



MINUTES OF BOARD OF DIRECTORS MEETING
January 13, 2009

Directors Present: Geri Hulse-Stephens; Jerome Dix; Tyler Nelson; Craig Blencowe at 9:11am

Directors Absent: None

Associate Directors Present: None.

Staff Present: Janet Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith

Other: Amy Shanahan; Alfred White; Pat Rogers; Kellyx Nelson

1. **Call to Order** – Tyler Nelson called the meeting to order at 9:11 a.m.
2. **Consent Calendar** – Geri motioned to approve the December's consent calendar with corrections, Jerome seconded, 4 ayes 0 nays.
3. **Administration**
 - A. Update on planning session. Patty reserved the Boonville Fire Dept for the meeting. The rental fee was waived. The Long Range Plan and agenda information will be sent to the board of directors prior to the meeting on February 3, 2009.
 - B. Update on status of state contracts/agreements. Prop 50 planning grants are the only state grants that have not been frozen. 319(h) contracts are state disbursed federal funds and are not frozen. Pending Caltrans contracts are being reviewed by their legal dept.
 - C. Financial forecast. The RCD has money in the bank for the next few months. The staff has been discussing reduced work hours and other money savings ideas including the Work Share Program through EDD.
 - D. The current contract with Caltrans for the Willits mitigation will be amended due to Caltrans taking on some of the work. The revised HMMP is much improved. The RCD will be participating in the Willits Watershed meeting. Outlet creek has a great potential for funding opportunities.
 - E. Approve of submission of grant application to Mendocino Community Foundation. The RCD is proposing to establish an interpretive trail at Anderson and Robinson creeks. The trail will provide needed public access to the Navarro River. Geri motioned to approve submission of grant application to Mendocino Community Foundation, Jerome 2nd, 4 ayes 0 nays.
4. **Partner Reports**

NRCS is working on Outlet creek and referring the landowners to the RCD. Steve is requesting a letter of support from the RCD to assist them in remaining in their current location. NRCS and the RCD are coordinating in the Garcia area. Partnerships push a project's ranking higher. It is unknown if the Healthy Forest program will be funded.

5. Program/Project Report

Patty is currently working on proposals for the Noyo/Big Rivers with DFG and in the Garcia for 319(h).

There was a communication breakdown between the RCD and NRCS regarding a landowner on Robinson Creek. Patty recommends that a communication plan be a part of future coordinated permitting agreements.

6. Special Presentation

Kellyx Nelson – Executive Director of San Mateo RCD

- It is a rare circumstance that it would be good for an RCD to hold an easement.
- Risks include costs for mandatory monitoring, reporting and documentation. Potential costs of enforcement and litigation. There is also a risk of bad public relations from being viewed as an enforcement agency and also assisting an unpopular public works project.
- Wildlands, Inc. – fairly low risk to hold easement. Risks may involve the company going out of business and the possibility of a sale of the property.
- Kellyx recommends that the RCD should learn the motivation of all parties involved, including our own.
- The agreement should specifically identify what resources are being protected.
- An amendment policy should be a part of a conservation easement but careful not to give the impression that the agreement is not in perpetuity.
- An easement should not be accepted without the funding in place. The funding should be unrestricted instead of an endowment. Usually you cannot touch the principle of an endowment.

7. Public Comment

Attendees interested in the vacant board seat introduced themselves:

Pat Rogers – a farmer, sat on the board of the Wine Growers Alliance.

Alfred White – has been in the wine business since the 1970s and has an interest in conservation

Amy Shanahan - is an environmental engineer for Granite Construction for three years. Conservation is a personal interest.

8. Director Items

Tyler feels that farm mapping with GIS would be a possible fee for service.

Tyler and Jerome will resume the policy review process.

9. Adjourn – 11:14 pm

Tyler Nelson
Board Chair



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MINUTES OF BOARD OF DIRECTORS MEETING
February 10, 2009

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

Directors Absent: None

Associate Directors Present: None.

Staff Present: Janet Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith arrived at 9:37

Other: None

1. **Call to Order** – Tyler Nelson called the meeting to order at 9:07 a.m.
2. **Consent Calendar** – Geri motioned to approve the January's consent calendar with amendments adding invoice for Eye for Detail to be paid, Craig seconded, 4 ayes 0 nays.
3. **Administration**
 - A. Update on state contracts/agreements. Prop 50 grant is suspended but will be reimbursed for work currently being done. There will be a meeting with Caltrans on February 11, 2009. Dave Kelley, the new project manager, advised the RCD that we will not be out of pocket for cost associated with the bypass project. Once the state budget is passed grant projects may not be reinstated until new fiscal year. Suspended projects include DFG Timberlock, DWR Noyo/Big and Russian River Mgmt Plans. DFG Feliz Road project will be canceled since it has been extended once already. Caltrans update – There will be a rework of the coop agreement with new time line. The HMMP is still under development. Roger is developing a list of questions for Caltrans regarding easements. Sonoma County Land Trust has advised they do not accept mitigation easements and the Center for Lands Mgmt may be a viable option. Mendocino Land Trust would like to meet with the RCD to discuss its capacity for holding easements. Patty recommends having an easement partner and including them in the process. The RCD will continue to receive legal advice on conservation easements from Henry Pollock and will engage additional legal services for the new cooperative agreement. Geri, Craig, Jan, Patty and Roger will be attending a Council of Land Trusts conference on Feb 24th regarding mitigation easements.
 - B. Update on financial status. Prop 50 North Coast is on the short list of projects that will be paid after the budget passes. Jan asked Craig about the possible suspension of the Carlson contract until cash flow resumes. Craig would like to leave the contract as is, since the project is going well and that a public meeting is planned in April. He will discuss with the possibility of deferring billing with Mr. Carlson at the meeting.
 - C. The RCD is currently approved for the Work Share Program through

EDD. Jan would like the board to grant her the authority to make the decisions for when and how much of a reduction in work hours. Craig motioned to approve granting Jan the authority, Geri seconded, 4 ayes 0 nays.

4. Partner Reports

Steve reports that the EQIP process has become more difficult concerning the paperwork involved. The process includes the reviewing of tax returns with spot checks conducted through the IRS.

