



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, January 19, 2021

Location: Zoom Meeting

4:00 PM to 5:30 PM

Present

Directors Present: Peter Braudrick, Lisa Bauer, Craig Blencowe, Cathy Monroe

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

*Staff: Megan McCluer, Ursula Butler, Patty Madigan, Linda MacElwee,
Mary Mayeda, Katy Brantley, Deborah Edelman, Joe Scriven*

NRCS: Carol Mandel

Public: Elizabeth Salomone

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:03 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): None <i>Lisa Bauer moved to approve and was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>Beth Salomone provided her email address (DistrictManager@rrfc.net) for people who want to be added to the distribution list of weekly drought updates. She mentioned the Feb. 1 at 5:30, meeting on update for Lake Mendocino management, which is posted on their website (rrfc.net).</i>
IV.	CONSENT CALENDAR 4-1 December 15, 2020 Board of Directors (BOD) Minutes <i>Cathy Monroe motioned to approve and was seconded by Lisa Bauer. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS 5-1 Board approval of Financial Statements for November 2020 <i>Ursula asked if there were any questions. It is a busy time for her because it is the end of the calendar year, and the audit was in process.</i> <i>Craig mentioned that the Aging Summary Accounts Receivable is still excessive.</i> <i>Lisa Bauer moved to approve and was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i>

	<p>5-2 Board approval of Warrant Requests for December 2020 <i>Lisa Bauer moved to approve and was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 CSDA Webinars: Brown Act Compliance, Ethics AB 1234, Sexual Harassment Prevention, Board Member Best Practices – Joe Scriven <i>Action: Directors will take the required classes at the CSDA website once their accounts get activated.</i></p>
	<p>6-2 Update on Cannabis interaction with BOS – Patty Madigan <i>As a follow-up to the discussion given at the December Board meeting, Patty provided an update as requested. Megan and Patty are working on a short report to the Board of Supervisors to better define the problem, understand what other counties and RCDs are doing, and identify strategies for action.</i></p>
	<p>6-3 Procurement policy considerations – Megan McCluer and Joe Scriven <i>Joe and Megan are working on developing the procurement policy for MCRCD that includes considerations for the triple bottom line: social, environmental, and economic. They will bring a draft to the Board for discussion in March.</i></p>
	<p>6-4 SWRCB Proposed Groundwater Quality Rules and Comment Period – Deborah Edelman <i>The Groundwater Basin Prioritization for Salts and Nutrients is a staff report released by the North Coast Regional Water Quality Control Board for public comment. Public comment is due by February 3. Deborah contacted the two Sonoma County RCDs about this topic, and they were unaware of its release and deadline for public comment. Deborah will send the link to the Board of Directors.</i></p>
	<p>6-5 Executive Director evaluation process update – Peter Braudrick <i>Peter provided a brief update on the process of getting input from the evaluation forms from staff. Jen and Lisa are working on getting this into a summarized format to be presented to the Executive Director in early February.</i></p>
	<p>6-6 MCRCD’s role in mitigation projects associated with the County’s Oak Ordinance – Mary Mayeda</p> <p><i>The County Planning & Building Services Department has been tasked with developing an Oak Ordinance. MCRCD’s role could be a good conduit for violation dollars to send funds to appropriate areas. As a non-regulatory agency, MCRCD could serve in some capacity on oak enhancement. MCRCD staff agreed that receiving mitigation funds is OK as long as there is a separation from the regulatory aspect of the process. This topic goes to the BOS meeting in March. Mary requested comments from the Board.</i></p> <p><i>Peter: CDFW mitigation funds (Geyserville) was a good deal to get a lot of work done. As long as MCRCD is not part of the enforcement, then it is OK.</i></p> <p><i>Craig: The Geyserville fund allowed for some flexibility, which was good. Who is the enforcing agency? County Code Enforcement Officers will be responsible for issuing fines.</i></p> <p><i>Mary: This ordinance contains many loopholes. Fines will not be significant in size. There is no oak protection ordinance in place right now.</i></p> <p><i>Tony: There is good potential for mitigation funding and mitigation actions with MCRCD involvement.</i></p> <p><i>Jen: Past fines for taking oak trees have gone to the state. Those funds should stay local.</i></p>

	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report <i>Carol: NRCD staff are still working on EQIP plans that get finalized and ranked on March 3.</i> <i>Peter: How is staffing at Ukiah Field Office?</i> <i>Carol: Still down a couple people. Forester position filling has been put on hold. Range Specialist may be filled with an entry level position this summer.</i> <i>Craig: Are Carol and Mary aware of a new cost-share program for fire recovery?</i> <i>Mary: CAL FIRE program in our RCD region (Sonoma, Lake, Napa, Mendocino) for forestry enhancement.</i></p> <p>7-2 Director Reports <i>John Hansen: The Finance Committee met last week (Cathy, Lisa, John) to review preliminary financial statements. Financial statements do not reflect all funds to be received in November. Deficit position has worsened since September. Continued deficit accrual should be curbed. The Committee is asking Megan to look at options to deal with a more difficult budget environment; identifying how to maximize billable hours and minimize deficit accrual (unbillable admin time).</i></p> <p><i>Megan is preparing a report on admin time for staff compared it to predicted/budgeted admin time. She will work with John on this project.</i></p> <p><i>Tony: State of CA is currently doing well economically. Expect to see state resources available in next budget year. The following fiscal year we expect to see the economic impacts from COVID-19.</i></p> <p><i>Cathy: The Climate Action Committee continues to meet monthly, and will report to BOS in February. Concern over logging in Jackson Demonstration State Forest (JDSF) in terms of excess harvest related to carbon sequestration. What can the committee recommend to the county to best sequester carbon?</i></p> <p><i>Craig: JDSF has been under-cutting the timber for decades. If they are growing more than they are cutting, then they are sequestering carbon.</i></p> <p><i>Peter: When on the JDSF Board, they said no more clear cutting, and directed CAL FIRE to focus instead on growing bigger trees. The Timber Harvest Plans (THPs) behind Caspar include clear cuts, and are creating ill will with the community.</i></p> <p><i>Craig: Director's Report: Forest to Market report quoted. "...The 2020 fires generated enough energy to power CA for 62 years." (This statement reinforces the need for bio-gasifier technology.)</i></p> <p><i>Jen has been attending the drought meetings with PG&E and water districts in Mendocino County.</i></p> <p>7-3 Staff Reports and Grant Status <i>Mary: Two power pallets (bio-gasifiers) will be delivered to HREC in February. The inter-connection agreement with PG&E is still in development.</i> <i>Mary: Scope of work (SOW) is in development with JDSF for inter-agency agreement.</i> <i>Katy: SALC webinar on Williamson Act and conservation easements. The North Coast Soil Hub will also be hosting webinars this year.</i></p> <p>https://mcrccd.org/project/mendocino-county-sustainable-agricultural-lands-strategy-program http://soilhub.org/2021/01/08/demo-workshop-iii-exploring-connections-on-the-vineyard-floor-2/</p> <p><i>Patty: \$500,000 Fisheries Restoration Grants Program (FRGP) contract was awarded in Big River. In addition, MCRCD is negotiating a \$900,000 project in Mendocino Woodlands with State Parks and CAL FIRE.</i></p>

	<p><i>Linda: Some adult salmonids are in the local rivers and creeks. Monarch butterflies have not been listed yet, but the count was less than 2,000 in the western population in 2020.</i></p> <p>https://xerces.org/blog/western-monarch-population-closer-to-extinction-as-wait-continues-for-monarchs-protection</p> <p>Adjournment</p> <p><i>Peter Braudrick requested a motion to adjourn the meeting.</i></p> <p><i>Lisa Bauer moved to adjourn and was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Cathy Monroe, and Peter Braudrick voted in favor.</i></p> <p>5:30 PM.</p>
	AGENDA SETTING
IX.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105.</p> <p>Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>
	Next MCRCD BOD meeting will be February 15, 2021, 3:00 – 6:00 pm

ACTION ITEMS

1. *Megan to work with John to finalize staff actual versus budgeted admin hours report.*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, February 16, 2021

Location: Zoom Meeting

3:00 PM to 6:00 PM

Present:

Directors Present: Peter Braudrick, Lisa Bauer, Craig Blencowe, Cathy Monroe

Associate Directors: John Hansen, Jen Riddell, Tony Orth, Mike Webster,

Geri Hulse-Stephens

Staff: Megan McCluer, Ursula Butler, Patty Madigan, Linda MacElwee,

Mary Mayeda, Deborah Edelman, Chris Bartow, Joe Scriven

Public: Traci Pellar, Elizabeth Salomone

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 3:00 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).
IV.	CONSENT CALENDAR 4-1 January 19, 2021 Board of Directors (BOD) Minutes : Cathy then Craig, then all. <i>Cathy Monroe motioned to approve the Consent Calendar, and was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	<p>5-1 Board approval of Financial Statements for December 2020 <i>Ursula submitted invoices for all projects (Accounts Receivable – A/R), several associated contractors have been paid (Accounts Payable – A/P), and end of quarter accrual accounting was completed. Significant payments were received and reported in the board packet (Page 7).</i></p> <p><i>John Hansen expressed gratitude for including the Payments Received Report. Significant improvement in the budget since September 2020. Currently we can report a break-even budget status. We are on as full of an accrual basis accounting process that we can get to, with thanks to Ursula for that good work.</i></p> <p><i>The audit is still in process of being completed.</i> <i>Lisa Bauer motioned to approve, and seconded by Cathy Monroe. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
	<p>5-2 Board approval of Warrant Requests for January 2021 <i>Cathy Monroe motioned to approve, and was seconded by Lisa Bauer. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i></p>

