



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

**PHONE: 707-462-3664**

**November 21, 2023**

**In Person Location: 410 Jones Street, Suite C3, Ukiah, CS 95482**

Join Zoom Meeting: <https://us02web.zoom.us/j/88312385081?pwd=SDcyRE1PRIZ1VStWTi92Q1J5YWNaDz09>

Meeting ID: 883 1238 5081

Passcode: 210944

**Present**

*Directors: Tony Orth, Stephen Smith, Cathy Monroe*

*Staff: Stephanie Garrabrant-Sierra, Amy Herman, Meagan Hynes, Seth Myrick, Chris Bartow, Denise Woods, Doug Turk, Adam Coleman, Jessica Reid, Ned Formaker, Joe Scriven*

*GrizzlyCorps Fellow: Genna Fudin*

*North Coast Soil Hub: Emilie Winfield*

**9:00 AM to 12:00 Noon**

<b>I.</b>	<b>CALL TO ORDER, DETERMINATION OF A QUORUM, INTRODUCTIONS:</b> <i>9:04 am</i>
<b>II.</b>	<b>ADDITIONS/CHANGES TO THE AGENDA (GOV. CODE 54954.2 (B)):</b> <i>None</i>
<b>III.</b>	<b>PUBLIC COMMENT</b> Public may comment on agenda items when they are discussed. Speakers are asked to limit comments to three minutes (Gov. Code 54954.3(a)). <i>None</i>
<b>IV.</b>	<b>CONSENT CALENDAR</b>
	<b>4-1</b> October 2023, Board of Directors Meeting Minutes <i>Tony Orth motioned to approve item 4-1, which was seconded by Cathy Monroe. Tony Orth, Cathy Monroe, and Stephen Smith voted in favor.</i>
	<b>4-2</b> October Warrant Requests <i>Amy Herman stated that the Paychex service for payroll has transitioned seamlessly and is working extremely well. Cathy Monroe motioned to approve item 4-2, which was seconded by Tony Orth. Cathy Monroe, Tony Orth, and Stephen Smith voted in favor.</i>
<b>V.</b>	<b>ACTION ITEMS</b>
	<b>5-1</b> Potential schedule changes for December Board Meeting. Date for Holiday Party <i>Stephanie Garrabrant-Sierra recommended that the board meeting occur at the regularly scheduled time, followed by a potluck holiday party. Seth Myrick offered to create a shared list for people to identify what they are bringing. Joe Scriven mentioned that some people in attendance have dietary restrictions such as vegetarian, gluten free, and dairy free, and that food labeling would be helpful. Cathy Monroe motioned to approve item 5-1, which was seconded by Tony Orth. Cathy Monroe, Tony Orth, and Stephen Smith voted in favor.</i>
	<b>5-2</b> Recommended Changes to Personnel Policies <i>Stephanie Garrabrant-Sierra explained the current personnel policies with regard to non-exempt staff, 8-hour work day, and 40-hour work week. Her research and conferring with legal counsel confirmed that special districts of the state have different requirements and definitions for overtime worked by non-exempt staff. The proposed update to the personnel policies regarding overtime for non-exempt staff defines a work week as 40 hours, and time worked beyond that amount would be considered</i>

	<p><i>overtime. This supports the flexibility staff need to perform field work, travel to remote locations, and attend conferences.</i></p> <p><i>Tony Orth motioned to approve item 5-2, which was seconded by Cathy Monroe. Tony Orth, Cathy Monroe, and Stephen Smith voted in favor.</i></p>
<b>VI.</b>	<b>DISCUSSION ITEMS</b>
	<b>6-1</b> North Coast Soil Hub presentation – Emilie Winfield
	<b>6-2</b> NRCS Update - <i>None</i>
	<b>6-3</b> Project Manager Updates
	<b>6-4</b> Director Reports
	<b>6-5</b> Potter Valley Project – PG&E Public Comments Invitation
<b>VII.</b>	<b>Adjournment:</b>
	<b>AGENDA SETTING</b>
	<p>To request board packet information, please contact Joe Scriven at (707) 462-3664 ext 104.</p> <p>Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at (707) 462-3664. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.</p>
	<b>Next MCRCD BOD meeting will be December 21, 2023, 9:00 AM to 12:00 Noon</b>