5. Break

6. Program/Project Reports

RCD staff has been working on the new 319(h) proposal focusing on TMDL improvements in the Pardlow and Mill Creek areas on three ranches. There is an education and outreach component to update the Handbook for Forest and Ranch Roads. This project will be a partnership with NRCS.

Work is being done on applications with DFG for the Noyo/Big rivers. These are road decommissioning projects for Jackson State Forest in the Big River and MRC in the Noyo.

Patty has been getting requests for assistance from non-working landscape landowners for help. She feels that this would be an opportunity for a fee for service.

7. Public Comment

None.

8. New Business

- A. New director discussion and selection. Geri and Tyler interviewed candidates with the criteria of working with land in mind.
 - a. Granville Pool opted out due to increased commitment to the Redwood Valley Water District board.
 - b. Peter Broderick has a government background and made a good impression.
 - c. Pat Rogers – Tyler feels he would be a good candidate.
 - d. Larry Desmond fits well with the RCD and is very knowledgeable. He made a very positive impression.
 - e. Randy Jacobszoon indicated that he is interested in our work but would also like to work with the district, thus he is removing himself from consideration.
 - f. Amy Shanahan was not interviewed.

The committee recommended Larry Desmond be invited to fill the vacant director position. The committee also recommended that Peter, Pat and

Amy be invited to associate directors. Craig made a motion to extend the invitations, Jerome seconded, 4 ayes 0 nays.

9. Director Items

Tyler reports to the board that due to health issues he will have to take a leave of absence for two or more months. Vice-chair Craig Blencowe will preside over meetings until his return.

Geri states that the Willits Watershed Group is working on their mission statement and reviewing policy.

Geri attended a CA Native Plant Society meeting. She is the acting president. Larry Desmond is the plant sale coordinator. The society is going to hold a native plant workshop and would like the RCD to cosponsor.

Craig discussed the Biomass meeting scheduled for April 24th. He is requesting a \$200.00 sponsorship request be added to the next agenda.

10. Adjourn – 11:51 pm

Craig Blencowe
Vice Chair



MINUTES OF BOARD OF DIRECTORS MEETING
March 10, 2009

Directors Present: Geri Hulse-Stephens; Craig Blencowe; Jerome Dix at 9:45

Directors Absent: Tyler Nelson

Associate Directors Present: Peter Braudrick; Larry Desmond (pending director)

Staff Present: Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith

Other: Jeremy Ketchum

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1. Call to Order – Craig Blencowe called the meeting to order at 9:48 a.m.

2. Consent Calendar – Geri motioned to approve the February's consent calendar, Jerome seconded, 3 ayes 0 nays.

3. Partner Reports

The Agriculture Water Enhancement Program partners has developed a proposal that aims to develop new water sources using urban wastewater and create storage facilities to address frost protection and drought assistance.

The state budget crisis may have an effect on WHIP contracts that have state funds as match. The landowners may have to provide that match if the state funds are not provided. NRCS may request a letter from the board to ask for flexibility with the WHIP contracts schedules.

4. Administration

- A. Annual economic interest forms are soon due. Directors were asked to keep copies for their records.
- B. Resolutions to approve applications for economic stimulus funds. The Upper Rancheria and the Upper Russian NPS reduction projects are shovel ready. Shovel ready was defined by Patty as to be able to start in 60 days and completed in 2 to 3 years. The Mendocino County Arundo Donax Eradication project is in partnership with West Coast Watershed. Geri motioned to approve the resolutions to apply for economic stimulus funds; Jerome seconded; 3 ayes 0 nays.
- C. Approval to apply for DOC watershed coordinator grants for the Navarro and Upper Russian rivers. Geri inquired about applying for a coordinator for the Outlet Creek. Patty felt that the Willits watershed group may not not be enthusiastic about an RCD coordinator at this stage of their development. There was interest in continuing the discussion regarding a coordinator grant for the Eel River. Craig asked to table the item until the next meeting to allow Geri and Larry time to discuss the idea with the Willits watershed group.

- D. Approval to apply for economic stimulus funds for Upper Rancheria fish passage barrier removal project through NOAA. Jerome motioned to approve; Geri seconded; 3 ayes 0 nays.

5. Program/Project Reports

Jeremy Ketchum of Caltrans gave an update of the Willits Bypass Mitigation project.

The mitigation conceptual plan has been created. The HMMP is still under construction with six chapters done. There will be twelve to thirteen chapters when complete. The HMMP requires 30% completion of the mitigation plan.

There are no options or easements in place yet. Caltrans need 65 acres of wetland creation for a 1:1 ratio. They are also in need of upland parcels. There have been difficulties in acquiring appropriate parcels for wetland mitigation that has caused the project to fall behind schedule.

Caltrans and the RCD are currently working on a 2nd cooperative agreement to involve the transfer of property, monitoring, endowments, mitigation design, maintenance and more.

In response to Craig, Jeremy was not sure if the economy is having a factor on attaining the mitigation properties and that he is not privy to that information.

Geri asked about the construction timetable to work with the community to develop plants for the mitigation. She also asked for a projected plant list. Plant salvage will be a part of the construction plan. Geri reported that the Native Plant Society and the high school green house may be of use.

Craig expressed that the RCD is also concerned with the areas in between and around the mitigation parcels.

Caltrans prefers to keep the mitigation in the valley. The permitting agencies will have the final say on the mitigation project.

6. Public Comment

None.

7. New Business

- A. Jerome motioned to approve the request to donate \$200 to Ft. Bragg Biomass public meeting; Geri seconded; 3 ayes 0 nays.
- B. The spring potluck is to reconnect with conservation partners. The staff was directed to produce a list of invitees, needs and costs for April's meeting. The dates of 5/29 and 6/5 were discussed as possibilities.
- C. The potential conflict of interest with conservation easement consultant should be cleared as Roger Sternberg completes his current task with

land owner shortly. He will not enter into any negotiations between the land owner and Caltrans. Staff was directed to send a letter clarifying our working relationship.

8. Director Items

The Center for Natural Lands Management maybe a possible easement holder for the Caltrans mitigation property. Craig feels that there would be a conflict between them and the RCD because we both want to have ownership of the property. Patty feels that they are a possibility and should be investigated further.