	<p>5-3 Creation of Management Subcommittee <i>Megan McCluer: The MCRCD Guidelines identify it as an Executive Committee, which includes the Chair, Vice Chair, and the Executive Director. The meeting has to be posted and those minutes have to be public, and a standing committee is required to be compliant with Brown Act requirements.</i></p> <p><i>Motion by Lisa Bauer to convene the Executive Committee, which can be comprised of different members than defined in the MCRCD Guidelines. Cathy Monroe seconded the motion. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i></p> <p><i>Motion by Lisa Bauer that members of the Executive Committee include Peter Braudrick (Chair), Craig Blencowe (Secretary), Jen Riddell (Associate Director). The motion was seconded by Cathy Monroe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i></p> <p><i>Megan McCluer: One of the first steps of the Executive Committee should be developing clear roles and responsibilities for the Board of Directors and the Executive Director.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Willits Project and Willits Subcommittee Update – Chris Bartow</p> <p><i>The subcommittee was created last year, but has not met since COVID started. Chris proposed holding a subcommittee meeting before the next RCD board meeting. The subcommittee will include Peter Braudrick, Craig Blencowe, and Jen Riddell.</i></p> <p><i>Chris Bartow explained the process for our annual budget request to Caltrans and NFWF for the upcoming year. The project is fully funded for the year.</i></p> <p><i>Our relationship with Caltrans is currently excellent. They have a new project biologist (Emerald Remund) who has an office in the building.</i></p>
	<p>6-2 Traci Pellar: GRASS-C presentation</p> <p><i>GRASS-C has defined the minimum environmental standards that she feels should be included in the County’s Phase 3 program of cannabis regulations. Mendocino Producers Guild is Traci’s new business that will educate the public that smaller farmers are better for economics and ecology. She is promoting MCRCD’s Best Management Practices (BMPs) Guide for Cannabis Farmers and the Handbook for the Rural Roads Handbook. She is promoting the environmental value of small farms which are 10,000 square feet or less.</i></p> <p><i>Megan McCluer said the county may not be able to choose the GRASS-C certification because certification is optional. The County is looking at CEQA as the legal requirement first for cannabis farmers.</i></p> <p><i>Jen Riddell stated that the County cannot choose a certification program, but can state that the standards cannot be less than a certain level such as GRASS -C.</i></p> <p><i>Linda MacElwee: Our role in education and outreach has been the main focus over the past few years with regard to cannabis production. We want to assist farmers but cannot be considered as regulatory.</i></p> <p><i>Patty Madigan: GRASS-C contract with CARCD to work with a cannabis farmer and produce an education video.</i></p>

	<p>6-3 Director recruitment since BOD meetings have been changed – Lisa Bauer <i>Lisa Bauer said rekindling the recruitment process is appropriate since the timing of Board meetings has changed.</i></p> <p><i>Megan McCluer: Staff has put together some information and asked the Board Development Subcommittee to be re-started.</i></p> <p><i>Tony Orth suggested sending tribes a letter to invite them to join as an associate director to learn about RCD. They can identify who on their team would.</i></p> <p><i>Cathy Monroe will follow up with Diane Curry and Bob Kiefer.</i></p> <p><i>The Subcommittee include: Mike Webster, Megan McCluer, and Geri-Hulse Stephens.</i></p>
	<p>6-4 Procurement Policy Update – Joe Scriven <i>Joe Scriven provided a summary of the triple bottom line (Economic, Environmental, Social) as the main goal of an updated procurement policy. He will send the outline document to the Directors, Associate Directors, Staff and compile responses by the end of February.</i></p>
	<p>6-5 Financial Team Update – Megan McCluer <i>The Financial Committee will provide an update in March. John Hansen is the Chair of the Financial Committee.</i></p>
	<p>6-6 CCI Forest Health Project Update – Mary Mayeda <i>Mary presented an update on the CCI Forest Health grant “Applied Innovative Forest Health Strategies on Post-Fire Landscapes.”</i></p>
VII.	CLOSED SESSION
	<p>7-1 Executive Director annual performance review completion: 4:35 – 5:32 <i>The Board met in closed session for 30 minutes, then invited the Executive Director to join the discussion. The Executive Director has multiple actions to address constructive feedback. The Board of Directors have actions which will be refined by the Executive Committee.</i></p>
	INFORMATIONAL ITEMS
VII.	<p>7-1 NRCS Report <i>Carol Mandel reported to Megan that the EQIP process is their main focus right now.</i></p> <p>7-2 Director Reports</p> <p>7-3 Staff Reports and Grant Status Joe Scriven mentioned that the annual Form 700s were emailed to the Directors and exempt staff, which are due to the County Clerk-Recorder’s office by April 1. Linda MacElwee stated that the North Coast Forest Improvement Program has started, Applications are open on MCRCD website.</p> <p>Adjournment <i>Cathy Monroe motioned to adjourn, and Craig Blencowe seconded. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i></p> <p style="text-align: center;">6:14 PM</p>
	AGENDA SETTING

IX.	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.
Next MCRCD BOD meeting will be March 16, 2021, 4:00 to 5:30 PM	



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, March 16, 2021

Location: Zoom Meeting

<https://us02web.zoom.us/j/6537783024>

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

Associate Directors: John Hansen, Jen Riddell, Mike Webster,

Geri Hulse-Stephens

Staff: Megan McCluer, Linda MacElwee, Mary Mayeda, Katy Brantley,

Joe Scriven

NRCS: Carol Mandel

Public: Beth Salomone – Russian River Flood Control District

4:00 PM to 5:30 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:03 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	CONSENT CALENDAR 4-1 February 16, 2021 Board of Directors (BOD) Minutes <i>Tony Orth has been added to the Land Stewardship Subcommittee.</i> <i>Cathy Monroe motioned to approve the Consent Calendar. Craig Blencowe seconded the motion. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for January 2021 <i>John Hansen, Treasurer, had questions on the Balance Sheet (page 7), Capital Expenses, and relationship between Accounts Receivable and Accounts Payable. The Aging Report shows significant improvement since last month, but we still have some outstanding items from Accounts Receivable from last fiscal year.</i> <i>Cathy Monroe motioned to approve the Financial Statement for January 2021. Craig Blencowe seconded the motion. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>
	5-2 Board approval of Warrant Requests for February 2021 <i>John discussed the UC Berkeley billing services arrangement where MCRCD agreed to provide \$20,000 match to support the GrizzlyCorps employee. John asked Megan to investigate if we will be able to bill our grantors for GrizzlyCorps member's time once the match is met?</i> <i>Craig Blencowe motioned to approve the Warrant Requests for February 2021. Cathy Monroe seconded the motion. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i>

	<p>5-3 Board approval of contract with CPS HR Consulting <i>Peter Braudrick stated that the Executive Committee met last week and discussed the HR consulting firm’s proposal (full proposal is included in the Board packet). Craig Blencowe asked for perspectives from staff who were present. Mary Mayeda, Katy Brantley, Linda MacElwee, and Joe Scriven commented in favor of the HR services described.</i></p> <p><i>Lisa Bauer motioned to approve the contract with CPS HR Consulting, and was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, Lisa Bauer, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Procurement Policy Update – Joe Scriven <i>Joe provided a summary of the Procurement Policy. MCRCD’s legal counsel, (BBK) responded with an updated document. Megan and Joe will work together to review the changes and determine next steps.</i></p>
	<p>6-2 Financial Team Update – John Hansen <i>Movement by MCRCD’s fiscal operations to the Full Accrual Basis is making progress. Staff are updating the Project List which will be important for forecasting work over the next 18 months. The second draft of the audit was delivered today. The Finance Team responded to the auditor’s findings. The “significant deficiency” listed is not as serious as a “Material Weakness” but does identify areas where we can improve in our processes. We expect that the final audit for Board review will be sent as soon as it is available, and submitted for approval at the April Board meeting.</i></p> <p><i>Federal Indirect Rate (FIR): General discussion about grant applications, funding sources, and what we need to accomplish to secure the FIR.</i></p>
VII.	INFORMATIONAL ITEMS
	<p>7-1 NRCS Report <i>Carol Mandel: Range Specialist position will be filled sometime soon, hopefully in April. Position for Team Forester recently advertised. It is a multi-county position based in Ukiah serving Mendocino, Lake, and Humboldt counties. They just finished ranking first batch of EQIP applications for this year.</i></p> <p>7-2 Director Reports <i>Cathy Monroe referred to a recent Redwood Valley Municipal Advisory Commission (RVMAC) meeting and how the upcoming drought is going to be especially severe in Redwood Valley. She suggested that Coyote Valley Band of Pomo Indians and Redwood Valley Band of Pomo Indians may need extra support from Deborah Edelman’s Prop 84 project due to them being customers of Redwood Valley Water District.</i></p> <p><i>Geri Hulse-Stephens mentioned that 22” rain in Little Lake Valley so far, compared to 45” average, however due to low temperatures, the wetlands in Little Lake Valley appear to be fully saturated, keeping the wetlands thriving.</i></p> <p><i>Lisa Bauer asked if MCRCD responding to the County’s Cannabis Ordinance. Megan: We will not be commenting on the ordinance. Developing a white paper for the County’s Cannabis ad hoc committee on what other counties are doing with regards to CEQA and their relationship to their respective RCDs.</i></p>

	<p>7-3 Staff Reports and Grant Status <i>Joe mentioned a recently executed contract with the Russian River Flood Control District (RRFC) for water conservation outreach in the upper Russian River. Beth Salomone, RRFC General Manager, is looking forward to working with MCRCD on this topic.</i> <i>Katy Brantley mentioned she co-hosted a successful soil health symposium by the North Coast Soil Hub.</i></p> <p>Adjournment: 5:30 PM</p>
	<p>AGENDA SETTING</p>
<p>VIII.</p>	<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>
	<p>Next MCRCD BOD meeting will be April 20, 2021, 4:00 to 5:30 PM</p>

Actions

5-2: Joe will contact SWRCB and CAL FIRE then will ask Megan to update the Board.

