic. The perspective is that this ordinance is being pushed through in response to expansion of cannabis production throughout the county.</i>  <i>Mary Mayeda asked that MCRCD establish a sub-committee to study the ordinance and draft a letter that provides technical guidance to those developing the ordinance. General discussion identified Craig Blencowe, Cathy Monroe, Jenn Riddell, and Mary Mayeda to serve on the sub-committee.</i></p>
	<p><b>7-4</b> Consideration of John Hansen as Associate Director of MCRCD  <i>Lisa Bauer read part of John Hansen's application as an Associate Director and stated that the addition of his experience with fiscal operations will be beneficial to the Board of Directors. Craig Blencowe motioned to approve John Hansen as an Associate Director. Cathy Monroe seconded the motion. Craig Blencowe, Cathy Monroe, Peter Braudrick, and Lisa Bauer voted in favor.</i></p>
	<p><b>7-5</b> COVID-19 precautions by MCRCD staff  <i>MCRCD staff will be taking precautions in work activities to protect against infection and spread of the COVID-19 virus. The Willits staff will perform administrative work from their homes, and will continue to complete tasks in the field according to schedule. Patty Madigan and Linda MacElwee will work from their home offices, and perform site visits as needed. The Ukiah staff will begin transitioning to work remotely from home and minimize office hours as much as possible.</i></p>
	<p><b>INFORMATIONAL ITEMS</b></p>
VIII.	<p><b>8-1</b> NRCS Report  <i>Carol Mandel reported that her staff will be working at the Ukiah office as well as from their homes. Matt Prendergrast (Range Conservationist) will be leaving the Ukiah office in late April to take a position in southern California. The EQIP applications are being ranked for the April 17 deadline. Erin Kile will return to part-time work in May.</i></p> <p><b>8-2</b> Director Reports  <i>Cathy Monroe attended the recent Climate Action Committee meeting. The Ad Hoc committee is working on carbon baseline calculations for the county as their first task.</i></p> <p><b>8-3</b> Staff Reports and Grant Status  <i>Mary Mayeda submitted a BearCorps application for a Forestry Technician. She partnered with Sonoma RCD for a forestry education proposal to the North Coast Resource Partnership. They are looking at micro-grid options for the CCI Forest Health project with the gasifiers.</i>  <i>Patty Madigan led a site visit with Trout Unlimited on Mill Creek to identify locations for placement of large wood structures.</i></p> <p><b>Adjournment: 11:57 AM</b></p>
	<p><b>AGENDA SETTING</b></p>
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>

*Action Items*

*Lisa Bauer will be the lead for review and update of the Procurement Policy.*

*Megan McCluer will adjust the priority of policies accordingly.*

*Spelling correction for John Hansen's name to be made for future reference.*

*Oak Woodland Protection Ordinance Sub-committee report to Board of Directors in April.*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, April 21, 2020

\*This meeting was held via teleconference due to the COVID-19 pandemic.

Directors Teleconferenced: Lisa Bauer, Cathy Monroe, Craig Blencowe, Peter Braudrick  
Associate Directors Teleconferenced: Jen Riddell, Mike Webster, Tony Orth  
Staff: Megan McCluer, Ursula Butler, Deborah Edelman, Linda MacElwee, Mary Mayeda,  
 Katy Brantley, Chris Bartow, Patty Madigan, Jake Stubberfield, Marisela de Santa Anna,  
 Joe Scriven  
NRCS Teleconferenced: Carol Mandel  
Public Teleconferenced: John Hansen

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:00 am</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>Add 6-6: Earth Day Activities 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> March 17, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe: Change the March minutes in Climate Action Committee from “first task” to “among the first tasks and how to proceed.”</i> <i>Motion to approve the Consent Calendar made by Cathy Monroe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b> <b>5-1</b> Board approval of Financial Statements and Warrant Requests for: March 2020 <i>Presentation of financials by Ursula Butler. Discussion and questions about details by Directors and Associate Directors.</i> <i>Motion to approve the Financial Statements and Warrant Requests made by Craig Blencowe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i>
<b>VI.</b>	<b>DISCUSSION ITEMS</b> <b>6-1</b> Board of Directors – Personnel Discretionary Fund <i>Megan provided a brief background of this topic, confirming that the Board is responsible for the overall budget. However, in order for a discretionary fund to be created for the Board (to use towards Executive Director raises or staff bonuses), it will need to be listed as a line item in the personnel budget category. This individual line item control could exceed appropriate Board authority. Since this is a budget topic, it does not fall within the guidelines of a closed session under Brown Act regulations.</i> <i>Lisa would like to discuss the amount and how to approach this topic, possibly at the May or June Board meeting.</i> <i>Cathy suggested including a set-aside line item in the budget for COVID-19 impacts.</i> <i>John asked about the budgeting process and how it gets developed.</i> <i>Lisa asked John to participate in the budget development process.</i>



