



Lake County Resource Conservation District
889 Lakeport Blvd. – Lakeport, CA 95453
Phone (707) 263 4180
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Harry Lyons
President

MINUTES OF THE
MARCH 14, 2023 BOARD MEETING

CALL MEETING TO ORDER – President Harry Lyons calls the meeting to order at 9:01 a.m. Alma de Paredes will take the Minutes.

Directors Present: Randy Krag, Harry Lyons, Shula Shoup, Merry Jo Velasquez.

Directors Absent: Jim Bridges

Others Present: Alma de Paredes, Lindsay Dailey, Greg Dills, Laurie Hutchinson, Terre Logsdon, Carol Mandel, Megan McCluer, Lawrence Ray, Kate Schmidt-Hopper

- 1. OATH OF OFFICE** - New Board Member Kate Schmidt-Hopper is sworn in. Her Oath of Office will be mailed to the LCRCO office where it will be copied, filed, and sent on to the County.
- 2. VOTE to INVOKE AB 361/AB 557** to allow today's remote Board Meeting because of State of California weather emergency. April 11, 2023, Board Meeting may be a hybrid person/remote session at the AG Center in Lakeport.

Motion to Approve: Randy Krag; **Seconded:** Kate Schmidt-Hopper

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

- 3. INTRODUCTIONS** and Consideration of extra Items not appearing on the posted agenda. **None**
- 4. PUBLIC INPUT** - Anyone may speak for 3 minutes on a subject not on the agenda; no action will be taken by the Board. **None**
- 5. SAFETY MEETING** – Safety Committees. Description of the Safety Committee and how it should be restructured.
- 6. CONSENT CALENDAR: ACTION** - APPROVE MINUTES of February 14, 2023, BOARD MEETING; APPROVE MINUTES of February 29, 2022 SPECIAL BOARD MEETING; ACCEPT MONTHLY FINANCIAL REPORT; APPROVE AND PAY BILLS. Note: any item may be pulled from the consent calendar if requested by a Director or member of the public.

Motion to Approve: Merry Jo Velasquez, **Seconded:** Randy Krag

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

7. DISCUSSION and ACTION ITEMS

7.1 Committee Structure – Discussion regarding the restructuring of the Personnel, Correspondence, Finance, Safety, Grants and Native Plant Committees. Committee names and participants to replace those who are no longer Board members to be discussed at next month's Board Meeting.

7.2 Financial Policy – Add language to existing policy to allow the President to approve up to \$1K of expense or keep as is until a District Manager is hired.

7.3 Form 700 – Conflict of Interest form. Alma de Paredes will contact the Auditor's office for a copy of the form and will distribute it to the Board.

7.4 Landowner Agreement with Lake County Land Trust (ACTION) – Will proceed to sign the Landowner Agreement to start restoration work on private property.

Motion to Sign: Shula Shoup, **Seconded:** Kate Schmidt-Hopper

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

7.5 Engagement with Estelle Clifton, Professional Forestry (ACTION) – Motion to negotiate a Master Contract and Task Order(s) with Clifton Environmental Company will be a supplemental resource to LCRCD's already existing resources.

Motion to Sign: Randy Krag, **Seconded:** Merry Jo Velasquez

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

7.6 Conferences: CARCD Virtual Conference was held on March 6, 2023; Sacramento Valley Region RCD's Conference starts May 11, 2023 (In-person, any interest?) - Harry Lyons

emphasized the importance for RCD Board Members to attend conferences. Financial assistance may be available.

8. ONGOING PROJECTS – Roll Call on Annual Projects and Board Hosts.

8.1 Recruiting (Harry Lyons) – Announcements on the County’s website as well as the Record Bee. Forestry applications are in the shared drive and will be sent to the Personnel Committee. Shula Shoup suggested Shannon Tolson as a “at-large” RCD representative, Harry Lyons will follow-up. Hiring forestry resources is ongoing.

8.2 Meisenbach Scholarship (Harry Lyons) – Waiting for responses. No applicants yet but it may be too early yet.

8.3 Invasive Weed Tour (Randy Krag) – Clark Island excursion is scheduled for May 11th and 12th, 2023.

8.4 Field Days in the Creek (Harry Lyons, Shula Shoup & Kate Schmidt-Hopper) – Harry Lyons is coordinating with property owners, insurance companies and Smokey the Bear. Kate Schmidt-Hopper is reaching out to schools and 4th grade teachers for input as well as reaching out to the Middletown Rancheria for a tribal presenter. Shula Shoup has received two confirmations to present and is waiting for responses from two others from the Forest Service and Fish Wildlife agencies.

8.5 Kids in the Creek (Merry Jo Velasquez) – Postponed due to weather and will be rescheduled.

8.6 Trout in the Classroom (Tony Blyleven) – Harry Lyons checked in with Tony Blyleven and trout eggs will be picked up and distributed to eight different classrooms with of all different age groups.

