



**Mendocino County Resource Conservation District
405 South Orchard Avenue, Ukiah, CA 95482
(707) 468-9223, ext. 3, (707) 468-5278 Fax**

**MINUTES OF BOARD OF DIRECTORS MEETING
January 11, 2005**

Board Chair, Geri Hulse-Stephen, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

Directors Present: Directors: Geri Hulse-Stephens; Jerome Dix; Craig Blencowe; George Bergner

Staff Present: Janet Olave - Executive Director; Patty Madigan - Navarro Watershed Coordinator; Cassandra Taaning - Contracts Administrator

Others Present: Steve Smith - NRCS District Conservationist; Tara Athan from Mendocino Coastal Weed Management Area; Michelle LeBeau - Coordinator for the Russian River Watershed Council; Tyler Nelson

CONSENT CALENDAR

Craig motioned to approve the Consent Calendar, Geri seconded with unanimous approval.

ADMINISTRATION

Jan Olave:

- A. Financials – Jan advised the Board to remember that the \$50,000 of our cash assets is earmarked for projects.
- B. The RRWC hired a new Coordinator, Michelle LeBeau. She has an excellent background with non-profit organizations and RCD's.
- C. Julia McIver, State Coastal Conservancy's Project Manager, is leaving the Conservancy and taking a position in with the State Senate. Julia manages the Navarro contracts.
- D. Website Update – Jan will continue looking for a web master through NACD.

CURRENT AND NEW BUSINESS

- A. Prop 50 Projects - Jan and Patty have several projects to submit for Prop 50 funds. They include: Sinkyone Wilderness, Garcia Monitoring, Forsythe Creek & Feliz Creek, Coordinated Permitting and Comprehensive roads for Navarro. With the Board's approval, we may co-sponsor a Prop 50 project with the Mendocino Coastal Weed Management Area (MCWMA).
- B. Tara Athan from the MCWMA introduced herself to the Board and asked if the MCRCD would consider sponsoring a grant proposal for them. The MCWMA proposal is an inventory of invasive weeds affecting aquatic and riparian areas in the Mendocino coastal watersheds. The Board is interested with MCWMA and requested to review the MOU they are developing. The topic will be on February's meeting agenda.

PUBLIC COMMENT

- A. Michelle LeBeau, the new Coordinator for the Russian River Watershed Council, introduced herself to the Board. Michelle recently moved from Montana where she created partnerships and projects for various watershed groups, and provided services and education.

- B. Joe Scriven and Wayne Dodson from E-Center's Mendocino Fisheries Program requested time on February's agenda for a presentation of their restoration projects with the MCRCD.

WATERSHED AND SPECIAL PROJECTS REPORTS

- A. Patty Madigan – Patty conducted a re-evaluation of the Robinson Creek Restoration project. She wants to take the demonstration project and work both ends of the creek towards the middle. She will apply for funding with Department of Water Resources, focusing on protecting property i.e. vertical stream banks falling into the channel. In addition, Patty is applying for matching funds with U.S. Fish and Wildlife Service, NOAA and the State Coastal Conservancy for invasive plant eradication and native plant revegetation.
- B. The Navarro Watershed Working Group is hosting a talk show on KZYX in late February to discuss the topic invasive, non-native plants. The MCRCD will have an information booth at the SCION festival and seed exchange in Boonville, February 5th.
- C. Patty, Jan and Carol Mandel are attending Sustainable Conservation's workshop on Coordinated Permitting in Livermore January 24-27.

PARTNER AND AGENCY REPORTS

Steve Smith – The EQIP program stopped taking applications on December 15. They have 25 applicants and will rank each project in February. Ranking criteria will include the RCD's priorities for improving roads and stream banks. The NRCS will meet with landowners to plan and design projects prior to funding to more accurately estimate job cost and improve designs.

Steve attended the recent RC&D (Resource Conservation & Development) meeting; he stated they are now primarily focused on the biomass topic. The NRCS has \$15,000,000 available for funding biomass feasibility studies.

The federal government has a temporary hiring freeze affecting the vacant District Conservationist position for Lake County NRCS. Len Kashuba recently retired from Lake County. The new District Conservationist will take the position once the freeze is lifted. In the meantime, Louise Owens, Soil Conservationist is filling in as acting D.C. for Lake Co.

Steve attended the Mendocino County Fire Safe Council meeting. They are working on a county-wide fire plan to address fuel and fire issues. Their Director is interested in working with watershed plans but they have to work with CDF on plan scales. CDF wants to use areas and communities while others want to focus on watersheds. The Fire Safe Council spent the last year organizing as a group and recently received funding for their projects.

DIRECTOR REPORTS

Agenda for Long-Term Planning Meeting:
Geri discussed the general plan for the day: 5-year plan workshop with MCRCD Staff, Directors and facilitator, Anne Oliver, at George Bergner's in Boonville Jan 18th. The group will outline the RCD's history, its best practices, challenges and future opportunities and form specific action plans.



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**MINUTES OF BOARD OF DIRECTORS MEETING
February 8, 2005**

Board Chair, Geri Hulse-Stephen, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

Directors Present: Directors: Geri Hulse-Stephens; George Bergner; Tyler Nelson. Jerome Dix arrived 12:00; Craig Blencowe absent.

Staff Present: Janet Olave - Executive Director; Patty Madigan - Navarro Watershed Coordinator; Cassandra Taaning - Contracts Administrator

Others Present: Steve Smith, NRCS District Conservationist; Tara Athan from Mendocino Coastal Weed Management Area; Joe Scriven from the E-Center; John McCan, Mendocino Co. Office of Education

CONSENT CALENDAR

George Bergner motioned to approve the Consent Calendar, seconded by Tyler Nelson with unanimous approval.