	<b>6-2</b> Strategic Planning Day – Programs 3-minute Updates <i>Operations, Soil, Forestry, Water, Land Stewardship</i>
	<b>6-3</b> Policy: Safe operating procedures for office scheduling and field work – Megan <i>ACTION: Lisa asked to change “policy” to “protocol.”</i> <i>ACTION: Post a sign on Ukiah office door notifying public that staff is working from home.</i>
	<b>6-4</b> Oak Woodland Protection Ordinance Sub-committee update <i>The sub-committee met and decided that a letter needs to be drafted and sent to the County Planning Commission. Mary will write the first draft for the sub-committee. There is no urgency or deadline for this topic due to the COVID-19 pandemic.</i> <i>Jen Riddell suggested that this oak protection topic is better suited for an amendment to the County General Plan instead of as an ordinance.</i>
	<b>6-5</b> Update on beaver activity in Little Lake Valley <i>Presentation by Jake Stubberfield</i>
	<b>6-6</b> Earth Day Update: Deborah and Katy <i>Litter Pick-up Challenge</i> <i>Facebook posts</i> <i>Earth Week activities</i>
	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<p><b>7-1</b> NRCS Report <i>The NRCS Ukiah Field Office is continuing to perform field work</i> <i>Matt Prendergast will be taking a new position in southern California this week.</i> <i>Erica and Carol are the only two in the NRCS office at this time.</i> <i>They are finalizing EQIP plans for the ranking deadline of May 8.</i></p> <p><b>7-2</b> Directors Reports <i>John Hansen: Reviewed draft audit report and will be meeting with Lisa and Megan. The delay in getting the audit report is significant.</i></p> <p><i>Peter Braudrick: CARCD has withdrawn is Division 9 revisions. The DOC Director is focusing on 3 main topics: 1) Economic development 2) Conservation of sustainable soil and water resources 3) Carbon sequestration goals.</i></p> <p><i>Craig Blencowe: Local timber industry is at a slow pace, and few logging trucks on the road. Sawmills are not buying logs right now. Timber was very active industry in February, but has slowed since the COVID-19 pandemic hit.</i></p> <p><i>Geri Hulse-Stephens: Wetland plants and ecology class will be taught on a weekly basis to MCRCD staff and others.</i></p> <p><i>Tony Orth: PG&amp;E has been aggressive about tree removal along the power lines in Brooktrails.</i></p> <p><b>7-3</b> Staff Reports and Grant Status</p> <p><b>Adjournment</b> <i>Motion to adjourn meeting by Cathy Monroe and seconded by Peter Braudrick. Cathy Monroe, Peter Braudrick, Craig Blencowe, and Lisa Bauer voted in favor.</i></p> <p><i>Meeting Adjourned at 11:49 am.</i></p>

	<b>AGENDA SETTING</b>
<b>IX.</b>	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.
	<b>Next MCRCD BOD meeting will be May 19, 2020</b>

Action Items

*Megan to change COVID-19 from "Policy" to "Protocol."*

*Mary will write the first draft for the Oak Woodland Protection Ordinance Sub-committee to be sent to the County Planning Commission.*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, May 19, 2020