5-3: Megan suggested having a HR CPS representative speak to the Board and Staff at next meeting.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, April 20, 2021

Location: Zoom Meeting

<https://us02web.zoom.us/j/6537783024>

Directors: Peter Braudrick, Cathy Monroe, Craig Blencowe, Lisa Bauer
Associate Directors: John Hansen, Mike Webster,
Staff: Megan McCluer, Linda MacElwee, Patty Madigan, Katy Brantley,
Deborah Edelman, Joe Scriven
NRCS: Carol Mandel
Public: Beth Salomone – Russian River Flood Control District (RRFC)

4:00 PM to 5:30 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:05 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B))
III.	<p>PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).</p> <p><i>Beth Salomone: RRFC. Introduced the 2021 Drought Preparedness campaign and expressed gratitude for working with MCRCD for such a difficult situation we are in with regard to the drought. County will be approving to approve the drought declaration. Please support the 2021 campaign however you can. The process of “elected to elected” to communicate the importance of this situation would be a great way to further the message.</i></p> <p><i>Cathy asked if the City of Ukiah joining in the campaign. Beth’s response was “no.”</i></p>
IV.	<p>CONSENT CALENDAR</p> <p>4-1 March 16, 2021 Board of Directors (BOD) Minutes</p> <p><i>Craig Blencowe motioned to approve the minutes, which was seconded by Cathy Monroe. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
V.	ACTION ITEMS
	<p>5-1 Board approval of Financial Statements for February 2021</p> <p><i>John Hansen had several questions about the February financial reports. Megan, Ursula, and John will do an in-depth analysis of the quarter end books (January – March) in May.</i></p> <p><i>Craig Blencowe asked how Ursula’s administrative assistant is working out. Megan stated that Tiffany Steinborn is doing extremely well, and will be joining the MCRCD family in June.</i></p> <p><i>Cathy Monroe motioned to approve the Financial Statements for February 2021, which was seconded by Craig Blencowe. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
	<p>5-2 Board approval of Warrant Requests for March 2021</p> <p><i>Craig Blencowe motioned to approve the Warrant Requests for March 2021, which was seconded by Lisa Bauer. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
	<p>5-3 Board approval of updated Procurement Policy</p> <p><i>John Hansen requested that the policy include reference to Code of Federal Regulations (CFR) 200.</i></p> <p><i>Craig Blencowe motioned to approve the policy with the modification of including CFW 200 as noted, which was seconded by Lisa Bauer. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>

	<p>5-4 Board approval of Resolution 2021-233: WCB Stream Flow Enhancement Planning <i>Linda provided a summary of the Wildlife Conservation Board (WCB) project that has been selected for funding. The resolution is needed for us to receive the funds and accept the project. WCB decision is April 22. Project is in the Navarro watershed and in Outlet Creek – planning funds to extend phases I and II, and exporting strategies to Outlet Creek.</i> <i>Cathy Monroe motioned to approve Resolution 2021-233, which was seconded by Lisa Bauer. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
	<p>5-5 Board approval of FY 19/20 Audit <i>John Hansen highlighted the last few pages of the audit, which the Finance Committee has discussed at length. The new auditors (Robertson and Associates) have given us a fresh look that is important to our fiscal understanding. Two major concerns: no written financial policies/procedures and too much responsibility for one Business Manager. MCRCD needs more checks and balances, and a Corrective Action Plan (CAP) is required. We have 3 months to show the auditors that we are acting to remedy issues before beginning next year’s audit.</i> <i>Cathy Monroe motioned to approve the FY 19/20 Audit, which was seconded by Craig Blencowe. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Presentation by CPS HR Consulting: 5:00 <i>Michelle Pellegrino will be MCRCD’s point of contact for the Executive Director and Board of Directors. Chrissy Peacock will be MCRCD’s point of contact for staff.</i> <i>Megan and Board of Directors will meet with CPS HR to address the Executive Director performance review process.</i> <i>Staff will set up individual meetings with Chrissy for an initial introduction.</i></p>
	<p>6-2 Financial Team Update – Megan McCluer <i>Megan presented an action from last month, which was if we can charge contracts once the GrizzlyCorps Field Technician cost beyond the match being met. We might be able to charge overhead costs, but cannot charge the labor.</i> <i>John referenced Megan’s board report, and asked about the document submitted to the County about the cannabis situation. Megan will provide that to the Board.</i></p>
VII.	INFORMATIONAL ITEMS
	<p>7-1 NRCS Report <i>Carol Mandel said her team just approved 12 EQIP rankings. One was a roads project in Navarro. Several projects did not get funded this round, and ten will be considered for the June ranking. Twenty-five (25) applications will be ranked in June. Not a lot of funds received for this first round. EQIP is a high demand program. Possibly may get some drought initiative funds to address livestock water development and cover cropping projects. The new Range Specialist reports on May 10 (Matthew Delbar).</i></p> <p>7-2 Director Reports: <i>NONE</i></p> <p>7-3 Staff Reports and Grant Status: <i>NONE</i></p> <p>Adjournment <i>Cathy Monroe motioned to adjourn the meeting, which was seconded by Craig Blencowe. Lisa Bauer, Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor. 5:31 PM</i></p>
	AGENDA SETTING
VIII.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105. Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>

Next MCRCD BOD meeting will be May 18, 2021, 3:00 to 6:00 PM

Actions

Executive Director to discuss billing rates and timely submittal of invoices with major subcontractors.

Executive Director to complete first draft of the Audit's Corrective Action Plan.

Executive Director to send "Cannabis white paper" to BOD and Associate Directors.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, May 18, 2021

Location: Zoom Meeting
<https://us02web.zoom.us/j/6537783024>

Directors: Peter Braudrick, Cathy Monroe, Craig Blencowe
Associate Directors: Tony Orth, Mike Webster
Public: Tania Nieto, Diane Curry, Beth Salomone
NRCS: Carol Mandel, Matthew Delbar
Staff: Megan McCluer, Katy Brantley, Ursula Butler, Linda MacElwee,
Deborah Edelman, Mary Mayeda, Marisela de Santa Anna, Joe Scriven

3:00 PM to 6:00 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 3:04 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) <i>None</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>Beth Salomone: The 2021 Drought Preparedness Campaign has continued to grow. Concern about the disconnect with City of Ukiah not getting on board with drought campaign. She requested that the MCRCDC Board communicate with City of Ukiah officials that this extreme drought needs to include all residents and water purveyors. Regardless of location in the Russian River watershed, we all need to conserve water.</i>
IV.	CONSENT CALENDAR 4-1 April 20, 2021 Board of Directors (BOD) Minutes <i>Cathy Monroe moved to accept the Consent Calendar, which was seconded by Peter Braudrick. Cathy Monroe and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for March 2021 – Review of Financials with Quarterly Allocations <i>Ursula and Megan met with John Hansen on Monday (May 10) regarding several questions he had on the quarterly financials. The Board Financial Committee met Tuesday (May 11), who reviewed the topics. There was not enough time to address these items and include them in the Board package before distribution on Wednesday (May 12). However, at the May 18 Board meeting, Ursula presented the following:</i> <i>GL Account #1450 (Deferred Revenue Payment Wash Account). This account has been updated and will balance as "0" next month.</i> <i>GL Account #2200. Typo sent funds to #2200 instead of #2210, and has since been corrected.</i>

	<p><i>GL Account #6155. John requested a correction/adjustment from GL #6155 to #6021. That change has been completed.</i></p> <p><i>John asked about Willits net income. Ursula’s initial review did not reveal any issues, and will be further investigated and analyzed next month.</i></p> <p><i>Ursula and Megan will be reviewing the charter of accounts for possible changes for next fiscal year.</i></p> <p><i>Craig asked about the Aging Summary for Accounts Receivable and why we have a receivable of ~\$790,000. Staff provided an explanation, which will be resolved by next quarter.</i></p> <p><i>John asked Megan to relay a request to not approve the financials at this time to allow the corrections to be made and be presented at the June BOD meeting.</i></p>
	<p>5-2 Board approval of Warrant Requests for April 2021 <i>Cathy Monroe moved to approve the Warrant Requests, which was seconded by Craig Blencowe.</i></p> <p><i>Tony Orth mentioned that Megan’s presentation to the Board of Supervisors that included the Biogasifier project at Hopland Research and Extension was excellent and put MCRCD on the map. He stated that the County is strategizing funding from the PG&E settlement and other newer funding streams puts the Biogasifier project in good position for funding. The follow link is for the full-day Board of Supervisors meeting. The time for Megan’s presentation starts at 6:20:00. MCRCD requested \$2.3M during the presentation.</i> http://mendocino.granicus.com/MediaPlayer.php?view_id=1&clip_id=241</p> <p><i>Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
	<p>5-3 Board approval to enter into MOU with Eel River Recovery Project for the Tenmile Creek Water Conservation and Erosion Control Project, funded by the State Coastal Conservancy – Proposition 1</p> <p><i>Joe Scriven provided a summary of the project to the Board, which involves serving as the CEQA lead.</i></p> <p><i>Cathy Monroe moved in favor and Craig Blencowe seconded the motion. Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Fiscal Year 2021/2022 Budget Development – Megan McCluer</p> <p><i>Megan presented a “Top Down” budget for FY21-22. The Top-Down approach uses estimated billable hours per project and allowable indirect per project to estimate total grant revenue for the fiscal year. Payroll and operating expenses were also estimated to provide an initial approximation of ~\$71K net revenue.</i></p> <p><i>Further budget development, and estimated revenue, will be based upon the “Bottom Up” process. This is defined by employees’ estimated working hours billed per project for the fiscal year. We are using both approaches to generate a thorough and accurate balanced budget for the Fiscal Year 21-22.</i></p> <p><i>Peter asked about changing our indirect rate. Megan stated that a federally approved indirect rate (FIR) requires a completed audit and an application are required to be submitted within 6 months of the close of the fiscal year. Our goal is to have those items completed for submittal for a FIR before December 2022.</i></p>

