



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

PHONE: 707.462.3664

January 18, 2022

In Person Location: 410 Jones Street, Suite C3, Ukiah

Zoom Meeting

<https://us02web.zoom.us/j/81299373404?pwd=d0JDNmhjU0dKNGs4ZjVBQXhqSUJ0UT09>

**Present**

Directors: Cathy Monroe (Chair), Peter Braudrick, Lisa Bauer

Associate Directors: John Hansen (Treasurer), Mike Webster, Jen Riddell, Tony Orth, Geri Hulse-Stephens

Staff: Bryce Hutchins, Katie Smith, Patty Madigan, Linda MacElwee, Deborah Edelman, Seth Myrick,  
Joe Scriven

NRCS: Carol Mandel

Public: Karen Youngblood – Usal Redwood Forest Company

Beth Salomone – Russian River Flood Control District

John Robertson – Robertson and Associates, CPAS

**4:00 PM to 5:30 PM**

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:02 pm</b>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)):</b> None
<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> December 21, 2021 Board of Directors Meeting Minutes Peter Braudrick motioned to approve the December 21, 2021 meeting minutes, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Board approval of Financial Statements for November 2021 John Hansen provided an update on the Finance Committee meeting held January 14. The accounting policies and procedures will be to the Board of Directors at the February meeting. Peter Braudrick motioned to approve the Financial Statements for November 2021, and Lisa Bauer seconded the motion. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.
	<b>5-2</b> Board approval of Warrant Requests for December 2021 Peter Braudrick motioned to approve the Warrant Requests for December 2021, and Lisa Bauer seconded the motion. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.

	<p><b>5-3</b> 2022-240 Resolution: Approve entering into agreement with SWRCB for Eel River Road Sediment Treatment Project – Phase 2  <i>Peter Braudrick motioned to approve Resolution 2022-240, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.</i></p>
	<p><b>5-4</b> 2022-241 Resolution: Teleconference meetings and AB-361  <i>Peter Braudrick motioned to approve Resolution 2022-241, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.</i></p>
	<p><b>5-5</b> Approval of contract with Usal Redwood Forest Company for the Northern Mendocino County Forest Health Collaborative Project  Karen Youngblood from Usal Redwood Forest Company provided a summary of the work proposed on 358 acres, which includes a shaded fuel break between Leggett and the coast, invasive plant removal, and steep slope fuel reduction with the goal to reduce the speed of wildfire spread and reduce its intensity.  <i>Peter Braudrick motioned to approve entering into a contract with the Usal Redwood Forest Company for the Northern Mendocino County Forest Health Collaborative Project, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.</i></p>
	<p><b>5-6</b> Nomination of Stephen Smith as Director of MCRCD  <i>Peter Braudrick nominated Stephen Smith to become a Director on the MCRCD Board, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor.</i></p>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<p><b>6-1</b> NRCS update  <i>Carol Mandel stated that their office still does not have a Farm Bill Assistant. The last date to submit an application this year will be April 1, and MCRCD staff need to be aware of that regarding projects with landowners who plan to participate in EQIP and RCPP.</i></p>
	<p><b>6-2</b> Staffing Changes, Organizational Structure, and Next Steps  <i>Linda MacElwee said that the announcement to recruit a new Executive Director is on MCRCD’s website. Applications due by February 4. The Hiring Committee will continue to meet weekly. The link to MCRCD’s webpage with the full position description is: <a href="https://mcrcd.org/mcrcd-news/now-hiring-executive-director">https://mcrcd.org/mcrcd-news/now-hiring-executive-director</a></i></p>
	<p><b>6-3</b> CARCD annual meeting and MCRCD attendance  <i>Deborah Edelman will be participating in a workshop on January 26 from 9-12, focusing on building partnerships with tribes.</i></p>
	<p><b>6-4</b> Board discussion of updated Financial Policies  <i>Joe will review MCRCD’s fiscal policies and provide an update to the Finance Committee the first week of February.</i></p>
	<p><b>6-5</b> Update on audit by Robertson &amp; Associates, CPAs  <i>John Robertson provided an update on the status of their audit of MCRCD’s finances for fiscal year 2020/2021. The audit report will be ready by mid-February. The COVID pandemic has affected this process. They still need to finish testing some items that the Treasurer (John Hansen) brought to their attention. John Hansen shared that his primary concern is with revenue recognition for the Willits Bypass Project, which depends on identifying the actual costs of the project that are then reimbursable, resulting in a net income for the year of zero.</i></p>

<b>VII.</b>	<b>INFORMATIONAL ITEMS</b>
	<p><b>7-1 Director Reports</b></p> <p><i>Tony Orth</i> Two fire associations will recommend adoption of County Service Area 3 Fire Authority, and to hire a Fire Warden for the county.</p> <p><i>Cathy Monroe</i> A herd of at least 36 elk is frequently seen in Redwood Valley.</p> <p><b>7-2 Staff Reports and Grant Status</b></p> <p><i>Patty Madigan</i> The road storm-proofing video will be produced soon as part of our Eel River Sediment Reduction Project with the State Water Board.</p> <p><i>Joe Scriven</i> We recently submitted a \$1.5M project to the Wildlife Conservation Board for work in the Navarro River watershed. Linda and Patty should be commended for their excellent work.</p> <p><i>Linda MacElwee</i> Seth Myrick and Katie Smite are doing great work leading the SWEEP and HSP programs. They work directly with landowners on applications.</p> <p><i>Katie Smith</i> The winter newsletter was finished in early January with extensive help from Marisela de Santa Anna.</p>
	<p><b>Adjournment</b> Peter Braudrick motioned to adjourn the meeting, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, and Cathy Monroe voted in favor. 5:30 pm</p>
	<b>AGENDA SETTING</b>
<b>VIII.</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 February 15, 2022, 3:00 to 6:00 PM</b>

Action Items

1. Joe will look into why Rent line item is at 79%, and also check into vehicle expense status and report back to the Board in February.
2. Joe will review fiscal policies and provide updated file to Finance Committee in first week of February, with the goal to present to the Board for approval in February.