**\*This meeting was held via teleconference due to the COVID-19 pandemic**

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

*Associate Directors Teleconferenced: Mike Webster, Tony Orth*

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

*NRCS Teleconferenced: Erica Lundquist*

*Public Teleconferenced: Elizabeth Salomone – Russian River Flood Control District*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:05 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>Add 6-8 Diversity, Equity, and Inclusion – Katy</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)).
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> April 21, 2020 Board of Directors (BOD) Minutes <i>Craig Blencowe motioned to approve the Consent Calendar and Cathy Monroe seconded. Craig Blencowe, Cathy Monroe, and Lisa Bauer voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements and Warrant Requests for: April 2020 <i>Craig Blencowe motioned to approve the Consent Calendar and Cathy Monroe seconded. Craig Blencowe, Cathy Monroe, and Lisa Bauer voted in favor.</i>
	<b>5-2</b> Formal vote for John Hansen as Associate Director (for formal notice and record) <i>Lisa nominated John Hansen to be an Associate Director of MCRCD, and Cathy Monroe seconded. Craig Blencowe, Cathy Monroe, and Lisa Bauer voted in favor.</i>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<b>6-1</b> Audit Update – Lisa <i>The Board Financial Committee has been formed and consists of Cathy Monroe, John Hansen, and Lisa Bauer. Ursula Butler and Megan McCluer are staff support to the Board Finance Committee (BFC). The BFC is addressing the last fiscal year 18/19 audit, current fiscal year 19/20 monthly reporting, and next fiscal year 20/21 planning. In addition, the BFC is working on the RFP for a new auditor, cost policy statement for federal indirect rate application, and hiring of two new staff for the Finance Department. See handout provided.</i>
	<b>6-2</b> Board of Directors – Personnel Discretionary Fund <i>Lisa would like to include this topic at the June meeting. This item will be part of the overall budget review.</i>
	<b>6-3</b> Strategic Planning – Megan <i>Megan reviewed the current status of the draft plan and reminded Directors to participate on the program teams to finish their chapters.</i>

	<p><b>6-4</b> Protocol: COVID-19 Safe operating procedures for office scheduling and field work – Megan  <i>Megan described the current protocols for safe office and work procedures, which follow the State and County criteria. The protocols are posted at the Ukiah and Willits offices.</i></p>
	<p><b>6-5</b> Oak Woodland Protection Ordinance Sub-committee update – Mary  <i>Mary stated that no progress was made on this topic since the last meeting.</i></p>
	<p><b>6-6</b> Duration of Landowner Access Agreements – Joe  <i>Joe summarized the history and current status of Landowner Access Agreements. He described the change in duration from 10 to 20 years, which has created difficulties in securing landowner support for some projects. General discussion and agreement from Directors, with direction to Joe to contact CARCD and other RCDs to determine if this has been a problem with them. Peter Braudrick’s position on the Board at CARCD may be an opportunity for him to bring up this topic to them. Identifying if this change in duration originated at the legislative level or from an agency will be an important step. As a frame of reference, many NRCS practices include a 10-year access agreement.</i></p>
	<p><b>6-7</b> Update on Willits staff move to the Coleman House – Chris  <i>Chris provided an update on the process of moving out of the South Main Street office and into the Coleman House. All staff except for Jake Stubberfield are working from their home offices when not in the field. They follow the safe operating procedures when working together. The Coleman House will not be open to the public for the near future.</i></p>
	<p><b>6-8</b> Diversity, Equity, and Inclusion – Katy  <i>Katy discussed the importance of diversity, equity, and inclusion from project, staff, and Board perspectives, and stated that this topic has been a main focus of CARCD this year. Peter attended several trainings on this topic and will add to the discussion at the June meeting. General discussion identified several options to increase our focus on this topic. Lisa suggested establishing a committee and Katy, Mary, and Deborah volunteered. Katy will contact Peter to see if he is available to serve on the committee too.</i></p>
	<p><b>INFORMATIONAL ITEMS</b></p>
<b>VII.</b>	<p><b>7-1</b> NRCS Report  <i>Erica said the NRCS office is closed to the public. They submitted 21 EQIP applications for this round, most of which were forestry related. She gave specific kudos to Mary and Heather for their work. NRCS is beginning work on the next round of EQIP applications.</i></p> <p><b>7-2</b> Director Reports  <i>Tony said the tree cutting work in Brooktrails has been halted for this year, and the crews will focus on removing the debris they created.</i>  <i>Cathy stated that the Climate Action Task Force will be working with the RCD and the SALC 2020 grant for a baseline study for agricultural emissions in Mendocino County.</i>  <i>Mike attended the Ukiah Valley Basin Groundwater Sustainability TAC meeting, which is moving forward on a calibrated groundwater monitoring model.</i>  <i>Craig described the timber market as improved a bit since last meeting, and mentioned that Soper-Wheeler Timber Company is selling their lands in Mendocino County.</i></p> <p><b>7-3</b> Staff Reports and Grant Status  <i>Megan said Patty submitted two proposals last month.</i>  <i>Mary is working on a proposal to NCRP to finish the carbon modeling tool.</i>  <i>Deborah appreciated Mike’s participation and expertise in the Groundwater Sustainability TAC meeting. She finished the CASGEM monitoring for the spring. The DROPS projects in Ukiah and Anderson Valley were highlighted in a recent report that lauded their success and effectiveness.</i>  <i>Katy said she and Linda have been helping farmers with applications for the CDFW Healthy Soils Program, which is scheduled to disperse \$22M in 2020. The program will be active next year, so she and Linda will be prepared to help the farmers submit applications earlier.</i></p>