ADMINISTRATION

Administration – Jan Olave

Financial Report – George commented on additional financial information in the Board packet. He would like to see explanations of unusual items in the financial reports.

1. Contractor Linda Curry requested payment for retention due from the MCRCD's contract with DFG which is normally paid after the contract's final payment has been received. However, Jan asked the Board to make an exception and pay Linda's retention as soon as possible. George made a motion to approve paying Linda's retention upon receipt of her written acknowledgement that the amount is final payment. Tyler seconded the motion with unanimous approval.
2. Spring North Coast CARCD Meeting – Will be held in Humboldt March 31st and April 1st. Jan, Steve and Geri plan to attend the meeting.

WATERSHED AND SPECIAL PROJECTS REPORTS

- A. Patty Madigan – Patty recently submitted restoration grants for DWR Robinson Creek phase II, \$183,000 and USFWS Robinson Creek, \$25,000. Patty is working on SCC's Coordinated Permitting report and is continuing her education of the Coordinated Permitting process.
- B. Coordinated Permitting will require a ¾ time position for 18 months to develop the program. It is estimated 18 months is needed to set up the program and we are not in a position to pursue expanding the program without additional help and funding. Tyler made a motion to write a letter to NRCS requesting staff time to help with Coordinated Permitting, seconded by George with unanimous approval.
- C. Patty, Jan and Cass recently met with State Coastal Conservancy's new Program Officer, Moira McEnespy to review progress billing and budgets for SCC restoration projects. Patty also took Moira for a tour of Anderson Valley projects with members of the Navarro Watershed Working Group.
- D. Jan Olave – Jan met with DFG Project Manager, Derek Acomb, and RRWC Coordinator, Michelle LeBeau, to discuss the RRWC contract.

- E. Jan and Patty have narrowed the list of proposals to be submitted for Prop 50 funding to four: Sinkyone, Garcia Monitoring, Navarro Roads, and Upper Russian River Restoration Program.
- F. Recently DFG lost approximately \$6 million in restoration funding which will directly affect efforts on the North Coast. As a result, the MCRCD may or may not receive funding for any proposals being considered.
- G. Teri Barber with Ridge to River requested the Board take a field trip to the Garcia before May to observe water sampling and testing. Currently, Ridge to River has five monitoring stations in the Garcia watershed.

CURRENT AND NEW BUSINESS

- A. E-Center's Presentation – Joe Scriven with E-Center's Mendocino Fisheries Program gave a presentation on the MCRCD's Navarro watershed restoration projects he worked on. They were: Robinson Creek Restoration; Upper Rancheria Restoration; Anderson Creek Solid Waste Cleanup and Navarro Arundo Donax Removal. Joe described work performed on each project and showed graphic diagrams as well as before and after photos of each site.
- B. Tyler motioned for the RCD to Sponsor a grant application for the Mendocino Coastal Weed Management Area, seconded by Geri with unanimous approval
- C. Planning Discussion:
 1. Hire a consultant to put together a business plan; Jan to get names of consultants.
 2. Create a Landowner customer service survey; Tyler and Jerome volunteered to work on a rough draft
 3. Hire a farm/vineyard conservation consultant for the SCC project.

PUBLIC COMMENT

Tara Athan requested the MCRCD Board appoint a representative to sit on the Steering Committee for the Mendocino Coastal Weed Management Area. S.C. meetings are held the last Wednesday of each month from 10:00 am to 12:00 pm at the College of the Redwoods in Fort Bragg.

PARTNER AND AGENCY REPORTS

Steve Smith – is working with Jan on reorganizing the office to add another NRCD employee and streamline the office space. Steve stated the new Engineer might be able to help with the Coordinated Permitting program.

DIRECTOR REPORTS

George Bergner – Due to schedule conflicts, George could not attend the NACD meeting in Atlanta this month. He requested discussing farmland conservation on a future agenda.



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**MINUTES OF BOARD OF DIRECTORS MEETING
March 8, 2005**

Board Vice Chair, Jerome Dix, called the meeting of the Mendocino County RCD Board of Directors to order at 9:16 a.m.

Directors Present: George Bergner and Craig Blencowe

Staff Present: Janet Olave - Executive Director

Others Present: Steve Smith, NRCS District Conservationist, Eggers, McNab Ranch Road Association

CONSENT CALENDAR

After Jan presented updated financial reports to the board, George Bergner motioned to approve the Consent Calendar, seconded by Craig Blencowe with unanimous approval.

ADMINISTRATION

Administration – Jan Olave

- A. Jan presented the board with FY 05-06 fiscal projections and advised the board the budget is on target for the year.
- B. The board will take a tour of a Garcia tributary to view a monitoring station up and running in April. The board will reconvene at George Bergner's to conclude the board meeting and the annual planning.
- C. BLM has not yet responded to the changes in the proposed agreement
- D. The board agreed to hire local webmaster, Pat Hunt.
- E. Rather than relax liability insurance requirements for non-field contractors, the board asked Jan to look into the possibility of obtaining an umbrella policy.

WATERSHED AND SPECIAL PROJECTS REPORTS

- A. The coordinated permitting final report was completed and sent to the agencies. Photo CD's have not been sent to all parties, yet.
- B. Patty, Jan, and Teri Jo Barber uploaded a total of six projects with Patty taking on the monumental task of completing four of them.
- C. George Bergner, Craig Blencowe, and Steve Smith attended some or all, of the two-day biomass seminar in Davis on March 1st and 2nd. They concluded that Mendocino County is a prime site for various types of biomass removal methods. A meeting is being scheduled on March 28th with local timber companies, government and agency representatives, and ag producers to discuss a potential biomass project in Mendocino County.