	<p>6-2 Executive Committee Update and Newly Awarded Contracts – Peter Braudrick & Megan McCluer</p> <p><i>Peter asked for an update on the watershed coordinator position in partnership with Humboldt RCD. Mary Mayeda stated that Julia Sullivan is the Regional Watershed Coordinator, who is working with several RCDs, and communicating with North Coast Resource Partnership in a complementary process. She has worked well with regional foresters at the RCDs.</i></p> <p><i>Peter asked if Julia could give a short presentation at an upcoming Board meeting.</i></p> <p><i>Craig stated that the Executive Committee has been happy with the way these meetings have helped the communication and understanding between board and staff.</i></p>
	<p>6-3 Staffing Updates – Megan McCluer</p> <p><i>Official offer letter sent to Tiffany Steinborn to work 10-20 hours per week. If she accepts, she will become an MCRCD employee in June.</i></p> <p><i>We are working on bringing Bryce Hutchins on as a Forestry Technician employee with MCRCD for full-time. He will stay at least one year and likely enter graduate school soon thereafter.</i></p> <p><i>Mary Mayeda accepted the position of Team Forester at NRCS and plans to start in August. NRCS is supportive of Mary continuing work with a few of her projects. Mary stated that she is proud that she was hired to start a forestry program and she is leaving it as fully funded and with two full time positions.</i></p> <p><i>Carol Mandel congratulated Mary and is thrilled that she will be joining the NRCS team for this multi-county position. Mary’s new position is a great opportunity to expand NRCS partnership projects with MCRCD.</i></p>
	<p>6-4 Video footage of habitat at Willits Bypass Mitigation Project</p> <p><i>Marisela de Santa Anna introduced the video of upland woodland habitat that has been enhanced for North Coast Semaphore Grass. The crew removed woody and Himalaya blackberry, and planted seeds of North Coast Semaphore Grass. The Oregon ash woodland and semaphore grass restoration has been successful. Annual maintenance is still needed.</i></p>
	<p>6-5 Review of policies completed and next policies to update – Megan McCluer</p> <p><i>Megan presented a table of policies that have been updated, and reviewed other policies and procedures that need to be addressed.</i></p> <p><i>The next policies/procedures on the list for updating are the Financial Policies and Procedures, and the Injury and Illness Prevention Plan (IIPP).</i></p>
VII.	INFORMATIONAL ITEMS
	<p>7-1 NRCS Report</p> <p><i>Carol Mandel: They are preparing for the last EQIP ranking date of year on July 9. They received more applications than funds were available. Carol hopes to get additional funds from the national office to address this need. They have a newly approved RCPP project, which includes fuels reduction work for program applicants. They are also hoping for drought response and preparedness funding. They are looking more at long term for drought resiliency.</i></p> <p><i>Matthew Delbar is the NRCS Range Specialist. His background includes recent graduation from the University of Idaho. He comes from a family of ranchers in Potter Valley.</i></p>

7-2 Director Reports

Cathy Monroe mentioned the CA Comeback Plan presented by Wade Crowfoot (Secretary of California Natural Resources Agency) will bring funds to Mendocino County for natural resource projects.

Tony Orth stated that the Prop 84 projects that address drought are good models for future implementation, and the Gualala watershed project is a great example.

Craig Blencowe said the timber harvest planned at Jackson Demonstration State Forest (JDSF) has some protesters who want the western third of forest protected. He added that MCRCD's role could be in educating the public and CAL FIRE in the benefits of sustainable forest management. Craig stated that this is an educational opportunity for MCRCD to develop interpretive panels.

Peter mentioned that JDSF management has improved a lot over the last 20 years.

Mary mentioned that MCRCD has an agreement with JDSF, and we have performed botany surveys for the current THPs.

Cathy said the Climate Action Committee received a letter that questioned the THPs. She will share this letter with Board and staff.

Linda referenced a recently published article on forests and evapotranspiration.

Joe mentioned that the THPs at JDSF are politically controversial, and we should act accordingly.

Peter reported that CARCD is continuing the Diversity, Equity, and Inclusion (DEI) Program. CARCD is also setting up a micro loan process for RCD's having difficulty achieving matches.

7-3 Staff Reports and Grant Status

Linda said that Katy and she received grant Farms-to-School grant with NCO via CDFA. Work will be with Fort Bragg and Laytonville school districts which links gardens to school cafeterias.

Approved for NRCS agriculture program in a partnership with north coast counties. Regenerative agriculture and carbon farming. In partnership with NRCS. Climate Smart Program.

Tony asked about Gualala Prop 84 project. Linda said we agreed to take the lead role on this project. We expect it to be completed this summer, and are waiting on the contract execution process with the County of Humboldt.

Deborah stated that we are preparing for a June 12 "Drop By Event" in Redwood Valley and Calpella. We are working closely with Sonoma Water and Russian River Flood Control District. We will be contracting with DWR for work in June, and expect a contract with the County of Mendocino to keep the drought preparedness campaign going through the end of October.

Tony asked if there has been any discussion on water districts providing water to those without.

Beth Salomone responded that municipal districts in Ukiah Valley are customers of RRFC. The main focus will be on health and safety plus support for commerce. Beth added that there is an issue with City of Ukiah's preference to continue to use surface water under pre 1914 water right.

Mary provided an update on the CAL FIRE project that includes the recent delivery and set up of Power Pallets at the Hopland Research and Extension Center (HREC). Staff from APL staff is working to get the units running on a self-sustaining basis.

Cathy asked how we expand the energy diversification program at HREC.

The plan is to provide funds for beyond the current CAL FIRE grant, and expand topics beyond gasification.

Mary continued by stating that they closed the first round of the North Bay Forest Improvement Program's (NBFIP) grant application process. Applicants totaled \$1.5M for 3 years, but \$900,000 was available, so there is more need than funds available.

Katy stated that they are in the process of getting another GrizzlyCorps member in partnership with the Mendocino County Fire Safe Council (MCFSC). They are interviewing right now.

The North coast Soil Hub has expanded to Lake, Yolo, and Marin counties. They are starting on a 5-year strategic plan. A new coordinator coming on board to direct the Soil Hub.

The 19/20 annual report will be ready to view at the June meeting.

Cathy: Peregrine Chapter of Audubon Society program tonight. The one from last month was on beavers, which is on MCRCD YouTube Page.

Cathy Monroe motioned to adjourn the meeting, which was seconded by Craig Blencowe. Cathy Monroe, Craig Blencowe, and Peter Braudrick voted in favor.

Adjournment 5:37 PM

AGENDA SETTING

- VIII.** 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.

Next MCRCD BOD meeting will be June 15, 2021, 4:00 to 5:30 PM

ACTIONS

- 1. Ursula and Megan will complete a response to the Treasurer's questions, including a "deep dive" into Willits, and reviewing the chart of accounts for possible changes for next fiscal year.*
- 2. Vote on CAL FIRE CCI Resolution in June*
- 3. Send letter received by the Climate Action Committee regarding the THPs at Jackson State Demonstration Forest to Directors, staff, and those in attendance.*
- 4. Add JSDF THP topic to agenda for June meeting*

5. *Add Board recruitment topic to June Discussion item.*
6. *Joe will send forest and transpiration article shared by Linda to Board, staff, and those in attendance.*



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, June 15, 2021

In Person Location: 410 Jones Street, Suite C3, Ukiah
Location: Zoom Meeting: <https://us02web.zoom.us/j/6537783024>

Directors: Peter Braudrick, Cathy Monroe, Lisa Bauer, Craig Blencowe
Associate Directors: John Hansen (Treasurer),
Public: Diane Curry, Valdek Parik, Julia Sullivan
NRCS: Carol Mandel
Staff: Megan McCluer, Patty Madigan, Katy Brantley, Linda MacElwee,
Deborah Edelman, Mary Mayeda, Joe Scriven