	<b>Adjournment: 11:30 AM</b>
	<b>AGENDA SETTING</b>
<b>IX.</b>	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.
	<b>Next MCRCD BOD meeting will be June 16, 2020</b>

**Actions**

*Add to agenda for June meeting*

1. *Personnel Discretionary Fund*
2. *Diversity, Equity, and Inclusion*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, June 16, 2020

**\*This meeting was held via teleconference due to the COVID-19 pandemic.**

*Directors Teleconferenced: Lisa Bauer, Cathy Monroe, Craig Blencowe, Peter Braudrick*

*Associate Directors Teleconferenced: Tony Orth, John Hansen*

*Staff: Megan McCluer, Deborah Edelman, Mary Mayeda, Chris Bartow, Katy Brantley*

*Ursula Butler, Patty Madigan, Linda MacElwee, Joe Scriven*

*NRCS Teleconferenced: Carol Mandel*

*Public Teleconferenced: Elizabeth Salomone – Russian River Flood Control District*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:07 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b>
<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)).
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> May 18, 2020 Board of Directors (BOD) Minutes <i>Craig Blencowe requested a correction on the May meeting minutes to change item 5-1 from “Consent Calendar” to “Financial Statement and Warrant Requests.” The correction was made.</i> <i>Cathy Monroe motioned to approve the Consent Calendar and Craig Blencowe seconded. Craig Blencowe, Cathy Monroe, and Lisa Bauer voted in favor. Peter Braudrick abstained.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements and Warrant Requests for: May 2020 <i>Cathy Monroe motioned to approve the Financial Statements and Warrant Requests for May, and Craig Blencowe seconded. Craig Blencowe, Cathy Monroe, Peter Braudrick and Lisa Bauer voted in favor.</i>
	<b>5-2</b> Review and approve MOU with Mendocino County Fire Safe Council as amended <i>Craig Blencowe motioned to approve the MOU with Mendocino County Fire Safe Council as amended, and Peter Braudrick seconded. Craig Blencowe, Cathy Monroe, Peter Braudrick and Lisa Bauer voted in favor.</i>
	<b>5-3</b> Approve Audit of Fiscal Year 2018/2019 <i>Peter Braudrick motioned to approve Audit of Fiscal Year 2018/2019, and Craig Blencowe seconded. Craig Blencowe, Cathy Monroe, Peter Braudrick and Lisa Bauer voted in favor.</i>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<b>6-1</b> Review draft budget for Fiscal Year 2020/2021 <i>Megan McCluer shared her computer screen with the Directors and those in attendance to review the following documents: MCRCD FY20-21_Draft Budget by Fund 061520, Budget Explanation_16_June 2020, Grant Applications Submitted_15_June2020.</i>
	<b>6-2</b> RFP for new auditor released <i>RFP was released June 3, and applications are due June 26.</i>
	<b>6-3</b> Diversity, Equity, and Inclusion Committee Update