9. Adjourn – 12:22pm.

Craig Blencowe
Vice Chair



MINUTES OF BOARD OF DIRECTORS MEETING

April 9, 2009

Directors Present: Geri Hulse-Stephens; Tyler Nelson; Larry Desmond

Directors Absent: Craig Blencowe; Jerome Dix

Associate Directors Present: Peter Braudrick

Staff Present: Jan Olave, Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith at 10:17a.m.

Other: None

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1. **Call to Order** – Tyler Nelson called the meeting to order at 9:05 a.m.
2. **Consent Calendar** – Geri motioned to approve the March's consent calendar with amendment, Larry seconded, 3 ayes 0 nays.
3. **Partner Reports**

Steve reports that the changes to the EQIP and WHIP programs will not be ready until May. The rural stimulus monies are being driven by midwest farming communities. He feels that the agricultural community in Mendocino county could have an influence on the program.
4. **Administration**
 - A. DOC watershed Coordinator Grants continued discussion from last meeting. The grant allows one full time coordinator per hydrologic unit. MCRCD should apply for a half-time Upper Russian River watershed coordinator in conjunction with Sotytome RCD's half-time application. Staff believes MCRCD should apply for a full-time position in the Navarro HUC. The Eel River watershed coordinator may need to work with Humbolt County as well as NGO's in Mendocino County. Jan is also concerned about public perception of the MCRCD as a future major landowner in Little Lake Valley and the employer of the watershed coordinator for the area. An alternative would be that another agency/NGO apply for the position. Patty believes that DFG may have partial funding for an Outlet Creek coordinator and will follow-up. Currently, the Outlet Creek watershed group has not indicated any interest in working with the RCD, thus we no investment in the Eel, other than the mitigation project. Geri motioned for the RCD to apply for a full time coordinator in the Navarro and a half time coordinator for the Russian River watersheds; Larry seconded; 3 ayes 0 nays. If the RCD gets DFG and Outlet Creek watershed group support for a quarter time coordinator, MCRCD will apply for quarter time coordinator from the DOC for a total half time person. Geri motioned to apply to DOC for Outlet Creek coordinator if the support is available; Larry seconded; 3 ayes 0 nays.

- B. Update on plant salvage for Willits bypass project. This would not fall under the RCD scope of work with Caltrans. A detailed plan should be created. The Larry and Geri will develop a salvage and replanting strategy to present to Caltrans to see if there is any interest.
- C. Review and approval of annual plan. The mission statement will be on the agenda for next month's meeting. Geri suggested that the plan be placed on the website. It was suggested in the future to define goals by watershed and include a narrative for each. Larry motioned to approve the annual plan; Geri seconded; 3 ayes 0 nays.

5. Program/Project Reports

Patty is developing a grant application for DFG with Jackson State Forest. She is continuing work on coordinated permitting.

6. Public Comment

None.

7. Director Items

Tyler suggested that the directors meet with the Board of Supervisors about MCRCDD accomplishments in their respective districts and request continued funding.

Outlet Creek watershed group is in the process of creating by-laws. The group is still in the process of identifying directors.

Forest Service Resource Ad committee – Take Back the Forest program
Illegal water diversion, drug growth, debris removal, and community cleanup day

9. Adjourn – 11:52pm.

Tyler Nelson, Chair



MINUTES OF BOARD OF DIRECTORS MEETING
May 12, 2009

Directors Present: Tyler Nelson; Larry Desmond; Craig Blencowe; Jerome Dix

Directors Absent: Geri Hulse Stevens

Associate Directors Present: None

Associate Directors Absent: Peter Braudrick

Staff Present: Patty Madigan; Nicole Porter; Ursula Butler, Janet Olave @ 10:40.

NRCS Staff Present: Steve Smith at 10:45a.m.

Other: Santiago Pimentel; Dave Kelley

1. **Call to Order** – Tyler Nelson called the meeting to order at 9:09 a.m.
2. **Consent Calendar** – Larry motioned to approve the consent calendar, Jerome seconded, Craig Blencowe absent, 3 ayes 0 nays.
3. **Administration**
 - A. Jerome motioned to approve to add Larry to the MCRCD bank accounts, Craig seconded, 4 ayes 0 nays.
 - B. Camp Creek is a project that Doug Albin of DFG recommended on Mendocino Redwood Co property in the S. Branch of the N. Fork Navarro River Watershed. Larry motioned to approve the resolution, Craig seconded, 4 ayes 0 nays.
 - C. Approval to submit DFG proposals:
 1. JDSF Road Decommissioning – Proposal based on the Noyo/Big Rivers assessment. Project involves 3 miles of road in the Berry Gulch area, tributary to the Little N. Fork of Big River.
 2. Arundo Donax removal in Russian River watershed – Project plans to remove 29.67 acres of infestation and restoring 2.88 miles of stream. This project has the support of Derek Acomb of DFG. Craig motioned to approve submission of both proposals, Larry seconded, 4 ayes 0 nays.
 - D. Consideration and possible approval of converting from sick/vacation policy to Paid Time Off policy. The board wants to have a cap on the time accumulated and Jan recommended 160 hours. The employee would be paid for any PTO hours accumulated if employment ends. Jerome motioned to approve conversion to a PTO policy with a 160 hour cap, Craig seconded, 4 ayes 0 nays.
 - E. Review talking points for Board of Supervisor’s meetings. Include EQIP funding that we leverage. Discuss the amount of money that we bring into the county and our policy to hire locally when possible. The RCD’s funding comes from the County’s Miscellaneous budget under a line item for contributions to other agencies. Tyler asked the directors for a commitment to speak with the Board of Supervisors by the end of next week - 5/22/2009.

4. New Business

- A. Community Foundation of Mendocino County check presentation to MCRCDD for Interpretive Trail project on Robinson Creek. Santiago Simental of the Foundation explained that this project was chosen for funding because it includes youth contribution and it is a project in progress that could be further enhanced. Linda reported that two students that were part of the Connecting to Creeks program applied for and were awarded a Disney Mini grant. The grant provided funds to build steps to the creek area as a part of the trail.