CURRENT AND NEW BUSINESS

- A. Due to Geri Hulse-Stephens' and Tyler Nelson's absences, the conclusion of the planning meeting with Anne Oliver was postponed until the April meeting. Jan asked the board to entertain ideas for a different internal structure for the future as part of the planning process.

- B. Liza Prudnuske was contacted regarding the vineyard conservation planning project and is interested in additional information. Patty is working on a scope of work and a timeline.
- C. Craig Blencowe asked the board to approve payment to botanist Shane Greene, to edit and review Gordon McBride's book on rare and endangered species in the forests. George made a motion to advance Shane \$1000 for his time working on the book, which was seconded by Jerome. Passed with 3 ayes.

PUBLIC COMMENT

No public comment.

PARTNER AND AGENCY REPORTS

Steve Smith reported on the CSP program which is to be implemented in the Navarro River Watershed this fall. The CSP is an entitlement program which rewards landowners for good land stewardship practices.

DIRECTOR REPORTS

George and Craig reported on the biomass meeting in Davis. The general consensus is that Mendocino County is in an optimum position for biomass energy conversion technology to be implemented. The size and scale have yet to be determined and Kate Symonds of the RC&D Council will be submitting a proposal for a feasibility study within the next few weeks.

Meeting Adjourned 12:00.



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**MINUTES OF BOARD OF DIRECTORS MEETING
April 12, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 11:00 a.m. following the field tour at Mill Creek

Directors Present: George Bergner; Craig Blencowe; Jerome Dix; Tyler Nelson

Staff Present: Janet Olave - Executive Director; Cassandra Taaning - Contracts Administrator

Others Present: Steve Smith, NRCS District Conservationist; Anne Oliver - Facilitator

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar, seconded by George Bergner with unanimous approval.

ADMINISTRATION

Administration – Jan Olave

- A. BLM agreement is still in contract management hands.
- B. Jan requested tax exemption letters from the IRS and Franchise Tax Board. Any donations to the RCD are tax deductible. We have received the letter from IRS and are waiting to hear from the State.
- C. Prop 50 - Technical Review Team will be looking at all the proposals submitted for the IRWMP. Patty Madigan is on the Review Team and we are donating three days of her time for the effort.
- D. DFG Grant awards – DFG is funding the Feliz Creek Road Implementation (\$427,000) and the So. Branch of the North Fork of the Navarro River Road Assessment (\$22,000). York Creek may be funded (\$52,000) if DFG can secure additional funding by June 15th.
- E. LAFCO presentation- Tom Schultz of Mendocino Redwood Co. and LAFCO board member, Jere Melo, plan to attend the May Board meeting to request some as-yet-undefined assistance from the RCD with the Noyo Watershed Alliance.
- F. The Board approved submitting proposals to CA Dept of Fish & Game for: Upper Russian Restoration Program, Upper Rancheria, Indian Creek, and Mill Creek, and Garcia Monitoring.

WATERSHED AND SPECIAL PROJECTS REPORTS

The Sinkyone Wilderness Road Restoration project is on the agenda for approval at the State Coastal Conservancy Board meeting on May 18th in Fort Bragg. Jan and Brian Merrill, State Parks Geologist, will attend to answer questions and give a power point presentation on the project to date.

PUBLIC COMMENT

Jerome Dix, representing the Russian River Watershed Council, invited RCD staff and Directors the RRIIS (Russian River Interactive Information System) presentation at Sonoma State University Saturday April 23rd 10:00 – 2:00.

PARTNER AND AGENCY REPORTS

Steve Smith reported on the CSP (Conservation Security Program) which is to be implemented in the Navarro HUC. However, the program is not limited to the Navarro watershed. It includes all Mendocino Coastal river watersheds. The CSP is an entitlement program which rewards landowners for good land stewardship practices. NRCS is planning to send info on CSP requirements to all farmers and ranchers in the watershed so they can be funded for conservation practices.

ACTION ITEMS

- A. Motion by Geri Hulse-Stephens - Submission of Russian River Watershed Council's proposal to DWR and SWRCB to develop the Draft Russian River Watershed Management Plan. Motion Seconded by George and passed with 4 ayes and 1 abstention.
- B. Motion by Craig Blencowe - Approve DFG proposals: Forsythe Creek Implementation; Yorkville Ranch Assessment; Denmark Road; Upper Russian River Coordinator; Hendy Woods Implementation; Upper Rancheria. Motion seconded by George and passed with 5 ayes.
- C. Motion by Tyler Nelson – Pay NWWG's office space rent in Boonville. Seconded by Craig Blencowe.
- D. Motion by Geri Hulse-Stephens – The Board will write a support letter for the CRRIS Prop 50 Navarro Project. Seconded by Jerome Dix and passed with 5 ayes.

Long Term Planning Meeting

RCD Board and Staff participated in planning meeting with facilitator Anne Oliver.



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**MINUTES OF BOARD OF DIRECTORS MEETING
May 10th, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:20 a.m.

Directors Present: Tyler Nelson; Craig Blencowe arrived 9:35; Jerome Dix arrived 9:45; Anne Maxwell - Associate Director

Staff Present: Janet Olave - Executive Director; Patty Madigan - Watershed Program Manager; Cassandra Taaning - Contracts Administrator

Others Present: Steve Smith, NRCS District Conservationist; Jere Melo; Frank McMichael; Tom Schultz; Colleen O'Sullivan; Louise Owens

CONSENT CALENDAR

Tyler Nelson motioned to approve the Consent Calendar, seconded by Craig Blencowe with unanimous approval.