	<i>Peter Braudrick agreed to participate in this sub-committee. Katy Brantley presented a statement of MCRCD's stance against racism. Lengthy discussion ensued about to message with general agreeance that the modified version should be posted on MCRCD's website and social media platforms on June 19, Juneteenth.</i>
	<b>6-4</b> Strategic Planning update – Linda <i>Linda stated that progress has been made on the overall document and for the programs.</i>
	<b>6-5</b> MCRCD remains vigilant regarding COVID-19 safety protocols - Megan
	<b>6-6</b> Nominations for MCRCD Board Positions: Chair, Vice Chair, Secretary, Treasurer <i>Chair: Craig Blencowe nominated Peter Braudrick to become MCRCD's Board Chair. Lisa Bauer, Cathy Monroe, and Craig Blencowe voted in favor.</i> <i>Vice Chair: Craig Blencowe nominated Cathy Monroe to become MCRCD's Vice-Chair. Lisa Bauer, Cathy Monroe, and Craig Blencowe voted in favor.</i> <i>Secretary: Lisa Bauer nominated Craig Blencowe to become MCRCD's Secretary. Lisa Bauer, Cathy Monroe, and Craig Blencowe voted in favor.</i> <i>Treasurer: Megan McCluer will review MCRCD's bylaws to determine if an Associate Director can hold the office of Treasurer.</i> <i>Finance Committee formed with Cathy Monroe, Lisa Bauer, John Hansen. They will engage with Executive Director and Business Manager as needed.</i>
	<b>6-7</b> Update on Willits staff at the Coleman House <i>Chris Bartow provided a brief summary about the Willits staff move to the Coleman House on Hearst Road.</i> <i>ACTION: Put "Virtual tour of the office" on the agenda for July.</i>
	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<b>7-1</b> NRCS Report <i>Carol Mandel stated that she and Erica Lundquist continue to work on EQIP projects. Nineteen projects were approved in the latest round, most of which were related to forestry. Three projects focus on range improvements. The next EQIP ranking deadline will be on June 26.</i> <b>7-2</b> Director Reports <i>None</i> <b>7-3</b> Staff Reports and Grant Status <i>Linda MacElwee mentioned that a recent USC study of the DROPS program in California ranked the Ukiah High School and Anderson Valley DROPS projects as #1 and #2 for effectiveness of funds spent.</i> <i>Deborah Edelman stated that we recently solicited bids from four pre-qualified firms for water line mapping at the Hopland Rancheria, associated with the Prop 84 project "Water Conservation Technical Assistance for Mendocino County Tribes."</i> <b>Adjournment: 12:04 PM</b>
	<b>AGENDA SETTING</b>
<b>IX.</b>	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.
	<b>Next MCRCD BOD meeting will be July 21, 2020</b>

#### Action Items

*Treasurer: Megan McCluer will review MCRCD's bylaws to determine if an Associate Director can hold the office of Treasurer.*

*Virtual tour of the Coleman House office on July agenda.*



**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

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:04 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> 6-11: Cathy Monroe - Board of Supervisors and eliminating cannabis ordinance as it affects rangeland: 6-11 6-12: Cathy Monroe -Board of Supervisors and definition of “fire debris”.
<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)). None
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> June 16, 2020 Board of Directors (BOD) Minutes Craig: Commended staff for DROPS projects and their statewide recognition. 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.
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements and Warrant Requests for: June 2020 Ursula: A few notes about deferred revenue described in narrative. MCRCD finished the year with a net income of ~\$120,000. 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. Craig also asked about the Family Tree Resource invoice and locations of work. The Mendocino County Fire Safe Council is administering that project. 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. 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.
	<b>5-2</b> Review and approve budget for Fiscal Year 2020/2021 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. 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.



	<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>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<p><b>6-1</b> 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><b>6-2</b> 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><b>6-3</b> 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><b>6-4</b> 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><b>6-5</b> 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><b>6-6</b> Virtual tour of Coleman House – Chris Bartow</p> <p><i>Canceled</i></p>

	<p><b>6-7</b> 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><b>6-8</b> 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><b>6-9</b> 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><b>6-10</b> 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><b>6-11</b> 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><b>6-12</b> 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>
	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<p><b>7-1</b> 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>

	<p><b>7-2 Director Reports</b>  <i>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.</i>  <i>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.</i>  <i>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.</i></p> <p><b>7-3 Staff Reports and Grant Status</b>  <i>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.</i></p> <p><i>Patty Madigan: Just executed a contract with CARCD for third round on cannabis BMPs and working on the GRASS-C self- assessment process.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>CARCD will be having a 9-day series of virtual inn lieu of the annual meeting. Action: add to Discussion in August.</i></p> <p><b>Adjournment:</b> 11:54 AM</p>
	<b>AGENDA SETTING</b>
<b>IX.</b>	<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 August 18, 2020</b>

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.*



**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</i> <i>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?</i> <i>Megan McCluer stated that the Fiscal Year 2020/2021 Budget was voted on and approved.</i> <i>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</i> <i>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.</i> <i>Megan proposed that approval of the Financial Statements for July be postponed until the September Board meeting so that these changes can be incorporated.</i> <i>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.*