9. REPORTS/UPDATES

9.1 TERA (Lindsay Dailey) Request for CEQA Sponsor Services. – LCRCDD has been requested to serve as a CEQA sponsor. Calfire is the required lead (if asked) and LCRCDD will function as the supportive agency. TERA will initiate the work and LCRCDD preparing the paperwork in conjunction with CalFire. Kate Schmidt-Hopper encouraged Board members to view the online CEQA.

9.2 Lake County Fire Safe Council Report - Laurie Hutchison – Continues working with JAIDE on the CoCo-AIM grant proposal as well as FSC structure options. Investigating fire prevention grant requirements to obtain a Fire Tools Trailers to take to community events. Eleven community events have been approved. Attended various local group meetings.

9.3 NRCS Report - Korinn Woodard – Updated the group on the ranking of EQIP funding. Seven applications were approved with the remaining unapproved applications to be reconsidered on April 7th for another funding source (CSP). Also, to be taken into consideration is the Inflation Reduction Act dollars that have been released and need to be allocated. Technical assistance to residents who would like to apply will be made available. An offer has been made to fill the District Conservationist position. Waiting for response.

9.4 Goats Rue Project - Greg Dills – Nothing to report. Worked on the grant requirement project.

9.5 Caltrans Revegetation Projects - Greg Dills – Nothing to report. Worked on the grant requirement project.

9.6 Lake County Land Trust Wright Project – Merry Jo Velasquez – Letter has been signed. Working on state exemption request and will submit to county. Thirteen acres of restoration work to be done and will work with LT (Erica Lundquist, Cathy Kohler, Jack Alderson, and me), the County (Angela DePalma-Dow) and RCD (Larry Ray and, again, me) to plan what will be planted and what work arounds are being considered to avoid bumble bee and nesting bird habitats. Will also work with Larry Ray for survey input.

9.7 President/Director Reports

Harry Lyons – Please see his report.

Randy Krag – Nothing further to add.

Shula Shoup – Nothing further to add.

Kate Schmidt-Hopper – Nothing further to add.

Merry Jo Velasquez – Wright Property – Received a \$100K donation for educational purposes. Looking into wheelchair access at the levy as well as road work. We have a contractor who has bid on the project and is looking into the wheelchair accessibility issues.

10. NEW BUSINESS

11. GENERAL DISCUSSION - no action will be taken by the board.

12. ADJOURN

Motion to Adjourn: Randy Krag **Seconded:** Kate Hopper-Schmidt

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

The meeting was adjourned at 11:30 a.m.

Attachments:

President's Report for March 2023 (February)

LCFSC Report for March 1, 2023 (February)

Project Manager's Report for February-March 2023

Being a Safety Committee Member

Purchasing & Cash Disbursements Policy

Email regarding CEQA Sponsor - TERA

Lake County Resource Conservation District
President's Report March 2023 Harry Lyons

Forestry Technical Assistance Work

We are recruiting for a replacement for Tom Bendure, our forester. View our ads on Craig's List.

<https://mendocino.craigslist.org/gov/d/lakeport-forester-part-time/7594606944.html>

<https://mendocino.craigslist.org/gov/d/lakeport-forestry-technician-part-time/7594438300.html>

We would like to rely on Tom Bendure to help train whoever we hire and perhaps assist in other ways in meeting our contract commitment. To that end, Shula Shoup researched available advisors for Tom in his search to find out whether and how much he can work while on disability. It would certainly be Tom's decision whether to work with us again.

Calfire Grant Application

With \$13,000 of support from the County of Lake, our staff and consultants are finishing and submitting our \$5,000,000 grant application to CalFire. An intense push of work is being completed by Greg Dills, Laurie Hutchison, and Larry Ray (RCD Employees) with Megan McCluer and Kristen Murphy (JAIDE Associates). These folks are completing a massive project in a short time period. Thanks to all for the undertaking.

Field Days In The Creek

This event is set for Wednesday, 24th May, 2023. Coordination continues by Kate Schmidt-Hopper and Shula Shoup.

Estelle Clifton

I would like to engage Clifton Environmental LLC early-on in the grant writing process as we pursue Forest Health Grants. I have agendized permission to do so as an action item. But I wonder if this is required. I have attached the pertinent sections of our financial policy as a Word Document with the cover email (PurchasesSubContracts). In the absence of a District Manager, can the Board President hire contractors?

Information on Estelle and her associates is available from the following link.

https://www.linkedin.com/in/estelle-p-clifton-91428511?original_referer=https%3A%2F%2Fwww.google.com%2F

Assembly Bills Related to Zoom Meetings and the Brown Act

The Special Districts Risk Management Association (SDRMA), in reviewing the expiration of AB 361, suggests that Districts meet in person from this month forward. But a new bill, AB 557, would allow remote meetings during other types of emergencies beside COVID. To give us a month to sort this out, I am referencing snow, power failures, and flooded roads for a decision to meet virtually his month. It is my guess that henceforth we must have a quorum of directors meeting in person; others may join remotely if we list their location. I would encourage other director to investigate if this is so.