CURRENT AND NEW BUSINESS

- A. LAFCO – Jere Melo and Frank McMichael from LAFCO (Local Agency Formation Commission) of Mendocino County described LAFCO's role. All counties in the State have a LAFCO which provides oversight of Special Districts (excluding school and municipal improvement districts) and cities. LAFCO controls boundaries for city limits and districts and is comprised of 2 City Council members, 2 Board of Supervisors members, 2 Special District members and 1 public member.
- B. Noyo Watershed Alliance (NWA) – Tom Schultz, representing the NWA Spoke to the Board about the possibility of MCRCD providing coordination services in the Noyo watershed. However, a significant area in the Noyo watershed is outside the District's boundaries. The Board discussed the possibility of adding those areas if Landowners are interested.
- C. Colleen O'Sullivan, North Coast CARCD Chair (California Association of Resource Conservation Districts) introduced herself to the Board for a roundtable discussion on issues and concerns of the MCRCD.

PUBLIC COMMENT

No public present.

ADMINISTRATION

Jan Olave:

- A. Budget and Income Projection – Presented a Current Actuals report and proposed Budget and Income Projections for 2005-06.
- B. Requested holding two ad hoc meetings: Financial subcommittee to review the budget and forecast and; Personnel subcommittee for employment reviews.
- C. Introduced Deborah Coppell to the Board. Deborah is working on the Russian River Arundo Removal project for the RCD through a grant from Circuit Rider Productions.

D. Coyote Valley Tribal Council contract – CVTC will hire an independent contractor to complete the Forsythe Creek project.

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan - The new Resource Center office in Boonville Tuesday-Thursday will be open from 1-4 p.m. NWWG staff will manage the office and Patty will work there part time. We are finalists for the \$183,000 DWR Robinson Creek proposal. The Coordinated permitting program is going forward, they are working on a list to register agencies.

PARTNER AND AGENCY REPORTS

Steve Smith reported on the proposed CSP program, NRCS is checking to see how it is working in other counties. Louise Owens, NRCS Soil Conservationist, described some challenges of the CSP program.

ACTION ITEMS

Craig Blencowe motioned to have the CSP program postponed for one year, seconded by Tyler Nelson with unanimous approval. CSP postponed for these reasons: (1) Not enough information on the program at this time (2) This office does not have sufficient staff to administer CSP (3) There is not enough time for public outreach for the program.

Geri Hulse-Stephens motioned to cancel the MCRCD contract with CVTC, seconded by Jerome Dix with unanimous approval.

12:15 Meeting adjourned.



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**MINUTES OF BOARD OF DIRECTORS MEETING
June 14th, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:00 a.m.

Directors Present: George Bergner; Jerome Dix. **Absent:** Tyler Nelson; Craig Blencowe

Staff Present: Janet Olave - Executive Director; Patty Madigan - Watershed Program Manager; Cassandra Taaning - Contracts Administrator

Others Present: NRCS Staff: Lin Brooks; Steve Smith; Louise Owens; Carol Mandel

CONSENT CALENDAR

Jerome Dix motioned to approve the Consent Calendar, seconded by George Bergner with unanimous approval.

ADMINISTRATION

- A. Financial Report – Jan Olave presented the 05-06 proposed budget and income projections with the financial subcommittee prior to the regular Board meeting. The subcommittee requested more detailed monthly financial reporting. George Bergner motioned to approve the 05-06 budget as proposed, seconded by Jerome Dix with unanimous approval.
- B. Liability Insurance – The Board discussed liability insurance requirements for small contractors working on MCRCD projects. For example, a contractor working in consulting or administration function out of their home may use their homeowner's insurance for liability.
- C. Election of 2005-06 Board Chair and Vice Chair – Geri Hulse-Stephens was nominated and elected as Board Chair and Jerome Dix as Vice Chair: 3 ayes, 0 nays.

CURRENT AND NEW BUSINESS

Discussion of CSP (Conservation Security Program) with Lin Brooks, NRCS Assistant State Conservationist – Lin Brooks explained the proposed CSP program and answered many questions from the Board and staff. He stated CSP rewards agriculturists who are currently using conservation practices and motivates others. In addition, Lin said resources would be available at the State level to assist administering the CSP program. After further discussion the Board agreed to start the CSP program in the Navarro HUC (Hydrologic Unit Code) in October, 2005.

ACTION ITEMS

- A. Resolution to enter into agreement with DWR for Robinson Creek – resolution passed with 3 ayes, 0 nays.
- B. Motion to approve Irmulco Road proposal submitted to DFG in May – The board voted in favor of the DFG Irmulco Road proposal with 3 ayes, 0 nays.

PUBLIC COMMENT

No public present.

EXECUTIVE SESSION

11:00 a.m. - The Board met with Jan Olave for closed session to discuss employee performance evaluations

WATERSHED AND SPECIAL PROJECTS REPORTS

Due to lack of time, watershed and project reports were postponed to next month.

PARTNER AND AGENCY REPORTS

12:00 – Open Session

Steve Smith asked the Board for interpretation and/or advice regarding an EQIP applicant's proposed offsite well, water conservation and effects on the riparian habitat.

12:10 Meeting adjourned.



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**MINUTES OF BOARD OF DIRECTORS MEETING
July 12, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:15 a.m.

Directors Present: Craig Blencowe; George Bergner; Jerome Dix; Tyler Nelson;

Staff Present: Janet Olave - Executive Director; Patty Madigan - Watershed Program Manager; Cassandra Thatcher - Contracts Administrator

Others Present: Steve Smith - NRCS District Conservationist

CONSENT CALENDAR

George Bergner motioned to approve the Consent Calendar as amended, seconded by Craig Blencowe with unanimous approval.