**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*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:03 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b>  <i>6-6 Add Diversity, Equity, and Inclusion (DEI) on agenda</i> <i>6-7 Finance 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> 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>
<b>V.</b>	<b>ACTION ITEMS</b> <b>5-1</b> 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><b>5-2</b> 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><b>5-3</b> 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><b>5-4</b> 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>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<p><b>6-1</b> 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><b>6-2</b> 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><b>6-3</b> 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><b>6-4</b> 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><b>6-5</b> 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><b>6-6 Diversity, Equity, and Inclusion Staff Committee</b></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><b>6-7 Finance Committee Update</b></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><b>INFORMATIONAL ITEMS</b></p>
<b>VII.</b>	<p><b>7-1 NRCS Report – Not in attendance</b></p> <p><b>7-2 Director Reports</b></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><b>7-3 Staff Reports and Grant Status</b></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&amp;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><b>Adjournment: 12:05</b></p>
	<b>AGENDA SETTING</b>
<b>IX.</b>	<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>
	<b>Next MCRCD BOD meeting will be October 20, 2020</b>

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



**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*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:12 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>6-9 CARCD conference update – Megan McCluer</i> <i>7-4 Preparation for Executive Director performance review</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)).
<b>IV.</b>	<b>CONSENT CALENDAR</b> <b>4-1</b> 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>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> 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>
	<b>5-2</b> 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>
	<b>5-3</b> 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>

<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<p><b>6-1</b> 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><b>6-2</b> 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><b>6-3</b> 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><b>6-4</b> 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><b>6-5</b> 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><b>6-6</b> 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><b>6-7</b> 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><b>6-8</b> 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><b>6-9</b> 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>

	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<p><b>7-1 NRCS Report</b>  <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><b>7-2 Director Reports</b>  <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><b>7-3 Staff Reports and Grant Status</b>  <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 &amp; 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&amp;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><b>7-4 Preparation for Executive Director performance review</b></p> <p><b>Adjournment: 12:15</b></p>
	<b>AGENDA SETTING</b>
<b>IX.</b>	<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 November 17, 2020</b>

## 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.*



**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*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:03 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)):</b> <i>None</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> 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>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> 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>
	<b>5-2</b> 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>
	<b>5-3</b> 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>
	<b>5-4</b> 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><b>5-5 Hybrid Meeting Schedule Proposal – Lisa Bauer</b>  <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>
<b>VI.</b>	<b>DISCUSSION ITEMS – October Discussion Items Highlighted Yellow</b>
	<p><b>6-1 Update by Business Manager including Administrative Assistant status and tasks – Ursula Butler</b>  <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><b>6-2 Fiscal Year 2019/2020 Audit: status and update – Financial Committee</b>  <i>We received a detailed status update from the auditor on November 11. The review is ongoing.</i></p>
	<p><b>6-3 Discussion of Executive Director Review CARCD Workshop, November 13, 1:00 PM</b>  <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><b>6-4 Annual Report Fiscal Year 18/19 - Completed - Katy Brantley</b></p>
	<p><b>6-5 Diversity, Equity, and Inclusion (DEI) update – Katy Brantley</b>  <i>Important topics of discussion postponed until the December meeting for more participation.</i></p>
	<p><b>6-6 APL Power Pallet Demonstration schedule for site visit – Mary Mayeda</b>  <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><b>6-7 Willits CARCD Video Presentation (15 minutes) – Chris Bartow</b>  <i>Excellent video presentation on the Willits Project! It will be available on YouTube in late November.</i></p>
	<p><b>6-8 Actions from prior meeting – Megan McCluer</b>  <i>Action Items 5 and 6 from last month’s minutes will be moved to the December meeting.</i></p>
	<p><b>6-9 Brainstorm options for end of year celebration</b>  <i>Linda and Deborah will organize a virtual gathering, and attendance will be optional.</i></p>
	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<p><b>7-1 NRCS Report</b>  <b>7-2 Director Reports</b>  <i>Cathy mentioned the Governor’s Executive Order to conserve 30% of CA habitats by 2030.</i></p> <p><b>7-3 Staff Reports and Grant Status</b>  <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>  <b>Adjournment: 11:40 AM</b></p>
	<b>AGENDA SETTING</b>
<b>IX.</b>	<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 December 15, 2020</b>