5. Program/Project Reports

- A. Willits Bypass Mitigation Update. Dave Kelly from Caltrans has been with the project from 2002 initially as part of the design team. The project will have 64 acres of direct wetlands impact. There is little wetlands creation opportunity in Little Lake Valley. There are 1200 acres of property that are being considered for options. This acreage includes 300 acres of oak woodlands and also would be preserving Bakers Meadowfoam and Semaphore grass.
- B. Navarro Update. DFG field visits were held May 7th with Tracie Nelson and RCD contractors to review eight coordinated permitting projects. Jan and Patty will be meeting with the new Galbrath wildlands preserve on May 21st to discuss partnerships and future projects.
- C. Picnic update – we have received some rsvps. Tyler asked that the RCD call the winery office to coordinate the event.

6. Partner's Report

Steve reports that \$400,000.00 for EQIP is all going into the Garcia. Much of CA EQIP dollars have gone into San Joaquin Valley air quality. Steve feels that there is a good chance that there will be another round of funding. He said there are AWEP and CCPI monies available to apply for next year. The new initiative for organic agriculture applications are due by month end. The drought assistance program applications are also due by month end. A Ukiah based biomass group is starting. NRCS will be moving to their new office space on 7/1/2009.

7. Public Comment

- A. No public comment

8. Director's Items

Outlet Creek update – Larry has spoken with Doug Albin, Scott Harris and Ruth Goodfield regarding a watershed coordinator for the Eel River. Doug Albin recommended that the group focus on Outlet Creek. Larry questioned why the RCD is not working with the other RCD's that are in the Eel River watershed. Jan feels that we could coordinate but work individually on a manageable scale.

Biomass Community Meeting Update. Craig reports that there was good

attendance for the meeting. He feels that the RCD has made a very positive impression. The next task is bringing industry to the table and possibly co-apply for for alternative energy stimulus funding from the federal government. Craig requested a letter of support for the project from the RCD. Craig will compose the letter.

9. Adjourn – 11:56pm.

Tyler Nelson
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
June 9, 2009

Directors Present: Larry Desmond; Craig Blencowe; Jerome Dix; Geri Hulse-Stephens; Tyler Nelson at 3:16 p.m.

Directors Absent: None

Associate Directors Present: Peter Braudrick

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith at 3:15 p.m.

Other: None

1. **Call to Order** – Craig Blencowe called the meeting to order at 3:10 p.m.
2. **Consent Calendar** – Jerome motioned to approve the consent calendar, Geri seconded, Tyler Nelson absent, 4 ayes 0 nays.
3. **Administration**
 - A. Approve new, revised resolutions for AARA funding . There was a name change from Clean Water Act State Revolving Funds to AARA funds. Geri motioned to approve the resolutions, Larry seconded, 5 ayes 0 nays.
 - B. Nominations for board chair and vice chair. Craig is next on the list for board chair. Vice chair should be the next board chair. Larry would like to wait a year before taking a chair position. Craig was nominated for board chair. Geri was nominated for vice chair.
 - C. Convene personnel subcommittee. Geri has been on the committee in the past. Tyler and Jerome volunteered for the committee this year.
 - D. Request amount of biomass community meeting sponsor check be reissued to Carlson Small Power to cover some of invoice over the contract amount. Larry motioned to approve the check to Carlson Small Power, Craig seconded, 5 ayes 0 nays.
 - E. Work-Share program enacted. Due to financial situation the program has been implemented. The RCD staff will be reducing the hours worked per week with mostly Fridays off. Everyone will be taking two weeks off without pay sometime during the year. Craig expressed concern about not having coverage five days a week.
 - F. Funding update. We have received some DFG funds this week. The Garcia project will be fully funded through 319(h) with contract discussion to begin in August. Chuck Morton, the Caltrans Environmental Engineer, advises the coop agreement has been sent to their legal dept. Upon approval, MCRCD can begin to implement the mitigation projects.
 - G. Update on coop agreement with Caltrans. There was a budget meeting with Dave Kelley, Charles Laughlin and Karen Purves.

They will continue to pay Ursula's administration hours. The RCD and Caltrans will be reworking the coop agreement to conform with our new role in the project. They will cover all costs incurred.

- H. Review tentative 09-10 budget. The budget figures are conservative on Willits Bypass Mitigation Project income. Jan would like to address it next month. Craig asked about the Garcia 319(h) Project funding and stated he was disappointed that all of the EQIP money went to the Garcia project landowners. He expressed concern that projects were chosen because of state matched funding and that was unfair to those who were providing the matching funds out of their own pockets. Steve explained how the criteria for EQIP funding is determined through the local workgroup (LWG), and at the last LWG meeting, partnerships and fire damage were given additional points, although ultimately he makes the decision on the ranking criteria. The LWG meets in September 09 to set the rankings for next year's EQIP funds.

4. Program Reports

- A. Navarro - The River Center currently has funding to remain open for three more months. They are expecting funding for volunteering at the Boonville Beer Festival. The RCD applied for a Stewardship Council grant that will allow Linda to continue the Connecting to Creeks program in Anderson Valley schools. Carol Mandel and Patty are working on a revised 1600 permit. The CEQA document is in need of review for SWRCB funds. Roland Sanford from the water agency will update the existing document. MCWA may also do the county wide CEQA for us.
- B. Update on meeting with PROSAC group to develop open space district for agriculture, parks and recreation facilities and natural lands. The group asked the RCD to sponsor a block grant. Patty will facilitate a meeting for them on June 15th.

5. Partner's Report

Steve reports that there are new program rollouts and that less money is available for EQIP contracts. Wildlife and Air Quality programs had some qualifiers. Organic farming program deadline has been extended. Forestry planning practice program is nationwide. The NRCS will be moving to the new office space on August 1st.

6. Public Comment

None

7. Director's Items

Outlet Creek Watershed Group update – The group is creating their articles. The group is now officially named Willits Outlet Creek Watershed Group. The group is exploring funding options. There are nine regularly attending members. Larry requested Jerome to speak to the group about his experiences with the Russian River Watershed group.