4:00 PM to 5:30 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:07 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) NONE
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). NONE
IV.	CONSENT CALENDAR 4-1 May 18, 2021 Board of Directors (BOD) Minutes <i>Craig Blencowe motioned to approve the minutes from May 18, 2021, which was seconded by Lisa Bauer. Craig Blencowe, Lisa Bauer, Cathy Monroe, and Peter Braudrick voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for March and April 2021 <i>John Hansen: focus is on quarterly statements. April shows some losses because not all contracts are getting billed. Revised March statements. The correction for one account in March has been addressed and has had no effect on the budget. We are still within the budget target for the fiscal year.</i> <i>Lisa Bauer motioned to approve the Financial Statements for March and April 2021, which was seconded by Craig Blencowe. Craig Blencowe, Lisa Bauer, Cathy Monroe, and Peter Braudrick voted in favor.</i>
	5-2 Board approval of Warrant Requests for May 2021 <i>Craig asked about the Ukiah Valley Fire Fuels Reduction Project, being managed by the Fire Safe Council, and how long this project will continue. Megan said the contract is scheduled to close in March 2022.</i> <i>Peter asked about the services provided by Heather Morrison. Mary responded with summary descriptions of the projects that Heather works on.</i> <i>Craig Blencowe motioned to approve the Warrant Requests, which was seconded by Lisa Bauer. Craig Blencowe, Lisa Bauer, Cathy Monroe, and Peter Braudrick voted in favor.</i>

	<p>5-3 Board approval of Resolution to submit grant application to CAL FIRE CCI Program <i>Craig Blencowe motioned to approve the Resolution, which was seconded by Cathy Monroe. Craig Blencowe, Lisa Bauer, Cathy Monroe, and Peter Braudrick voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 Presentation by Julia Sullivan, Forest Health Watershed Coordinator (North Coast RCDs) <i>Julia provided a general overview of her position on supporting several North Coast RCDs. Specifically, she participates in Humboldt, Lake, Marin, and Mendocino counties.</i></p> <p><i>Julia was a key author in the 2021 CCI Forest Health grant application for northern Mendocino County.</i></p>
	<p>6-2 Review of draft Fiscal Year 2021/2022 Budget <i>Megan presented the process of gathering data to create the budget with staff and John Hansen (Treasurer). Megan and staff will finalize the staff hours details over the next two weeks. Today's presentation provides a general overview of the budget. Megan provided a review of FY 21/22 Revenue and Expenses per project.</i></p> <p><i>Currently, the budget shows a deficit of \$33,000 because staff is not fully booked for the second half of the year. MCRCD will know more as new projects get contracted and staff hourly data is finalized.</i></p> <p><i>John emphasized the importance of the staff hours allocation to the budget bottom line. He also stated that end of month invoices from subcontractors need to be received soon because it affects our ability to close the books in a timely manner. This is especially important as the fiscal year ends on June 30.</i></p> <p><i>The full, detailed budget will be completed and presented to the Board for review and approval for the Board meeting in July.</i></p>
	<p>6-3 Land Stewardship Committee Report – Peter Braudrick & Chris Bartow <i>Peter stated that they held a meeting last Friday with Megan, Tony Orth, Jen Riddell, Devon Jones, and Chris Bartow. The Farm Bureau received funds from a lawsuit settlement for research on the Willits Mitigation Lands. It is being executed via a contract with UC Davis, and they were proposing work at a different location. MCRCD is challenging that point to get the research implemented in Little Lake Valley.</i></p> <p><i>Peter said they will provide an update at the August meeting.</i></p>
	<p>6-4 Board Recruitment Update – Peter Braudrick <i>Diane Curry provide a brief background of her farming family and professional experience in agriculture. She has shown an interest in becoming a board member, and Megan will send her an application.</i></p>
	<p>6-5 Jackson State Demonstration Forest (JDFS) Timber Harvest Plan (THP) – Craig Blencowe <i>Craig summarized the JDSF timber harvest plan and its associated controversy (negative public feedback on this THP). In his point of view, JDSF is not violating any legal issues. Their tree selection methods have some issues. Additionally, the logging contract is not robust enough to provide for proper clean-up of landings after logging work is done. He discussed other issues with John Anderson (JDSF Board Member) such as public perception, and education. Craig stated that MCRCD is supportive of education programs. Craig wrapped up the discussion that those timber stands are severely over stocked, and are significant fire hazards.</i></p> <p><i>Craig will meet with Mike Powers (State Forest Director) to identify options for collaboration and education. Mary will participate too.</i></p>

VII.	INFORMATIONAL ITEMS
	<p>7-1 NRCS Report <i>Carol Mandel will provide a report at the next meeting.</i></p> <p>7-2 Director Reports <i>Cathy asked that the topic of PG&E vegetation clearing be added to the discussion at the July Board meeting.</i></p> <p>7-3 Staff Reports and Grant Status <i>Update by Mary on Greenhouse Gas Calculation Tool Project with John Nickerson: this tool is still relevant and needed for CCI project applications as well as Forest Management Plans. Additionally, this tool fills the void for the redwood region on greenhouse calculations.</i></p> <p>Adjournment: Cathy motioned. Lisa Seconded. 5:33</p>
	AGENDA SETTING
VIII.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105. Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>
	Next MCRCD BOD meeting will be July 20, 2021, 4:00 to 5:30 PM

Action Items

Joe to send a copy of the CCI Piercy proposal to Directors.

Lisa asked for a drought update at July board meeting



**MINUTES
Of the
MENDOCINO COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS**

PHONE: 707.462.3664 FAX: 707.462.5549

Monday, July 26, 2021

Location: Zoom Meeting

3:00 PM to 4:00 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS
II.	CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Executive Director) (GOV. CODE 5495.1 (a)(5))
III.	<i>OUTCOME: The MCRCD Board of Directors discussed and accepted the letter of resignation from Megan McCluer.</i>

410 Jones Street, Suite C-3, Ukiah, CA ❖ (707) 462-3664 ❖ Fax (707) 462-5549 ❖ www.mcrd.org



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

PHONE: 707.462.3664

Tuesday, August 10, 2021

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

Zoom Address:

<https://us02web.zoom.us/j/86513253400?pwd=VVNkMDVJbHA2L0dMdDVIUDdHaENHQT09>

4:00 to 5:00 PM

Present

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

Associate Directors: Mike Webster, Tony Orth, Geri Hulse-Stephens, Jen Riddell

Staff: Patty Madigan, Linda MacElwee, Mary Mayeda, Deborah Edelman, Katy Brantley, Rob Kunicki,
Marisela de Santa Anna, Chris Bartow, Joe Scriven,

Public: Amy Hagan – Certified Mediator

I. CALL TO ORDER, DETERMINATION OF A QUORUM: 4:06 PM

II. PUBLIC COMMENT: *Amy Hagan introduced herself.*

DISCUSSION OF EXECUTIVE DIRECTOR TRANSITION

Cathy: Transition of the Executive Director

Lisa provided an outline of what can/cannot be discussed. Personnel issues and interactions between staff remain confidential.

Craig: People should have a chance to state their feelings about the situation.

John: What is the status of staff at MCRCD now?

Staff Comments

The first week in September was suggested for a full-day Board and staff re-structuring meeting with a professional moderator.

IV. Peter Braudrick motioned to adjourn the meeting, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, Craig Blencowe, and Cathy Monroe voted in favor.

ADJOURNMENT: 5:20 PM

Actions

Joe to develop list of people, agencies, partners to notify of change in staffing.

Lisa to draft outreach letter and send to Joe.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Thursday, September 2, 2021

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

Zoom Meeting: <https://us02web.zoom.us/j/81091268726?pwd=WVZ5TGcyUlk1N1R3cHBWNmN1REV0dz09>

4:00 PM to 5:30 PM

Present

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

Associate Directors: Mike Webster

Staff: Bryce Hutchins, Mary Mayeda, Deborah Edelman, Chris Bartow, Linda MacElwee, Joe Scriven

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:05 PM
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): <i>None</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	DISCUSSION ITEMS
	<p>6-1 Discussion about options for professional analysis of MCRCD organization and staffing</p> <p><i>General discussion about interviews with other RCDs about staffing and organizational structure by Lisa Bauer, Jen Riddell, Craig Blencowe, and Cathy Monroe. The common issue across those interviewed was that shared management of RCD operations is needed because there is too much for one Executive Director or General Manager to address alone. A couple RCDs have moved from staffing expertise to generalists in project management. Most RCDs have created a tiered management structure with program managers overseeing project managers. Most RCDs interviewed used Amy Stork's services for staffing analysis, and spoke highly of the experience and her expertise.</i></p> <p><i>Cathy Monroe interviewed North Coast Opportunities' (NCO) Executive Director. NCO has ~200 employees, and a management team composed of the Executive Director, HR Director, Chief Fiscal Officer, and Communications Director, who meet on a weekly basis.</i></p> <p><i>General discussion about the proposal provided by Amy Stork to perform staffing review for MCRCD indicated that all present supported engaging with Ms. Stork for her services. A team of one Director and one staff member, with alternates will be named to work with Ms. Stork.</i></p>
	Adjournment: 4:52 pm
	AGENDA SETTING
V.	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.
	Next MCRCD BOD meeting will be September 21, 2021, 4:00 to 5:30 PM

Action Items

- Joe to send approved FY 21/22 budget to board and staff.
- Put the topic of working with Amy Stork on the agenda for discussion at the September 21 Board meeting.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, October 19, 2021

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

Zoom Meeting

<https://us02web.zoom.us/j/84698515560?pwd=bnFvMIJFNVPwa0x4WGt0SDZlYktnQT09>

Present

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

Associate Directors: John Hansen, Jen Riddell, Mike Webster, Geri Hulse-Stephens

*MCRCD Staff: Ursula Butler, Deborah Edelman, Patty Madigan, Katie Smith (GrizzlyCorps),
Linda MacElwee, Joe Scriven*