## 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.*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, December 15, 2020

Location: Zoom Meeting

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

*Directors Present: Peter Braudrick, Lisa Bauer, Cathy Monroe*  
*Associate Directors: John Hansen, Geri Hulse-Stephens, Mike Webster*  
*Staff: Megan McCluer, Ursula Butler, Patty Madigan, Linda MacElwee,*  
*Mary Mayeda, Katy Brantley, Deborah Edelman, Bryce Hutchins,*  
*Joe Scriven*

*NRCS: Carol Mandel*

*Public: Elizabeth Salomone*

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 9:09 AM</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))</b> <i>6-7: Update on Executive Director evaluation process.</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> November 17, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe motioned to approve and was seconded by Lisa Bauer. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements for October 2020 <i>Ursula has no verbal report to provide, but is available to answer any questions.</i> <i>John Hansen (Treasurer): Budget to Actual code 6200 (Professional Fees) indicates we have expended almost all of the budgeted amount, yet we have 6 months left in the fiscal year. Code 6400 (Construction Expenses) shows an opposite situation. (Ursula reviewed the Professional Fees and re-categorized some items more appropriate for allocation to Construction Expenses.)</i> <i>Lisa Bauer motioned to approve and was seconded by Cathy Monroe. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	<b>5-2</b> Board approval of Warrant Requests for: November 2020 <i>Lisa Bauer motioned to approve and was seconded by Cathy Monroe. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	<b>5-3</b> Letter to NCRWQCB regarding coastal TMDL inclusion in grant program – Patty Madigan <i>Patty provided a background of why the letter was drafted.</i> <i>Cathy Monroe motioned to approve and was seconded by Lisa Bauer. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	<b>5-4</b> Review and approve Injury & Illness Prevention Program – Joe Scriven <i>Lisa Bauer motioned to approve and was seconded by Cathy Monroe. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.</i>

<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<p><b>6-1</b> DEI Committee update  <i>Deborah summarized the meetings of the DEI Committee with Meyo Marrufo (Guidiville Rancheria) and her discussion with Emily Luscombe (Cahto Tribe). The main point was developing trusting relationships with the tribes, for instance Executive Director to Tribal Chair communication. There was some misunderstanding of what MCRCD is and the work we do. Deborah suggests providing the MCRCD brochure. The other point is that tribes typically plan 1.5 years in advance. MCRCD needs to be aware of that scheduling. Thirdly, keeping the communication going even if MCRCD does not get a response, including Tribal Chair and not just EPA Director. Lastly, MCRCD staff/Board would benefit from a sensitivity training.</i></p>
	<p><b>6-2</b> Finance Committee communication with Board of Directors  <i>Lisa Bauer acknowledged John Hansen for his work on presenting the finances of the MCRCD. The Finance Committee is looking closely at the budget because a deficit is forecast for this fiscal year. Cathy said that working towards a balanced budget for next fiscal year is important. John said focusing more on the future to be strategic in financial decisions will be helpful. Updates on future funds and prospects for additional projects needs to be presented to the board by the Executive Director.</i></p>
	<p><b>6-3</b> Update on distribution of Strategic Plan  <i>Linda stated that we sent an e-newsletter blast to everyone on our list, covering the virtual distribution part. The hard copy has been finalized, and 25 will be printed. The list of who gets a hard copy has not been created, with the goal of sending them out the first week of January.</i></p>
	<p><b>6-4</b> Review CARCD conference sessions and recommended website links  <i>Megan provided a summary of the CARCD conference and the staff meeting to highlight the sessions that were important for MCRCD. The list will be created and available for review in January, and the website links for Board and staff to review will be provided.</i></p>
	<p><b>6-5</b> Update on cannabis meeting with County Ad Hoc Committee on Cannabis  <i>Patty summarized a conference call with County Supervisors John Haschak and Ted Williams regarding the permitting process for cannabis farmers. There is a significant challenge for the county to process applications and address CEQA requirements. Both supervisors asked if MCRCD has any ideas for solutions. Patty and Megan agreed to perform some outreach with other counties and RCDs to identify options for success.</i></p>
	<p><b>6-6</b> Annual Board and Staff gift: Consolidated Tribal Health Project (CTHP.org) and/or ProjectSanctuary.org  <i>Staff and Board, please send your personal check(s) made out to "Consolidated Tribal Health Project" and/or "Project Sanctuary" and mail to the MCRCD, Attn: Joe Scriven, by Tuesday, December 22.</i></p>
	<p><b>6-7:</b> Update on Executive Director evaluation process.  <i>Lisa provided the update from the process development committee (Geri, Lisa, Craig, Cathy, Jen, Deborah), in setting up the process to complete the Executive Director evaluation. Their goal is to document the process and complete the evaluation by late January.</i></p>
	<b>INFORMATIONAL ITEMS</b>
<b>VII.</b>	<p><b>7-1</b> NRCS Report  <i>Carol Mandel referred to the End of Year Summary (page 37), and provided an explanation of its contents. 25 applications were approved in EQIP and 3 applications were approved in RCPP. About 50% of EQIP went to forest health improvement practices. Soil health contracts are increasing to include cover crop, compost, and no-till management. NRCS recently adopted a "New Practice" that targets compost for carbon sequestration. The first ranking deadline in 2021 will be early March, so staff are working with landowners to get them ready.</i></p> <p><b>7-2</b> Director Reports  <i>Mike Webster will attend the January meeting of the Groundwater Sustainability Agency.</i></p>