Update on North Coast RC&D meeting – A pollination workshop will be held in Lake County in the future. There was a demonstration of a bio-oil machine that breaks down agricultural waste into #6 crude. A feasibility study is planned for building a new camp with heat and power. Discussed the Noyo Food Forest project that includes rain water catchment and some flood control measures. The next meet of the North Coast RC&D is scheduled to be held in Mendocino.

9. Adjourn – 4:56 pm.

Tyler Nelson
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
July 14 2009

Directors Present: Craig Blencowe; Jerome Dix; Geri Hulse-Stephens; Tyler Nelson; Larry Desmond at 3:08

Directors Absent: None

Associate Directors Present: Peter Braudrick

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith; Carol Mandel

Other: None

1. **Call to Order** – Tyler Nelson called the meeting to order at 3:04 p.m.
2. **Consent Calendar** – Geri motioned to approve the consent calendar with an ammendment to Jan Olave expense, Craig seconded; 5 ayes 0 nays.
3. **Program Reports** – Patty has been continuing work on the Dept of Fish and Game Coordinated Permitting Program. We have the final draft of the MOA and are working on the final template for the 1600 permit. The permit fees were expected to be \$200.00 per landowner but, were changed to \$200.00 per encroachment.
4. **New Business**
 - A. Discussion of annual meeting of local working group. Due to some confusion over the last meeting's outcome, a discussion was brought to the table regarding running a formalized meeting. According to federal guidelines the meeting should be agendized and noticed to the public. Steve states that the meeting is to make recommendations to the District Conservationist on the ranking priorities and doesn't want specialized groups lobbying to influence the ranking in their favor. Patty inquired as to whether the local working group was only ranking for EQIP or all of the Farm Bill programs. Steve replied only EQIP. Geri feels it is important for the group to be informed of the available Farm Bill programs prior to the meeting. Steve offered to do a presentation on the available programs. He feels that the time frame for the working group to meet will be between Aug and Nov.
 - B. The RCD is applying for a five year permit for the Navarro watershed at a cost of \$5,000.00 The permit allows for ammendments at a cost of \$500.00 for major and \$150.00 for minor. The permit will be issued in Jan's name. Jerome expressed concern that the permit is not issued in the name of the RCD. Jan feels that they just want a name of a contact person and she is not concerned with being the permit holder. The RCD is listed as second on the permit. Geri motioned to approve Jan as the

permit holder for the Navarro Watershed Permit Coordination program, Larry seconded, 5 ayes 0 nays.

5. Administration

- A. Elections – At the June 9th meeting Craig Blencowe was nominated for Chair and Geri Hulse-Stephens was nominated for Vice-Chair. A vote was taken to confirm these nominations with 5 ayes 0 nays.
- B. Update on AARA (federal stimulus) and NOAA funding – The SWRCB has assigned most of the federal stimulus monies to waste water treatment and storm water treatment projects with none allocated towards restoration. NOAA has opted not to fund any of our projects. The RCD received a rejection letter from NOAA without any feedback. Some of the NOAA funds have been allocated to a Goldridge RCD project.
- C. Update on Work Share program and staffing – We are now collecting unemployment funds. Jan, Patty and Ursula have all taken a full week off, Nicole is planning to take a full week off in August. Most of the projects are still on hold leaving staff with few billable hours.
- D. Update on coop agreement meeting with Caltrans – There has been little movement this month due to the Caltrans staff that we work with taking furlough time.
- E. Financial update – We have received the signed agreement with Caltrans for the Russian River Bridge Mitigation on Forsythe Creek.

Consideration of board packets via email – The RCD would like to email board packets to interested parties in order to save postage costs. The RCD will have printed copies available the day of the meeting. Geri motioned to send board packets via email unless a request for a mailed printed copy was made, Larry seconded, 5 ayes 0 nays.

- F. Start up expense letter to Caltrans – There has been concern that Caltrans has yet to sign the audit letter regarding start up expenses. On July 12th Caltrans contacted RCD staff requesting a minor change to the letter. This change was made and the letter has been signed and a copy emailed to RCD with the original copy sent to our auditors.

6. Partner's Report

Steve reports that the Agricultural Water Enhancement Program (AWEP) involving Mendocino, Sonoma, and Napa counties has been allocated five million dollars over the next 5 years. California Land Stewardship Institute (CLSI) and the Russian River Flood Control are local partners in this program, now called the No Cal Wine Country Ag Water Conservation and Water Quality Program. The primary focus is the re-use of urban wastewater, water conservation and water storage to protect fish and agriculture. The

organic farming program has had a large turnout of applicants. Tyler noted that landowners have a difficult time signing up and requested a letter by the district addressing the difficult eligibility process. The Forest Planning Initiative is being partnered with Cal-Fire and has generated a lot of interest.

7. Public Comment

None

8. Director's Items

Outlet Creek Watershed Group update – Tom Schott gave an over view of how partnerships work. Scott Harris of DFG is interested in partnering with the group. A goal the group is working towards is to accomplish a small grant funded project. Larry has expressed concern that trees are dying where he has seen the product Dust-off running into creeks.

Update on North Coast RC&D meeting – A deal that was being worked on for a Bio Oil project fell through. The charcoal soil amendment project is in the second round of funding. Setting up a pollination workshop in the Lake County area is continuing.

9. Adjourn – 5:08 pm.

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING

August 11, 2009

Directors Present: Geri Hulse-Stephens; Tyler Nelson; Larry Desmond; Jerome Dix at 3:10pm.

Directors Absent: Craig Blencowe

Associate Directors Present: None.

Associate Directors Absent: Peter Braudrick.

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler.

NRCS Staff Present: Steve Smith; Carol Mandel.