Public: Carol Mandel – NRCS, Beth Salomone – Russian River Flood Control District

4:00 PM to 5:30 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:04 pm
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): <i>Correction: Change September 10 to September 21 for item 4-2.</i> <i>Action: Add September 2 meeting minutes to November board packet for approval.</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)).: <i>None</i>
IV.	CONSENT CALENDAR
	4-1 September 2, 2021 Board of Directors Meeting Minutes <i>Not present in board packet. Add to November board packet for approval.</i>
	4-2 September 21, 2021 Board of Directors Meeting Minutes <i>Peter Braudrick motioned to approve the September 21, 2021 meeting minutes, which was seconded by Lisa Bauer. Peter Braudrick, Lisa Bauer, Craig Blencowe, and Cathy Monroe voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for August 2021 <i>John Hansen stated that the Profit & Loss by Job statement was not present at the last Finance Committee meeting. The first quarter statements (July – September) will be reviewed at the next finance committee meeting on November 9.</i> <i>Ursula Butler provided files to Robertson & Associates, CPAs for the annual audit, and their staff will come to the Ukiah office in mid-November.</i> <i>Peter asked that the P&L by Job report be sent to the entire BOD and Associate Directors when it is presented to the Finance Committee.</i> <i>Lisa Bauer motioned to approve the financial statements for August 2021, which was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Peter Braudrick, and Cathy Monroe voted in favor.</i>

	<p>5-2 Board approval of Warrant Requests for September 2021 <i>John asked about the payment to Beyond Financial CPAs and if the deliverables provided justify the cost. Ursula stated that their principal has come to office twice, and is currently working on financial policies and procedures for cost allocation. The draft policies will be presented to the board for review in November. Beyond Financial is within budget and is performing according to their scope of work. Ursula will send an email update to finance committee on status of Beyond Financial.</i></p> <p><i>John asked about the website update and costs associated with that process. Deborah Edelman said the website has been updated by the contractor and should be launched in November. The contract was to not exceed \$3,500, but we may need to amend it to address a few details, which would be more cost effective than having staff do those tasks.</i></p> <p><i>Craig Blencowe asked about the Eco-Presto invoice and what our relationship with them is. Joe Scriven responded that we are working with their staff, and specifically with Megan McCluer, on a couple complex projects.</i></p> <p><i>Craig inquired about the work performed by Family Tree Resource work for the Ukiah Valley Fire Fuels Reduction Project, and if there is any provision for follow-up work at the treated sites. John responded that there is no provision in the contract for follow-up work.</i></p> <p><i>Craig Blencowe motioned to approve the warrant requests for September 2021, which was seconded by Lisa Bauer. Craig Blencowe, Lisa Bauer, Peter Braudrick, and Cathy Monroe voted in favor.</i></p>
	<p>5-3 Review and possible approval of “Letter of Concern” regarding PG&E vegetation management actions <i>The letter was not updated since the last board meeting, and was not included in the board packet. No vote was taken.</i></p> <p><i>Joe provided an update regarding his communication with the North Coast Regional Water Quality Control Board. This topic will be included as a discussion item at the November board meeting, with possible action to write a letter at the December board meeting. Cathy recommends that we monitor sites and take photographs if damage is occurring. We also need to know PG&E’s plan on how they will maintain clearance.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 NRCS update – Carol Mandel <i>The new fiscal year started October 1, and NRCS is rolling out programs for 2022. Their deadlines will be earlier this year, possibly with a ranking deadline in December. Now is a good time to apply for EQIP so send landowners to NRCS.</i> <i>Carol is working with Devon Jones from the Farm Bureau and consultants on the Sustainable Agriculture Lands Conservation (SALC) program, and plan to get it completed by end of March 2022.</i></p>
	<p>6-2 Rock Creek Sediment Reduction summary and update – Patty Madigan <i>The concept proposal was submitted to CDFW in September, and we expect a decision by February 2022. This is a road storm-proofing project that PWA brought to us, and will mark the first implementation project on a cannabis property. Rock Creek is a tributary to the SF Eel River. The State is funding initiatives for cannabis farmers who are going the legal route to address resource issues on their properties.</i></p>
	<p>6-2 Lessons learned from CAL FIRE CCI project – Lisa Bauer <i>Lisa Bauer is serving as Mary Mayeda’s proxy to provide an update on the CCI Forest Health Project and lessons learned from this project.</i> <i>Project summary: Power Pallets made by All Power Laboratories (APL) take wood chips from post-fire landscapes, burn them via gasification, produce electric energy, and produce biochar. The initial goal was to purchase 10 Power Pallets. Challenges with project and lessons learned are:</i></p>

	<ol style="list-style-type: none"> 1. We did not vet the contractor properly. We did not check references. MCRCD should have a set of vetting questions when entering into contracts. 2. We trusted the contractor without investigating claims. We should trust but verify. 3. MCRCD contract template was inadequate in 2018. BBK has since updated the template. We don't have standard templates for scopes of work. 4. For larger contracts, MCRCD needs to pay BBK to pay for review of contracts and MOU's. 5. Protocols are needed for documentation with invoices. 6. MCRCD cannot pay for equipment up front, and should only pay down payments. 7. Protocol for contract amendments for SOW, timelines and/or budgets need to be established. 8. Regular communication with grant funding agency is important. CAL FIRE acknowledged MCRCD has communicated extremely well throughout this project. 9. Project management protocols are needed. 10. MCRCD needs to identify criteria for when to terminate contracts. 11. The next MCRCD Executive Director needs to be an expert in project management to support project managers.
	<p>6-3 Drought update in Mendocino County – Deborah Edelman MCRCD assisted with the October 15 drought funding workshop hosted by the County to introduce two grant programs for water related projects. MCRCD needs to be prepared with projects to submit.</p> <p>Beth Salomone stated that Lake Mendocino is very low, and the potential for not meeting human health and safety needs next year in the Russian River watershed could be realized if inadequate filling of the reservoir occurs this winter. The forecast for diversion from the Eel River to Lake Mendocino via the Potter Valley Project is that no more than half (135 cubic feet per second) the normal rate (270 cfs) will occur. The situation indicates that it is likely Lake Mendocino may not sufficiently fill this winter.</p> <p>The Groundwater Sustainability Plan Draft is available for review at: https://www.mendocinocounty.org/government/affiliated-agencies/ukiah-valley-basin-gsa/groundwater-sustainability-plan</p>
	<p>6-4 Diversity, Equity, and Inclusion Update This topic will be addressed at the November board meeting.</p>
	<p>6-5 Staffing Changes, Organizational Structure, and Next Steps Linda MacElwee announced that Seth Myrick accepted the position of Sustainable Agriculture Project Manager, and will begin work in early November.</p>
	<p>6-6 CARCD registration Peter stated that the annual CARCD conference will be on line from January 15 to February 15, 2022.</p>
VII.	INFORMATIONAL ITEMS
	<p>7-1 Director Reports None presented.</p> <p>7-2 Staff Reports and Grant Status None presented.</p>
	<p>Adjournment: 5:43 pm Peter Braudrick motioned to adjourn the meeting, which was seconded by Craig Blencowe. Peter Braudrick, Craig Blencowe, Lisa Bauer, and Cathy Monroe voted in favor.</p>
	AGENDA SETTING
VIII.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105. Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>
	Next MCRCD BOD meeting will be November 16, 2021, 3:00 to 6:00 PM

Actions

1. Add September 2, 2021, Board of Directors Meeting Minutes to November board packet for approval.
2. Ursula will send email update to finance committee on status of Beyond Financial.
3. Lisa will provide list of lessons learned to Joe who will send to board and staff.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, November 16, 2021

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

Zoom Meeting

<https://us02web.zoom.us/j/84698515560?pwd=bnFvMIJFNVPwa0x4WGt0SDZlYktnQT09>

Present

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

Associate Directors: Tony Orth, John Hansen, Jen Riddell

Staff: Bryce Hutchins, Deborah Edelman, Linda MacElwee, Seth Myrick, Joe Scriven

Public: Steve Smith

3:00 PM to 6:00 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 3:06
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): <i>None</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	CONSENT CALENDAR
	4-1 October 19, 2021 Board of Directors Meeting Minutes <i>Craig Blencowe motioned to approve the Board of Directors Meeting Minutes, which was seconded by Lisa Bauer. Craig Blencowe, Lisa Bauer, Peter Braudrick, and Cathy Monroe voted to approve.</i>
	4-2 September 2, 2021 Board of Directors Meeting Minutes <i>Peter Braudrick motioned to approve the September 2, 2021 Board of Directors Meeting Minutes, which was seconded by Craig Blencowe. Peter Braudrick, Craig Blencowe, Lisa Bauer, and Cathy Monroe voted to approve.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for September 2021 <i>John Hansen provided an explanation of financial statements as follows:</i> <ul style="list-style-type: none"> • <i>The Finance Committee met November 9 to review the financial statements for the September quarter end. These statements were prepared on the full accrual basis, which should reflect revenue recognition for all projects.</i> • <i>John pointed out that although the income statement reports a net loss of \$13,234.60, he had identified an adjustment to the Willits Bypass Mitigation project revenue that would increase the net loss to approximately \$30,000. He stated that the largest portion of the net loss was attributable to the Navarro Streamflow Phase 2 project for which costs apparently were incurred after the grant term had ended. He expressed a need for the Finance Committee to explore how the District's internal control procedures could be improved to prevent similar losses in the future.</i> • <i>John explained that the income statement reflects confusion regarding accounting procedures for cost allocation. He stated that rather than wait for a complete set of accounting policies and procedures to be prepared and approved by the Board, he would recommend an incremental approach that would ensure that we could show progress in this area by the end of the audit fieldwork.</i>