ADMINISTRATION

- A. Financial Report – The Board was presented with financial reports for fiscal year 04-05. George Bergner suggested having the previous year's income statement on the same page to compare to the current year.
- B. Approve Draft Annual Plan – Jan Olave presented the draft plan with feedback and suggestions from Board members and NRCS staff.
- C. Potential Brown Act Violation Responses – Jerome Dix's position of President for the Russian River Watershed Council brought concern for potential Brown Act violations. The MCRCD has contractual obligations to the RRWC and Jan Olave will refer the matter to the County Council.

CURRENT AND NEW BUSINESS

- A. LAFCO – The Board discussed expanding District boundaries, which requires a Service Review from LAFCO. The RCD will explore the cost and time involved in a service review. The Board would like a CDF representative to attend next month's meeting to discuss the RCD's future involvement with CDF in Jackson State Demonstration Forest and if the cost of the annexation will be offset by future projects. Steve Smith will make that contact.
- B. Discussion of third Mendocino County RCD Representative to the RC&D Council – The Board of Supervisors would like input into the appointment of a third representative to the RC&D Council. The Council is reviewing its bylaws and may amend them to limit future RCD participation. The RCD discussed a few local people who may best fit the needs as the RCD's second representative but felt there should be more candidates before making a decision of who to ask to fill the seat.
- C. Instream Flow Monitoring for DFG (Patty) – DFG contacted Patty and Jan to ask for help with landowner outreach for instream flow monitoring in the Navarro watershed. The group teleconferenced to discuss DFG's intention to begin enforcing water flow regulations in the Navarro watershed and will cite landowners who are diverting water from the creek without a permit. Staff recommendation is to put DFG in contact with the Farm Bureau and support any request from the Farm Bureau to assist in informing their membership.

PUBLIC COMMENT

No public comment.

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan – on July 1st Patty conducted a Coordinated Permitting agency tour to look at four projects. Attending were Tom Dougherty of NOAA, and Cori Gray from DFG in addition to NRCS staff. Patty and NWWG hosted the Watershed Day to celebrate the second phase of the Robinson Creek Restoration project. They took a tour of the creek, handed out pamphlets and introduced the new River Center office in Boonville. Local kids had fun learning about watersheds with an interactive watershed model supplied by the Mendocino Water Agency.

PARTNER AND AGENCY REPORTS

Steve Smith – NRCS went to Butte Cty to see how they are administering the new CSP program. They will hold CSP workshops to help landowners with requirements of the program which starts six months earlier than expected, beginning in fall of 2005. In addition, the application deadline for EQIP program has moved up one month to November.

NRCS hired a temporary employee to work in the Russian River watershed on the new conservation planning pilot program which will provide landowners with plans for their property which will assist them with CSP when the program is introduced in the Russian River watershed.

Steve advised that he was asked by the County Supervisors for technical assistance on a timber harvest plan near the Little River airport that he wrote for the county 10 years ago. Steve provided additional details on the project and asked the RCD Board for its support for him to spend time working with the forester on this project. Directors expressed some concerns and neither approved nor disapproved his participation.

12:35 Meeting adjourned.



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**MINUTES OF BOARD OF DIRECTORS MEETING
August 9, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:10 a.m.

Directors Present: Geri Hulse-Stephens; Craig Blencowe; Jerome Dix. **Absent:** George Bergner; Tyler Nelson

Staff Present: Patty Madigan - Watershed Program Manager; Cassandra Thatcher - Contracts Administrator.

Absent: Janet Olave - Executive Director

NRCS Staff Present: Steve Smith - District Conservationist; Rachel Morgan

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar as amended (personnel policy amendment), seconded by Jerome Dix with unanimous approval.

ADMINISTRATION

- A. Financial Report – The Board was presented with financial reports for July 2005. The Board and staff discussed the need for a formal business plan. Other topics of discussion requested on next month's agenda: The cost and benefit of direct deposit for employees; the necessity vs. time involved for preparing expanded financial spreadsheets.
- B. Approve Draft Annual Report – Jerome Dix motioned to approve the draft RCD Annual Report, seconded by Craig Blencowe with unanimous approval.

DISCUSSION/ACTION ITEMS

- A. Approve MOU with BLM for Point Arena Projects: Motion made by Craig Blencowe, seconded by Geri Hulse-Stephens.
- B. Pt. Arena Lighthouse Property - Provide a fence on the west side of Lighthouse Rd to prevent public from climbing through or over old fence which presents a safety hazard to visitors.
- C. Survey for Pt Arena Mountain Beaver – Complete survey on 1132 acres of public land and 579 acres of Stornetta property cover by conservation easement for purposes of future land mgmt.
- D. Survey X-sections of Hathaway Creek – Survey 11 cross sections to include both Hathaway and original channel location of Ross Creek. Collect longitudinal profile of Hathaway Creek to determine depth of thalweg and morphological conditions Add data to compatible GIS and Digital Elevation Model to illustrate collected data. Data will make significant contribution to resolving Hathaway Creek drainage issues.
- E. Construct fence between BLM Stornetta Public Lands and Stornetta Conservation Easement – Construct 5360 feet of fence to protect Hathaway Creek from Stornetta Brothers grazing livestock and provide a riparian buffer.
- F. RCD involvement with biomass project – The Board and staff discussed co-hosting a biomass workshop, site selection and RCD's cost match for a feasibility study.
- G. Approve MOU with 5-Counties Salmonid Conservation Program – Motion made by Geri Hulse-Stephens, seconded by Craig Blencowe with unanimous approval. The project: Schooner Gulch Fish Passage Barrier Removal design and engineering funded by the State Coastal Conservancy.