### 7-3 Staff Reports and Grant Status

Megan provided an update on the audit status. We are getting to the last few documents on the list. She is attempting to schedule an on-site audit before the holidays.

The next policy for review and approval is the Procurement Policy, which we plan to include for the January Board meeting.

The next annual report (2019/2020) is in process.

Joe provided a brief update on the oak restoration article in the Press Democrat.

Mary talked about the site tour at APL in Berkeley. Two of the Power Pallets will be placed at the Hopland Research and Extension Center, with a target for February. Progress with PG&E is slow, so the Power Pallets will operate off grid for the first few months. The Dutch Charlie Creek Road fuel break project has been delayed by COVID-19 outbreaks at Parlin Fork Conservation Camp. We expect the project to begin in January. The North Bay Restoration Program continues to get developed, with a January rollout planned. Another RCPP application will be submitted in partnership with Lake and Sonoma Counties.

Bryce Hutchins: They took video footage from the APL site visit. He will share the link to Board and staff.

Katy highlighted the CDFW Healthy Soils Program, and a farm in Willits was awarded additional funds. The Word-of-Mouth Magazine that includes carbon farming in Mendocino County. The field guide developed by RCD of Santa Monica Mountains encourages other RCDs to adapt for their local habitats and engage school age children.

Patty announced that MCRCD was approved for the Big River Road Improvement Project through the CDFW FRGP program. The potential contract with CAL FIRE for a CCI project to upgrade 5 miles, with a contract likely to begin in March. One opportunity we will discuss next meeting is related to a project being led by The Nature Conservancy near the mouth of the Garcia River. MCRCD would be asked to be the CEQA lead. She will ask TNC for a presentation at the January Board meeting.

Deborah provided an update on the early detection mussel monitoring project at Mill Creek Ponds, as a subcontractor with the County. The County Water Agency will be moved to the County Department of Transportation. Andrew Bake will be serving as interim Water Agency representative. This change affects the Mussel Monitoring Project, Groundwater Sustainability Agency, and CASGEM Monitoring Project.

Linda held a team meeting at Indian Creek Campground with Patty, Mary, and Bryce. The project includes a rainwater catchment tank, native plant landscape, and three interpretive panels. This site is at a county park, so we are working with the county to ensure their requirements are met.

**Reminder: Holiday Zoom gathering on Thursday, December 17 from 4:00 to 5:30. Bring a beverage and a snack. <https://us02web.zoom.us/j/6537783024>**

Peter: Next meeting will go from 4:00 to 5:30 on January 19.

Cathy Monroe motioned to adjourn and was seconded by Lisa Bauer. Cathy Monroe, Lisa Bauer, and Peter Braudrick voted in favor.

**Adjournment: 11:35 AM**

	<b>AGENDA SETTING</b>
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	<b>Next MCRCD BOD meeting will be January 19, 2021</b>

ACTION ITEMS

1. *Megan to bring next policy for Board approval*
2. *Patty to provide update on Cannabis interaction with Board of Supervisors*
3. *Megan to present grant application status spreadsheet.*
4. *Megan to present to Financial Committee the Staff Actual versus Budgeted Project Hours.*