	<ul style="list-style-type: none"> <i>The Board of Directors requested that Beyond Financial provide fiscal policy/procedures as soon as possible, especially well before the next Finance Committee meeting (December 14). If we do not show progress on the policy/procedure topic in December, we will get a “repeat finding” in the audit. Joe will talk with Ursula and contact Beyond Financial to inform them of our urgent needs.</i> <p><i>Lisa Bauer motioned to approve the Financial Statements for September 2021, which was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Peter Braudrick, and Cathy Monroe voted in favor.</i></p>
	<p>5-2 Board approval of Warrant Requests for October 2021 <i>Lisa Bauer motioned to approve the Warrant Requests for October 2021, which was seconded by Peter Braudrick. Lisa Bauer, Peter Braudrick, Craig Blencowe, and Cathy Monroe voted in favor.</i></p>
	<p>5-3 2021-237 Resolution: Teleconference meetings and AB-361 <i>Lisa Bauer motioned to approved Resolution 2021-237, which was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, Peter Braudrick, and Cathy Monroe voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 NRCS update: <i>None</i></p>
	<p>6-2 “Topic of Concern” regarding PG&E vegetation management actions - Cathy Monroe</p> <ul style="list-style-type: none"> <i>Cathy Monroe stated that no progress has been made on drafting the letter of concern, but noted that several others in the community have made their perspectives known about PG&E’s vegetative management process.</i> <i>Tony Orth stated that the County Board of Supervisors recently formed an ad hoc committee to receive complaints and investigate the issue. 5th District Supervisor (Ted Williams) has asked for photos.</i> <i>Craig Blencowe said sharing photos with Water board representatives might be more effective.</i>
	<p>6-3 In person meeting in December or stay with remote meetings – Joe Scriven</p> <ul style="list-style-type: none"> <i>Tony stated that special districts and other entities subject to the Brown Act public meeting requirements we will follow the lead shown by the County Board of Supervisors.</i>
	<p>6-4 Covelo fish passage project proposal to CDFW – Joe Scriven</p> <ul style="list-style-type: none"> <i>This project will be submitted to CDFW in December for funding consideration.</i>
	<p>6-5 Diversity, Equity, and Inclusion Update</p> <ul style="list-style-type: none"> <i>This topic will continue to be put on hold until staffing can be restored in 2022.</i> <i>Linda MacElwee stated that we recently submitted a proposal to work with tribes in Mendocino County through a coordinated effort with CARCD.</i>
	<p>6-6 Staffing Changes, Organizational Structure, and Next Steps</p> <ul style="list-style-type: none"> <i>MCRCD Board and staff will be meeting with Amy Stork on November 19.</i> <i>A Special MCRCD Board meeting with Amy Stork will be held November 23.</i> <i>Lisa Bauer stated that we need to form an Executive Director recruitment committee immediately.</i> <i>John Hansen would be interested in assisting with review of applicants for the Chief Financial Officer.</i> <i>The timeline to accomplish the hiring of these two positions was estimated as January or February 2022.</i>
	<p>6-7 CARCD annual meeting and MCRCD attendance</p> <ul style="list-style-type: none"> <i>This item will be discussed at the December Board meeting</i>
	<p>6-8 Compliance with social media postings and archiving service – Joe Scriven</p> <ul style="list-style-type: none"> <i>Joe Scriven will communicate with Cathy Monroe about this issue and may bring it to the Board in December.</i>
	<p>6-9 CARCD representation for North Region RCDs</p> <ul style="list-style-type: none"> <i>This item will be discussed at the December Board meeting</i>
VII.	INFORMATIONAL ITEMS
	<p>7-1 Director Reports <i>Tony Orth</i></p>

- *LAFCO recently completed the reorganization of the Ukiah Valley Fire District, who just annexed the City of Ukiah.*
- *County Service Area 3 includes the totality of unincorporated landscape of Mendocino County, and can address roles in water, fire, and transportation.*
- *Fire Districts are in the process to create the Office of Mendocino Fire Warden.*

Craig Blencowe

- *After over 30 years of service on MCRCD's Board of Directors, the December 2021 meeting will be his last.*
- *He introduced Steve Smith as a potential and interested Director on the MCRCD Board, and provided a description of Mr. Smith's experience and history of work in the field of forestry over the last 40 years. In closing, Craig said that Steve has the most broad-based forestry experience of any forester in California, and that he understands the relationship between forestry and the government.*

Steve Smith

- *As a member of the public in attending tonight's meeting, he has listened and learned a lot about MCRCD.*
- *He served on MCRCD's Board several years ago, when the first roads video was produced.*
- *He would like to join the Board, and is aware of the responsibilities as a Director.*

7-2 Staff Reports and Grant Status

Deborah Edelman

- *Our contract with the Groundwater Sustainability Agency (GSA) via the County of Mendocino may be extended to include monthly monitoring through next June.*
- *The Final Groundwater Sustainability Plan will be submitted in January.*
- *There are three drought relief funding mechanisms available right now. We are working with Hopland Tribe to apply to one funding source. We will also submit three projects to the North Coast Resource Partnership for inclusion in their suite of projects.*
- *Monitoring for Quagga and Zebra Mussel continues at Mill Creek County Park.*
- *The Proposition 84 Tribal Water Conservation Assistance Project closed in October. This project was successful in working with several tribes within the county to address water conservation and staff training.*

Linda MacElwee

- *The Soil Program has added capacity with addition of Seth Myrick and Katie Smith.*
- *We will host a Healthy Soils Program webinar tomorrow (Nov 17).*
- *The SWEEP Program is challenging to administer in Mendocino County.*
- *SWEEP has ~\$48M, and HSP has ~\$75M this year. These are programs from CDFA to promote Climate Smart Agricultural Practices. These programs will continue through at least 2030.*
- *Two proposals will be submitted in the Navarro watershed with the next two months.*
- *Final reports for the Prop 84 On Farm Water Conservation Project and the Gualala Watershed Flow Bank Project will be submitted within the next month.*

Joe Scriven

- *The Eel River Road Sediment Reduction Project – Phase 1 will close in February 2022. We are in the process of producing a road storm-proofing video with Pacific Watershed Associates.*
- *The Eel River Road Sediment Reduction Project – Phase 2 is in its beginning stages, and we will begin work in January in preparation to implement during summer 2022.*
- *The CAL FIRE CCI Program's Northern Mendocino Forest Health Collaborative is getting a slow start. We are still in the process of drafting agreements with participating landowners.*

	<ul style="list-style-type: none"> <i>The CAL FIRE CCI Program's Applied Innovative Forest Health Strategies on Post-Fire Landscapes has been essentially halted until we complete an analysis of our subcontractor's financial records to determine how to proceed with the project.</i>
	<i>Lisa Bauer motioned to adjourn the meeting, which was seconded by Craig Blencowe. Lisa Bauer, Craig Blencowe, and Cathy Monroe voted in favor. Peter Braudrick was not present.</i>
	Adjournment: 6:01 PM
	AGENDA SETTING
VIII.	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.
	Next MCRCD BOD meeting will be December 21, 2021, 4:00 to 5:30 PM

Action Items

1. Ursula to reconcile PTO payouts for three staff who left MCRCD recently.
2. The Board of Directors requested that Beyond Financial to provide fiscal policy or procedure as soon as possible, especially well before the next Finance Committee meeting (December 14).
3. The Executive Committee will plan for the eventual end of remote meetings for the Board of Directors and subcommittees.
4. Joe will send the CFO position description recently received from Sonoma RCD to the Board and staff.
5. Deborah will share the final report for the Proposition 84 Tribal Water Conservation Assistance Project with the Board and staff.
6. The Executive Committee will discuss the process of adding Steve Smith to MCRCD's Board of Directors at the next meeting (December 10), and provide a recommendation to Board at the December 21 meeting.
7. Craig will send invitation to Steve for November 23 meeting with Amy Stork.



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, November 23, 2021

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

Zoom Meeting

<https://us02web.zoom.us/j/84698515560?pwd=bnFvMIJFNVPwa0x4WGt0SDZlYktnQT09>

Present

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

Associate Directors: John Hansen (Meeting Secretary)

Staff: Joe Scriven

Public: Steve Smith, Amy Stork (Consultant)

8:00 AM to 10:00 AM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 8:05 am
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)): <i>None</i>
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	CONSENT CALENDAR
	<i>None</i>
V.	AGENDA
	Leadership Search Considerations (Facilitated by Amy Stork) <i>No changes or amendments offered. Presented below as individual discussion items following Amy's Outline.</i>
VI.	DISCUSSION ITEMS
	<p>6-1 Decide order of leadership hires</p> <ul style="list-style-type: none"> <u>Finance and admin leadership role:</u> <i>Joe Scriven explained that the present capacity limitations of the District's Finance Dept have resulted in delays in grantor invoicing and other bottlenecks that have created a stressful working environment for all employees especially Ursula; he characterized the need for additional fiscal resources as urgent. Joe then left the meeting. The Board explored various options to address this condition and asked the Finance Committee to develop a detailed action plan at its next meeting on Dec 14.</i> <u>Ukiah program leadership role:</u> <i>Board members expressed a desire for management and staff to prepare for Patty Madigan's retirement in March by formulating a plan to replace her and identify options for filling the position of Ukiah Program Director. Questions arose regarding external hiring versus internal promotion, and what role the Interim Executive Director might assume prior to the hiring of an Executive Director. The Board asked Cathy to speak with Joe about Patty's retirement and his ongoing interim assignment.</i> <u>Interim ED role:</u> <i>The Board decided that all candidates for the ED position would need to apply and be subject to the same, comprehensive search and hiring process, and that any staff or Board member interested in applying would need to recuse themselves from all aspects of the selection process.</i>