Other: None

1. Call to Order – 3:06 pm.

2. Consent Calendar – Tyler motioned to approve the consent calendar, Larry seconded; 3 ayes, 0 nays.

3. Administration

- A. Update on funding/staffing – Bleak. Recommended for funding at \$35,000 allocation from County. Still utilizing workshare, approximately 30% overall staff reduction. Need a notice to proceed on DWR grants. Revenue trickling in from other contracts, and other Caltrans mitigation in Russian River will be significant once we get a contract. There are billables through other contracts, but will probably have to use some reserves. We have earned interest and don't have to touch principle. County Auditor said no holds on account and can draw down as wish. Put on agenda for next month how far want to. Tyler want estimate of costs per month, when and what amount we expect money to come in, by month. Jan will work on.
- B. Approval of 2007-08 Audit - Audit in packets; would like Randolph Scott to come and speak to board at later date, but only if it does not cost the RCD. Tyler motion to approve the audit, Larry seconded; 4 ayes 0 nays.
- C. Fall North Coast CARCD meeting at MCRCDD – Our turn to host by providing venue and charge to recoup costs of lunch. The day was set for October 9th, a Friday, but board discussed changing to a Thursday to get more participation, either the 8th or 15th. Will find out what works best and proceed. Tyler offered Nelson Ranch.
- D. Update on Caltrans HMMP – the project is now pushed back a year. The RCD should start receiving parts of the HMMP in September. There will be changes to our budget with our new coop agreement with Caltrans. DFG is a possible easement holder for us and will probably hold any existing easements as well if presented as a package. Winsler & Kelly made a presentation for managing the mitigation project. The RCD will be seeking other candidates and will make a presentation to the board for their decision.

E. Approval of records retention policy is tabled until the next board meeting.

- 4. Program Reports** – Navarro - Equipment and some materials have been moved into the Prop 50 sites. We have received the DFG permits. Anderson Valley Land Trust asked us for a letter in support of their feasibility study for a public access for a water trail along the Navarro River.

6. Old Business

A. Discussion and possible action regarding RCD responsibilities to LWG. Jan contacted other LWGs to learn how they conduct the business regarding EQIP rankings. She reported that project partners were also invited to be a part of the group. Patty would like to invite non regulatory agencies to the meeting. Invitations would not be extended to advocacy groups. Jan feels that if the LWG is expanded then the appearance of impropriety is lessened. There is no timeline established. Some agencies considered for invitations are BOS, Ag Commissioner, UC Extension, and MCWA. Geri was nominated as chair of the Local Working Group. Tyler motioned to elect Geri as LWG Chair; Larry seconded; 4 ayes 0 nays.

6. Partner's Report

A. Overview of NRCS Programs

- a. EQIP Organic Initiative – either certified organic or transitioning to organic qualify. Practices include cover cropping, crop rotation, hedgerows, integrated pest mgmt, irrigation water mgmt, and nutrient mgmt.
- b. AWEP – relies on partner organization to develop a program proposal and provide matching funds and services for program implementation. Mendocino County has an approved AWEP with the CA Land Stewardship Institute which includes the Russian, Navarro, Napa and Sonoma Creek watersheds. Carol suggested that the RCD may be interested in creating a proposal for the Eel River watershed.
- c. CCPI – allows interest partners to propose projects to that can draw from multiple conservation programs to forward conservation goals. Interested ag producers covered by CCPI projects, will be invited to apply for EQIP/WHIP funds to support the goals of the project. Carol also suggested that this may be an area of interest for the RCD.
- d. CSP – is an award program for ag producers have existing conservation practices in place and are instituting new ones.

7. Public Comment

None

8. Director's Items

Outlet Creek Watershed Group update – meeting to be held tonight with Greg Grey of US Fish & Wildlife. The group forwarded Cynthia LaDoux’s CD to USFW.

9. Adjourn – 5:08 pm.

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
September 8, 2009

Directors Present: Geri Hulse-Stephens; Larry Desmond; Craig Blencowe; Jerome Dix @ 3:14

Directors Absent: Tyler Nelson

Associate Directors Present: Peter Braudrick

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith

Other: None

1. Call to Order – 3:01 pm.

2. Consent Calendar – Geri motioned to approve the consent calendar with the addition of Janet Olave expenses in the amount of \$40.26; Larry seconded; Discussion: Craig questioned whether we were fronting the contractors with the purchase of culverts on the RCD credit card. Jan stated that the culverts were for a project that we were managing. Motion passed with 4 ayes 0 nays.

3. Administration

- A. Update on county funding - Craig felt the letter to the Board of Supervisors was very well done. Jennifer Wyatt requested information on past spending and how we will spend the current funding request. John Pinches, David Colfax and Carre Brown were supportive of the RCD and all of the Supervisors voted in our favor. There is a possibility that the funds would be set aside with Mendocino County Water Agency. The total amount of funding is \$68,000.00; \$35,000 base funding, \$33,000 additional.
- B. Reserve account withdrawal - The RCD will need \$9200.00 in funding for the remainder of the month. The RCD can begin work on the Russian River mitigation project. The Caltrans Willits bypass coop agreement contract is being amended. The Garcia project will soon be in contracting and Jonathan Warmerdam will be the project manager. Jerome motioned to withdraw money from the reserve account held with the county auditor; Geri seconded; 4 ayes 0 nays.
- C. Update on North Coast CARCD meeting – Ron Roller will provide the agenda and minutes for the meeting. MCRCD will send out packets. Thursday the 8th of October is the date. The meetings typically run from 9am – 3pm. Last year MCRCD contributed \$1700.00 in dues to the CARCD. Despite MCRCD's lack of funds, Geri feels that they have provided good information for conservation easements and something should be donated. Geri motioned to donate \$300.00 to the CARCD; Larry seconded; 4 ayes 0 nays.

There is no additional money for NACD this year.

4. Program Reports

- A. Navarro – Ridge to River would like to hire the Parlin Forks crew for blackberry removal. Private companies cannot hire them it must be a government organization. Patty applied on the RCD's behalf. CCC's will be available through ARRA funding and may be less expensive than Parlin Forks crew. They are to be trained for herbicide application and forestry application. They are available in 2010. More information will be available in the future.
- B. DFG Proposal Update – Nicole & Patty did a site visit with DFG on Parson's Creek. Tamarisk is the biggest issue on the site. The RCD should find out in January if the project is funded. CCC can bring in a match with ARRA money. Craig inquired if the past sites need to be retreated. Jan stated that some of sites were not followed up on due to lack of funding. Our program is a three season project that includes follow-up.

5. Old Business

- A. Approval of Records Retention Policy - The policy was provided from CSDA. Jerome feels that it is very comprehensive. Geri motioned to approve the records retention policy; Larry seconded; 4 ayes 0 nays.