- H. Reimburse RRWC Coordinator for invoices over 60 days – Geri Hulse-Stephens motioned, seconded by Craig Blencowe with unanimous approval. This policy extends to other subcontractors on a case by case basis. In addition, the Board requests George Bergner to write a letter to CARCD asking them to advocate for RCD's to receive more timely reimbursement from DFG.
- I. Resolution to enter into a contract with the Coastal Conservancy for the Sinkyone Wilderness Road Restoration Project – Craig motioned, seconded by Jerome with unanimous approval.
- J. Approve NACD \$200.00 quota payment – Craig motioned, seconded by Geri with unanimous approval
- K. Set Working Group meeting to discuss next year's NRCS priorities – The meeting is scheduled for Tuesday September 13th from 1:00 pm to 3:00 pm. Topics of discussion will include fuels, invasives, roads and riparian.
- L. Personnel policy amendment – Approves RCD staff to use their accrued sick time for family medical leave. Craig motioned to change personnel policy, seconded by Geri with unanimous approval.

PUBLIC COMMENT

No public present.

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan – Patty is working on getting permits in place for the Coordinated Permitting program. By working together, the RCD, NRCS, and regulatory partners are overcoming challenges, identifying roles and relationships, and ways to improve the program for next year and beyond. Also, water remains in the creek from late rains and work is approximately one month behind. The next step is obtaining the 1600 permits from DFG. Site visits and cooperators and Access Agreements are also being coordinated.

New projects are being developed for the Galbreath Wildlands Preserve--a meeting is being rescheduled for September with Sonoma State and Circuit rider Productions. There are grant opportunities currently available for riparian trail acquisitions.

PARTNER AND AGENCY REPORTS

Steve Smith – This year the EQIP program allocated \$900,000, significantly higher than last year's allocation of \$250,000. The CSP program in the Navarro may happen this fall and NRCS is asking the RCD for help with outreach. NRCS has a new employee, Kara Heckert from Sotoyome RCD. Kara will help with Russian River conservation planning. NRCS is assisting the Little River Airport with vegetative management plan. Tall trees are in the flight path and are being removed for airport safety.

DIRECTOR REPORTS

Craig Blencowe is working with Shayne Green to produce the late Gordon McBride's Rare and Endangered Forest Plant guide. It was suggested Craig should contact Craig Bell from the Fish and Game Commission to help research production costs.

The Conservation Fund is attempting to purchase Hawthorne timber property in Salmon Creek and Big River. It is expected Redwood Forest Foundation (RFFI) will own the property and possibly grant an easement to the RCD.

12:10 Meeting adjourned



**Mendocino County Resource Conservation District
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**MINUTES OF BOARD OF DIRECTORS MEETING
September 14, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9:20 a.m.

Directors Present: Geri Hulse-Stephens; Craig Blencowe; Jerome Dix.; George Bergner

Absent: Tyler Nelson

Staff Present: Janet Olave - Executive Director; Patty Madigan - Watershed Program Manager; Cassandra Thatcher - Contracts Administrator.

NRCS Staff Present: Steve Smith - District Conservationist

Others Present: Marc Jameson (CDF); Park Steiner and members of the Inland Mendocino Land Trust

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar as amended (added District Bills), seconded by Geri with unanimous approval.

ADMINISTRATION

- A. Financial Report – Jan Olave presented financial spreadsheets with budget to actuals. Cass handed out a project chart which graphically summarizes progress and grant balances of the RCD's projects.
- B. Fall North Coast CARCD meeting is Sept. 21 & 22 at Murphy-Goode Winery, Santa Rosa.

DISCUSSION/ACTION ITEMS

- A. Discussion of Annexation of Jackson State Demonstration Forest (JSDF) with Marc Jameson – Marc believes there could be mutual benefit to annexing JSDF into the RCD's service area. JSDF could provide the RCD with technical assistance for conservation projects. A LAFCO Service Review is required for annexation. Since the RCD is not a utility district, the Service Review should be fairly simple. Next step: CDF will write a letter to LAFCO requesting annexation into MCRCD's service area.
- B. Presentation by Inland Mendocino Land Trust (IMLT) regarding a program to conserve riparian corridors in the Upper Russian River with Park Steiner and other Board members – The IMLT's emphasis is land conservation and viability of agriculture by offering conservation easements to landowners. The IMLT presented their publication "Habitat Conservation Plan" for 2005. The Plan includes a location map for conservation planning focus area, purpose and goals, target funding sources, screen with GIS data and identifying priorities. The publication provides 7 maps of the Upper Russian River watershed that describes: Stream Canopy; Historical Salmonid Streams; Steelhead Streams; Intensive Farmlands; Core Oak Woodlands; Potential Rangeland; and McClure and Mill Creek watershed focus map.
- C. Discussion of the RCD's involvement on the biomass project – George Bergner motioned to elect a 2nd representative to the RC&D Council, seconded by Craig Blencowe with unanimous approval.
- D. Approve service agreement with Shayne Green for Gordon McBride's rare plant manual – Shayne provided a budget of \$4000 which includes labor, not printing cost. Printing and distribution will be separate. Craig Blencowe motioned to approve the Service Agreement, seconded by Jerome, 3 ayes and 1 abstention.

PUBLIC COMMENT

No public present.

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan reported on progress of the Navarro watershed restoration projects.

PARTNER AND AGENCY REPORTS

Steve Smith reported on current NRCS programs.