	<p>6-2 Decide ED search committee composition</p> <ul style="list-style-type: none"> <i>In consideration of recent staff input and its prior experience, the Board decided that the Search Committee would be comprised of two board members, one associate board member and two staff members.</i> <i>Cathy, Peter and Geri volunteered for the Board positions</i> <i>The Board would like staff to select its two members, preferably choosing volunteers who have the capacity to participate in regular meetings without negatively impacting program productivity.</i>
	<p>6-3 Decide roles and decision-making</p> <ul style="list-style-type: none"> <i>The Board reviewed the table of action steps and participants' roles that Amy presented</i> <i>The Board decided that the table provided acceptable clarity of roles and decision-making structures, but through questions and discussion, the Board highlighted and confirmed the following components:</i> <i>Amy will draft the initial ED Success Profile for further review and revision</i> <i>Amy will draft the search strategy and assist the committee with its implementation</i> <i>Staff will be invited to assist in recruitment efforts</i> <i>Confidentiality is important, especially regarding applicants</i> <i>The goal of selecting finalists will be to identify candidates who pass all the mandatory requirements, so that any one of them could be considered fully qualified and acceptable</i> <i>The staff meet & greet will be structured to have all finalists answer a standard set of questions</i> <i>The Board is committed to making decisions by consensus, meaning no one feels a need to block a group decision</i> <i>The search committee may choose to have outside parties participate in initial interviews only.</i>
	<p>6-4 Establish internal candidate process</p> <ul style="list-style-type: none"> <i>Internal candidates will be required to participate in the full search process just like external candidates.</i>
	<p>6-5 How should the search committee incorporate diversity, equity, and inclusion</p> <ul style="list-style-type: none"> <i>Amy referred to her presentation material that cited best practices and next steps.</i> <i>Time did not permit discussion of this item.</i>
VII.	INFORMATIONAL ITEMS: <i>None</i>
	Adjournment: 10:00 am
	AGENDA SETTING
VIII.	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.
	Next MCRCD BOD meeting will be December 21, 2021, 4:00 to 5:30 PM



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

PHONE: 707.462.3664 FAX: 707.462.5549

Tuesday, December 21, 2021

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

Zoom Meeting

<https://us02web.zoom.us/j/84541332351?pwd=czcrUCtPaGduTFhhRmRNQXplajE4UT09>

Present:

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

Associate Directors: Jen Riddell, Mike Webster, Geri Hulse-Stephens

*Staff: Patty Madigan, Katie Smith (GrizzlyCorps), Seth Myrick, Bryce Hutchins, Linda MacElwee,
Joe Scriven*

Public: Carol Mandel (NRCS), Steve Smith, Beth Salomone, Chantal Simonpietri

4:00 PM to 5:30 PM

I.	CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS: 4:02 pm
II.	ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)) - None
III.	PUBLIC COMMENT Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
IV.	CONSENT CALENDAR
	4-1 November 16, 2021 Board of Directors Meeting Minutes <i>Lisa Bauer motioned to approve the November 16, 2021 Board of Directors Meeting Minutes, which was seconded by Peter Braudrick. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i>
	4-2 November 22, 2021 Board of Directors Meeting Minutes <i>Peter Braudrick motioned to approve the November 22, 2021 Board of Directors Meeting Minutes, which was seconded by Craig Blencowe. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i>
V.	ACTION ITEMS
	5-1 Board approval of Financial Statements for September 2021 <i>Cathy Monroe requested the presence of MCRCD's Business Manager at the next board meeting, even if adjusting the work schedule that day is needed.</i> <i>Lisa Bauer stated that John Hansen has been in regular contact with the auditing firm, with the goal of presenting the final audit to the board at the January 18 meeting.</i> <i>Joe Scriven stated that he and Ursula Butler met twice to review and edit the draft fiscal policies, and will meet again in January. The goal is to present an edited version to the Finance Committee for review at the January 11 meeting.</i> <i>Peter Braudrick motioned to approve the Financial Statements for September 2021, which was seconded by Lisa Bauer. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i>

	<p>5-2 Board approval of Warrant Requests for November 2021 <i>Peter Braudrick motioned to approve the Warrant Requests for November 2021, which was seconded by Lisa Bauer. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i></p>
	<p>5-3 2021-238 Resolution: Teleconference meetings and AB-361 <i>Lisa Bauer motioned to approve Resolution 2021-238, which was seconded by Craig Blencowe. Peter Braudrick. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i></p>
	<p>5-4 2021-239 Resolution: WCB Project Application <i>Linda MacElwee provided an explanation of the project being submitted to the Wildlife Conservation Board for funding consideration, which is due January 14.</i> <i>Lisa Bauer motioned to approve Resolution 2021-239, which was seconded by Craig Blencowe. Peter Braudrick. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i></p>
	<p>5-5 Continuation of Interim Executive Director Status for Joe Scriven <i>Lisa Bauer motioned to extend the appointment of Interim Executive Director to Joe Scriven through March 31, 2022, which was seconded by Craig Blencowe. Lisa Bauer, Peter Braudrick, Cathy Monroe, and Craig Blencowe voted in favor.</i></p>
VI.	DISCUSSION ITEMS
	<p>6-1 NRCS update <i>Carol Mandel provided the following update for the NCRS Ukiah office:</i></p> <ul style="list-style-type: none"> • <i>The Cover Crop Initiative was just created, and California is one of a few states participating. It is similar to EQIP, and the deadline for applications is January 18.</i> • <i>The Ukiah office is lacking a Farm Bill Administrator.</i> • <i>The SALC Project is continuing, and the Carbon Cycle Institute is assisting with the process.</i> • <i>The first round of ranking for EQIP applications will be on January 28.</i> • <i>Mary Mayeda is active in addressing her region of service.</i> • <i>EQIP and RCPP support oak woodland protection by removing conifers, and has been extended another year.</i>
	<p>6-2 CDFW Qualified Cultivator Grant Application – Patty Madigan and Chantal Simonpietri <i>Chantal introduced herself and provided a summary of CDFW’s Qualified Cultivator Grant Program. The program’s goal is to remove barriers to cannabis cultivators by helping them with a variety of natural resource management topics. Some options that fit with MCRCD expertise include: Sediment load reduction via road inventory and storm-proofing construction; stream habitat improvement; water quantity and quality protection, and riparian zone enhancement/protection.</i> <i>Patty stated that MCRCD’s involvement with cannabis cultivators began by contracting with CARCD to develop the BMP Guide, and produce videos on GRASS-C implementation.</i></p>
	<p>6-3 CPS HR services provided and contract status – Joe Scriven <i>Joe provided an update on the contract with CPS HR which expires June 30, 2022.</i></p>
	<p>6-4 Staffing Changes, Organizational Structure, and Next Steps <i>The Executive Director Selection Committee includes: Peter Braudrick, Cathy Monroe, Mike Webster, Linda MacElwee, and Chris Bartow. They will meet weekly with the goal of finalizing the job description and advertise the position in January.</i> <i>Hiring an additional person for the Fiscal Department will be discussed by the Finance Committee at the January 11 meeting.</i></p>
	<p>6-5 CARCD annual meeting and MCRCD attendance <i>Peter will contact CARCD to arrange for a single payment for MCRCD board and staff to attend.</i></p>

	<p>6-6 Addition of Stephen Smith as Director to MCRCD Board <i>The process to add a new director to MCRCD's board is as follows:</i></p> <ol style="list-style-type: none"> 1. <i>Notify County Board of Supervisors of Craig Blencowe's resignation.</i> 2. <i>County posts vacancy on County website.</i> 3. <i>MCRCD's board sends letter of recommendation to Board of Supervisors.</i> 4. <i>Application by prospective director is received by County, and voted upon during regular session.</i>
	<p>6-7 Annual Board and Staff contribution to environmental or social service entity <i>Craig requested that this year's annual MCRCD recipient be the Fort Bragg High School Forestry Club. Joe will coordinate board and staff donations, and send them a check in January.</i></p>
VII.	INFORMATIONAL ITEMS
	<p>7-1 Director Reports <i>Lisa expressed her heartfelt gratitude and recognition of Craig's 31 years of service to MCRCD, noting his insightful questions and unique perspective. Several other directors and staff echoed the sentiment of gratitude.</i></p> <p>7-2 Staff Reports and Grant Status <i>Patty Madigan announced that she will retire from MCRCD on March 16, 2022. Linda MacElwee gave congratulations, and shared an appreciation for what Patty has done for the MCRCD over the last 21 years. Several directors and staff wished her well and gave thanks for her service.</i></p> <p><i>Due to the ongoing COVID pandemic, planning a celebration to honor Craig and Patty will be postponed until a safe time and venue can be identified.</i></p>
	Adjournment: 5:43 PM
	AGENDA SETTING
VIII.	<p>To request board packet information, please contact Ursula Butler at (707) 462-3664 ext 105. Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>
	Next MCRCD BOD meeting will be January 18, 2022, 4:00 to 5:30 PM

Action Items

Cathy Monroe will deliver Craig Blencowe's resignation letter to the County Clerk.