6. Partner's Report

- A. NRCS – Steve Smith has been promoted to the State Forester position. Jim Spear would like to come to our next meeting. Carol Mandel will be acting District Conservationist. Steve invited the directors to stop by the new USDA offices. Mendocino County received similar amount of money this year compared to last. The money has come through a variety of programs. There have been discussions with Rep. Thompson to get more AWEP funding in Mendocino County. The stewardship program is no longer a tiered program.

7. Public Comment

None

8. Director's Items

- A. Update on Outlet Creek Watershed Group – Coast cleanup is coming inland on the 19th to work in the Baechtel, Mill and Broddus Creeks. The city of Willits has offered dump trucks to assist with the cleanup. The group has identified specific areas of interest or focus. These areas are Education, Instream Flows, Recharge, Conservation and Biological Indicators. A steering committee is working to inform the public about the group and encourage additional membership. Currently there are 12 committed members.

- B. Update on North Coast RC&D – Peter reports that Susan Warner and Phil Giles donated a pump for the rain catchment demonstration project at the high school. The Noyo Forest garden provides food to sell at the farmers market and for the high school cafeteria. The RC&D is pursuing a grant from PG&E for a charcoal project – charcoal puts energy back into the soil.
- C. Update on EQIP local working group – The local working group is planning to broaden with invitations to the Ag Commissioner, Mendocino Co Water Agency, and other non regulatory and non advocacy groups. Geri would like to have a two hour meeting with short presentations on forestry, organics and others that the farm bill supports. She feels that questionnaires with public comments would be very informative. She would also like to see a newspaper article and a website hosting the questionnaires. Her aim is to make the working group more visible. Craig took an informal poll of all present with most in favor of expanding the local working group.

9. Adjourn – 5:27 pm.

Craig Blencowe
Board Chair



MINUTES OF BOARD OF DIRECTORS MEETING
October 13, 2009

Directors Present: Geri Hulse-Stephens; Larry Desmond; Craig Blencowe;
Jerome Dix

Directors Absent: Tyler Nelson

Associate Directors Present: Peter Braudrick

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Steve Smith; Korinn Smith; Mindy Nicoletti; Jim Spear

Other: None

1. Call to Order – 3:09 pm.

2. Consent Calendar – Craig noted that contractors are not lowering their rates in this economy. Jan stated that contracts have prevailing wage requirements or performance bonds in place. Larry motioned to approve the consent calendar; Geri seconded; 4 ayes 0 nays.

3. Administration

- A. Review and approval of 2009-10 budget. The review of the budget was delayed until the RCD determined the level of county funding. Short hours will continue until cash flow improves. Contracts are starting to move forward. If money is available at year end it will be returned to savings. The RCD has no budget for the CARCD conference but could possibly receive a scholarship for \$500.00 from the North Coast CARCD. The \$10,000.00 in the budget for project development is earmarked for a specific project. Geri motioned to approve the budget; Larry seconded; Jerome abstained; 3 ayes 0 nays.
- B. The county auditor informed the RCD that a request needed to be submitted to receive our allocated funding. No action was taken by the Board of Supervisors in regards to the Mendocino Water Agency holding the funding.
- C. Review and possible ammendment of PTO hours cap. Currently the cap on PTO hours is 160. The staff requested that the cap be raised to the amount of annual accrual with a payout limit of 160 hours in the event of a separation from the organization. The staff is using little PTO due to workshare schedules and maximizing billable hours for the RCD. Jan and Patty are nearing the 160 hour cap. Geri motioned to revise the PTO policy to increase the cap to the staff's annual accrual amount; Larry seconded; 4 ayes 0 nays.
- D. Update on Caltrans HMMP. The RCD is expecting to receive an HMMP that is 30% complete for review. Caltrans is allowing 10 days for review, comment and return. We have asked for the

assistance from NRCS, US Davis, USFS, West Coast Watershed and Joan Florsheim with the review.

4. Program Reports

- A. Navarro – Everything is going well. Patty would like to set up a tour of some projects for next months meeting.
- B. Project priorities – A list was created of projects available for when funding opportunities arise. Craig inquired as to how many of the projects were realistic for funding, Jan stated that all were.

5. Old Business

- A. Discussion & possible action of RCD requesting BOS acceptance of property donation for biomass plant site. Georgia Pacific is willing to donate 200 acres for the biomass facility. It is considered free of toxins with redwood bark buried on the property which would be removed and used as biomass. Patty would like to have more information before making a decision. We would like to know how the property neighbors feel. Steve suggested soliciting letters of support form other conservation groups. Jan suggested that if the BOS refused the offer that the RCD may be willing to accept. Larry motioned that the RCD endorse the concept of the BOS accepting the donation of land from GP; Geri seconded; 4 ayes 0 nays.
- B. Discussion and possible action of RCD regarding LWG responsibilities. Geri stated that after reviewing the federal register materials that these groups are supposed to be composed of more than our board. Jim stated that all are welcome that have a legitimate interest in directing the EQIP funding. It is the districts responsibility to convene the group. Korinn passed around her list of invitees which include the RCD board, stakeholders and government agencies. She will work with our subcommittee to create the invitation and asemble the list of invitees.

6. Partner's Report

- A. NRCS – Ukiah office DC applicants have come from all over the country. Jim will make his recommendation by the end of the month. There were eight applicants in all. Jim inquired as to the qualities that we feel are important. The responses included a knowledgeable and easy to work with person, strong on partnerships, someone that understands how to work with the RCD, and good management skills. The state technical advisory committee is important to steer funds to northern California. Jim asked that the RCD become involved with the process. Korinn discussed the acerage involved in NRCS programs in Mendocino Co.

7. Public Comment

None

8. Director's Items

- A. Update on North Coast RC&D. Peter report that they have provided a letter of support for the valley biomass group to sponsor a portable biochar unit from a company in Golden Co. The unit turns biomass into a soil ammendment.
- B. Update on Outlet Creek Watershed Group. The group will be holding it's first general meeting on Oct 22. Tom Schott, David Holtz from Friends of the Eel River will be presenting.
- C. Update on North Coast CARCD meeting. Geri feels that the group needs to use their meeting time better than they have in the past in order to get more RCD directors to attend. Revitalization is needed.