12:00 Meeting adjourned.



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**MINUTES OF BOARD OF DIRECTORS MEETING
October 11, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 11:15 a.m.

Directors Present: Geri Hulse-Stephens; Jerome Dix; Tyler Nelson **Absent:** Craig Blencowe

Staff Present: Jan Olave -Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator.

NRCS Staff Present: Steve Smith - District Conservationist

CONSENT CALENDAR

Tyler Nelson motioned to approve the Consent Calendar, seconded by Jerome Dix, 3 ayes 0 nays

ADMINISTRATION

- A. Financial – The County of Mendocino provided the RCD with annual funding \$32,960. The income statement shows revenue for September is down due to late construction season. Improvement is expected for October.
- B. Update on North Coast CARCD meeting: Patty Madigan reported on the North Coast meeting held at Murphy-Goode Winery in Sonoma County. Discussions included: An overview of the CARCD's status regarding State funding and consensus towards getting the State to provide ongoing funding for RCDs: RCD representatives from each County reported on their particular projects, successes and challenges: NRCS hosted a tour of a project conducted through Sonoma-Sotoyome and Circuit Rider Productions. Although some native plant and invasive control work has been initiated, future restoration site on Sausal Creek will include bioengineering: NRCS discussed their conservation planning programs.

DISCUSSION/ACTION ITEMS

- A. DWR Planning Grant (Prop 50) with Russian River Watershed Council and Army Corps of Engineers. Jan discussed conditions whether the RCD will accept funding.
- B. Potential New Directors – George Bergner resigned his position on the RCD Board. The RCD discussed possible new directors and effective means of outreach to fill the vacancy. The RCD is seeking a Director from the Garcia or Coastal basins for diversity on the Board.
- C. Host Spring meeting for CARCD – West Lake RCD asked us if we are interested in co-hosting the spring CARCD meeting because Ukiah is centrally located. Mendocino RCD hosted the Fall CARCD meeting last year.
- D. ESA/CWA presentation by EPA – Speakers from the EPA's Endangered Species and Clean Water Act are coming from San Francisco for an interactive conference specific to RCD's. The presentation is Oct. 20th 9 am to 2 pm in Santa Rosa at the SWRCB.
- E. Support Mendocino Coast Weed Management Area as fiscal sponsors – Tara Athan from The Weed Management Area is developing a proposal for funding the development of an inland weed management area. They are asking the RCD to act as a fiscal conduit. Tyler Nelson motioned for the RCD to act the fiscal sponsor for the formation of the Inland Mendocino Weed Management Area. Motion seconded by Geri Hulse-Stephens, 3 ayes. 0 nays.

- F. Appoint a representative to the North Coast Resource Conservation & Development Council (RC&D) – Jan Olave announced she would like to be appointed to the RC&D Board. Jerome Dix motioned to support Jan’s appointment to the RC& D Board in lieu of a Director. Tyler Nelson seconded the motion, 3 ayes, 0 nays.

PUBLIC COMMENT

No public present.

WATERSHED AND SPECIAL PROJECTS REPORTS

Jan Olave – The Cal Trans Feliz Creek restoration project is completed. Evan Engber with Bioengineering Associates conducted a streambank restoration and installed willow mattresses. DFG approved the finished project and advised Cal Trans it is happy with the results.

Patty Madigan – September was a very active month for Navarro watershed restoration projects. Patty obtained permits from DFG for work on Robinson Creek. E-Center installed boulder clusters and removed blackberry bushes. Ridge to River installed rip rap and willow baffles.

The Holmes Ranch Road project is under way, managed by Danny Hagans from Pacific Watershed Associates. Patty is discussing an outreach and education program with Laura Prival, a credentialed science teacher. Laura will develop a program for the Mendocino RCD for public outreach and workshops.

Mendocino Water Agency’s planning grant for Big River and Noyo River will be funded. The RCD is written in the grant for approx. 60 miles of roads assessment.

PARTNER AND AGENCY REPORTS

Steve Smith – Handed out Mendocino NRCS’ annual performance summary. NRCS met and exceeded their conservation goals. Steve also presented the EQIP ranking criteria. EQIP funding may be reduced due to current natural disasters (Hurricane Katrina).

12:00 Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING
November 8, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9 a.m.

Directors Present: Geri Hulse-Stephens; Jerome Dix; Tyler Nelson; Craig Blencowe

Staff Present: Jan Olave-Executive Director; Patty Madigan-Watershed Programs Manager; Cassandra Thatcher-Contracts Administrator.

NRCS Staff Present: Steve Smith- District Conservationist

Others Present: Tim Thornhill; Teri Jo Barber

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar, seconded by Tyler Nelson , 4 ayes 0 nays

ADMINISTRATION

- A. Financial Report
- B. Single check signer on Savings Bank account: The Board chose not to change the current two signer policy.

DISCUSSION/ACTION ITEMS

- A. Teri Jo Barber – Request for early reimbursement: Craig Blencowe motioned to pay Teri Jo for three invoices. Motion seconded by Geri Hulse-Stephens, 4 ayes, 0 nays.
- B. Potential New Directors – The RCD is looking for a new Director, preferably from the southern coastal area.
- C. Designate Delegate/Alternate to CARCD: Geri Hulse Stephens and Jerome Dix will be delegates.
- D. MOU between RCD and NRCS for Russian River Coordinator – Steve Smith discussed possible duties for the Coordinator, Kara Heckert, such as outreach, reporting or other areas of the RCD's preference. NRCS is developing a new MOU for the RCD Board to review. Steve requested reviewing the new MOU at the December meeting.
- E. Long Range Plan – Jan Olave handed out the draft 5 Year Plan. The board will take a close look at the Plan and discuss it in the December meeting. Things to consider: Revise the RCD's mission statement; Develop a business plan; Outreach; Community Septic Socials.
- F. Tyler Nelson motioned for the RCD to write a letter to Mike Thompson regarding correcting and printing the Western Mendocino County Soil Survey. Craig Blencowe seconded the motion, 4 ayes, 0 nays.
- G. Resolution 143 – SWRCB contract amendment. Craig Blencowe motioned, seconded by Jerome Dix, 4 ayes, 0 nays.