9. Adjourn – 5:40 pm.

Craig Blencowe
Board Chair



**MINUTES OF BOARD OF DIRECTORS MEETING
November 10, 2009**

Directors Present: Geri Hulse-Stephens; Jerome Dix; Larry Desmond

Directors Absent: Tyler Nelson; Craig Blencowe

Associate Directors Present: Peter Braudrick @ 9:27 am.

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler; Linda MacElwee

NRCS Staff Present: Carol Mandel

Other: None

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1. Call to Order – 9:12 am.

2. Consent Calendar – Larry motioned to approve the consent calendar with the modification of the name Holtz in the minutes being changed to Hope; Jerome seconded; 3 ayes 0 nays.

3. Administration

A. Request approval to hire Professional Geologist to review Forsythe Creek sites prior to contract with Humboldt County for the purposes of securing DFG permits. Executive Director would like to hire Elias Stienbuck to review sites and create road logs for DFG permitting. The cost will not be reimbursable with grant monies. Permitting could get delayed if this project is not done by the end of November 2009. Larry motioned to approve hiring the geologist; Jerome seconded; 3 ayes 0 nays.

B. Requesting letter of support from USACE for countywide Coordinated Permitting program. With this letter the RCD is trying to develop a federal nexus for the expanded coordinated permitting program. There has been a turnover in staffing and they have been slow to respond and MCRCD is attempting to start a dialogue with this letter. Larry motioned to approve; Jerome seconded; 3 ayes 0 nays.

4. Public Comment

None

5. Adjourn – 9:30 pm.

**Craig Blencowe
Board Chair**



**MINUTES OF BOARD OF DIRECTORS MEETING
December 8, 2009**

Directors Present: Craig Blencowe; Geri Hulse-Stephens; Larry Desmond; Tyler Nelson @ 11:10 am

Directors Absent: Jerome Dix

Associate Directors Present: Peter Braudrick @ 9:47 am.

Associate Directors Absent: None

Staff Present: Jan Olave; Patty Madigan; Nicole Porter; Ursula Butler

NRCS Staff Present: Louise Miller

Others: 9:51 Ann Cole; Roger Sternberg

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1. Call to Order – 9:09 am.

2. Consent Calendar – Larry motioned to approve the consent calendar; Geri seconded. Jan reported a change in the income statement that consisted of an increase to professional services expense that decreased our net income. The agenda was also modified to include a discussion with Ann Cole regarding the creation of a land acquisition policy. 3 ayes, 0 nays.

3. Program Reports

- a. Patty reports the submission of two 319(h) concept papers. One for Big River with Jackson State Demonstration Forest and Leonard Lake for \$996,000.00 and the second for road assessments in the Garcia River watershed. All work is completed for Prop 50 in the Navarro except for reporting & monitoring. Benchmarks were met for sediment savings on the 319(h) projects. MRC Camp Creek project is not complete, and Denmark & Honey Creeks will be complete next season. Galbreath Preserve is not yet funded. Expecting a contract for the Garcia in January in the amount of \$806,000.00 and a new Prop 50 through Humboldt County in the amount of \$840,000.00 in March. \$8,000.00 has been awarded from the Tobacco Settlement funding for Linda's Connecting to Creeks project. The Kenny & Mud Creeks contract will start this year. The contract is in the amount of \$285,000.00 for implementation on the Harwood property.
- b. Jan & Patty attended the Caltrans meeting in Marysville on the HMMP. A lot of people have reviewed the document on our behalf. There were over 800 comments regarding the document and Caltrans will send the revised document by the end of December. The permits for the project must be in place by 06/30/10 in order for the project to be funded.
- c. Craig reports that there may be an opportunity to acquire 200 acres for the biomass facility. There is a possibility of leasing or selling part of the property to defray costs. Craig asked the board to consider contributing a few thousand dollars for consultant Bill Carlson to continue to work on the project.

4. Break

5. New Business

- d.** Ann Cole spoke on a real property acquisition policy under development and received input from the board. The policy should outline a due diligence area. The RCD should request information on properties as soon as possible and should acquire environmental insurance and/or full indemnification from Caltrans. Hazmat review by Caltrans needs to be determined if it was industrial or residential. The Solano Land Trust has a thoughtful policy. Roger advises that a legal defense fund be put into place and a process for reimbursing that fund. Craig feels that Caltrans will not allow the RCD to have zero risk involving these properties. Patty feels that the RCD should determine if there are any boundary disputes. Ann is continuing to develop a policy to present to the board in January.
- e.** The RCD is considering having DFG holding easements on the mitigation properties for the Willits Bypass project. DFG does not want to hold the endowment. The management plan will drive the easement language. Roger feels that DFG staff outside of the regulatory area are creative and collaborative to work with. Craig would like to table the discussion until the next board meeting to consider other options.
- f.** The board unofficially approved giving the staff an additional one-time two paid days off. Official action to be taken in January.

6. Partner Reports

Louise reports that staffing may directly affect our level of working relationship: a lot of EQIP applications are currently occupying NRCS' staff time. Geri requested information on the final LWG rankings. Rankings are local & the national rankings could override them. Craig is interested in discussing changes in our relationship since Carol Mandel became the DC.

7. Public Comment

None.

8. Director Items

- g.** The North Coast RC&D is looking for office space. Election for officers is upcoming. The pollination workshop to be held in Lake county is scheduled for February 8, 2010. Master gardeners and MCOE are to start a water catchment project. Napa county is coming into the organization.
- h.** Project review per last field meeting. Larry felt there were a lot of unanswered questions from the field meeting. Patty gave a review of procedures. The discussion was tabled until next month's meeting.
- i.** Outlet Creek Watershed Group update. Caltrans did not attend the field trip to Brooktrails on 12/12/09. The group is looking to collaborate with Caltrans landscape specialist on rare plants and invasives. The group wants to be proactive instead of at the tail end of the process.

- j. CARCD conference. Larry got a good foundation on the board's function. He felt the pollinator and ponds information was fantastic. Craig toured fire damaged area. The agriculture lobby is very strong in CA.

10. Adjourn – 12:24 pm.

Craig Blencowe
Board Chair