PUBLIC COMMENT

No public comment

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan – *Project Development* - Working on SCC proposal and budgets with Cass to request more funding on: Mill Creek Roads; Navarro watershed signs installation; Galbreath Preserve roads and riparian

assessment; Navarro winter monitoring. The four sub-projects will be under one grant agreement totaling approx. \$200,000.

Patty is near the end of a three year project, publishing the Navarro River Guide to Watershed Restoration. This project is funded by SCC to help landowners walk their property and identify conservation projects. It is a basic, "do it yourself" handbook that also guides landowners to the RCD for help.

The RCD hired Linda MacElwee as a Navarro project assistant to help with newsletters and small projects.

PARTNER AND AGENCY REPORTS

Steve Smith – NRCS recently held the area-wide business meeting where they discussed the fiscal outlook and available funds. Steve and staff must develop a business plan with 5 priorities. Currently, EQIP is the major drive but that may change in the future. NRCS needs direction from the RCD Board to prioritize types of programs. The Soil survey – Western printed version needs correction before being published. The necessary corrections and printing have been postponed for quite some time. Steve requested the RCD Board to write a letter to Mike Thompson for support in getting the soil survey corrected and printed.

12:20 Meeting adjourned



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**MINUTES OF BOARD OF DIRECTORS MEETING
December 13, 2005**

Board Chair, Geri Hulse-Stephens, called the meeting of the Mendocino County RCD Board of Directors to order at 9 a.m.

Directors Present: Geri Hulse-Stephens; Jerome Dix; Tyler Nelson; Craig Blencowe

Staff Present: Jan Olave - Executive Director; Patty Madigan - Watershed Programs Manager; Cassandra Thatcher - Contracts Administrator; Nicole Porter - Programs Assistant

NRCS Staff Present: Steve Smith - District Conservationist; Kara Heckert - Soil Conservationist

Others Present: Tara Athan

CONSENT CALENDAR

Craig Blencowe motioned to approve the Consent Calendar, seconded by Tyler Nelson, 4 ayes 0 nays

ADMINISTRATION

- A. Financial Report
- B. Business Planning: Board decided Jan to meet with Ray Legerwood; Kathleen Robbins is also available for consultation.
- C. RC&D: Jan went to preview of the biomass workshop that will be held in here in January. Jan asked the Board to recommend to Lin Brooks getting a temporary RC&D coordinator to facilitate planning the workshop designated to take place here.

DISCUSSION/ACTION ITEMS

- A. Kara Heckert – Reviewed MOU with NRCS for Russian River Coordination Position. Sotoyome and Gold Ridge RCDs have commented on with changes incorporated into document. After discussion of physical location and locality pay, Tyler motioned to revise the time allocation to 50/50 between Mendocino and Sonoma Counties with the NRCS Petaluma Field Office as the position’s administrative supervisor, seconded by Craig. 4 ayes 0 nays.
- B. Coast Weed Management Area MOU – Tara Athan discussed as a foundation measure to be taken so that if State funds become available, they would be able to apply for them. Craig motioned to sign, seconded by Tyler. 4 ayes 0 nays.
- C. Sinkyone Project – Documented safety concerns have prompted State Parks to recommend cancellation of Lambert on this contract. It is written into our Personal Service Agreements that we may cancel with 30 days notice. Motion to approve recommended action by Geri, seconded by Tyler. 4 ayes 0 nays.
- D. MRC request to be pass-through for coordinator funding – Charge minimal administrative fee. Tyler motion to approve; seconded by Craig. 4 ayes 0 nays.
- E. Gordon McBride’s *Rare and Endangered Plants* – High price quotes for printing. Perhaps use 3-ring binder format to incorporate legislative changes. Also would like to see dedication page, photo/bio on McBride’s time on Board, and notes page. Craig and Geri look at for technical accuracy.

PUBLIC COMMENT

No public comment

WATERSHED AND SPECIAL PROJECTS REPORTS

Patty Madigan – *Project Development* – NWC sent four project profiles to Fish & Wildlife for road implementation in the Navarro and possibly expand coordinated permitting. Toured North Fork Navarro roads (Masonite Rd.) with DFG & MRC; identified potential stream-crossing/fish passage projects. Also looked at new bridge off Ray's Resort Rd.

Community Involvement – Made final edits to *Navarro Guide*. Worked with Circuit Riders to put on native plant restoration workshop; there was good turn out and feedback.

PARTNER AND AGENCY REPORTS

Stephen Smith – Two workshops for Conservation Planning Pilot in Russian River Watershed were implemented. Steve went to CARCD meeting in San Diego; new State Conservationist, Ed Burton, is pro-district and hopes to meet with all the districts that offer invitations.

Jerome Dix – RRWC – Process of reviewing articles of inc. for non-profit status.

Geri Hulse-Stephens – Resolutions – Sending staff instead of Board to CARCD meetings, under discussion; Rangeland resolution, passed; Prop 50 disclosure; AB 1234 Reimbursement for Board member expenses and ethics training.

12:20 p.m. Meeting adjourned.