Committee Structure This month's safety brochure (Being A Safety Committee) concerns the formation and functioning of a safety committee. It is a reminder that we must review our committee structure.

Form 700

Each director receives from the County of Lake an email concerning the yearly filing of individual conflict of interest information. Please respond.

JAIDE Invoice

I urge directors and employees to review the invoice from our consultants, sent by Alma to you. It is a portrait of our planning. This invoice and the timecards of our employees is evidence of the deal we are getting in charting and securing our future: never has so much been done by so few for so little !

TERA and CEQA

Lindsay Dailey, Executive Director of the Tribal Ecorestoration Alliance will join us on March 14th to discuss a request from TERA for assistance in filing under the California Environmental Quality Act. See the link below for more information on CEQA, at least read the intro paragraph on the main page.

<https://opr.ca.gov/ceqa/>

If you wish to delve deeper into the interaction of the RCDs and CEQA, view this recording of a webinar sponsored by the CARCD.

<https://drive.google.com/file/d/1ui9ekB60rPR6KIDLe5xjsTQTXinfMznH/view?usp=sharing>

I have attached a copy of my email exchange with Lindsay with the cover email (TERA/RCDemails) with Lindsay's concerns and my take on the possibility of assisting them. There are several layers of complexity to the CEQA process; Lindsay is concerned that we realized the difference between filing the paper work for an exemption or negative declaration and the extensive work in designing a mitigation or preparing an Environmental Impact Report. My concern is whether our involvement is justifiable.

Lake County Land Trust Land Owners Agreement

Our actions in the Wright Restoration Project require an agreement with the Land Trust, the non-profit organization that owns the property. I have attached a copy of the agreement with the cover email (LandOwnersAgreement); permission for me to sign is an action item.

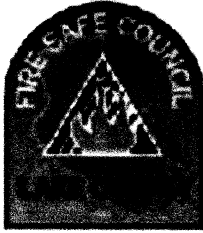
Burglary

Scott McClean, our field technician, discovered last week that our tool shed, a very solid shipping container, had been broken into and our tools have been stolen. Taken: a weeder, a brush mower, a water pump, and associated hand tools. The value of this material is well over \$3000. I have sent the Sheriff's report to our insurance agent, Lincoln/Leavitt and they are touch with our carrier.

Wages We await a contract from CalTrans for the second stage of the Middletown Oak-Planting Mitigation Project. The budget on that contract will include increased wages for the employees involved and increased overhead charges by the District. Before increasing wages, the personnel committee must conduct performance evaluations on the employees involved with the project: Greg Dills; Larry Ray; and Scott McClean. After reviewing the evaluations, the Board of Directors must vote on the wage increases. We can accomplish all that later this month or in early April, depending on when the final contract arrives from CalTrans.

Thanks for your work and patience.

Harry



Laurie Hutchison
Coordinator

Lake County Fire Safe Council

Phone: 707-262-7093

P.O. Box 62, Lakeport, CA 95453-0062

Email: FireSafeLC@yahoo.com

REPORT –March. 1, 2023

Worked with Jaide partners to write and submit a concept paper for the CoCo-AIM grant. Continuing to work on different aspects of the grant for submission.

Continued work on FSC structure options with Megan McCluer and ideas to build working teams for grants and growth.

Working on updates for website.

Continuing to work with partners on current grants/projects and considering future grants.

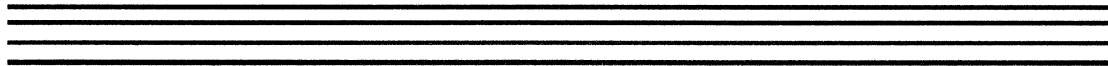
Attending various local group meetings.

Looking for opportunities for future events, partnerships, funding resources, and grants.

Continued coordination with the RRA, NCO,CLERC and other local partners on projects.

Continuing to promote & update county wide Fire Safe Lake website (www.firesafelake.org)

Public outreach via social media for updates and info on various local fires, pertinent weather, community events, preparedness tips and home hardening ideas.





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PROJECT MANAGER'S REPORT

February - March 2023 Activities

Goat's rue Project

No activity this reporting period.

Caltrans Middletown Project

No activity this reporting period.

Caltrans Middletown Project – Phase II

No activity this reporting period.

Caltrans Hwy 29 Project

No activity this reporting period.

CAL Fire TMMPS Grant Application

Participate in a team grant writing effort, provided project area GIS maps of six treatment zone maps, fire severity map, and overview map.

Being a Safety Committee Member

Training Short

Objective: To outline the role, requirements, and responsibilities of a safety committee member.

An organization's safety committee plays a crucial role in promoting safe practices and reporting unsafe conditions. Safety committee members recognize risks before they happen, increase communication about safety, and work to improve the safety program for everyone.

Requirements

For an effective committee, a member should be proactive and able to:

- Lead by setting a positive example as a role model.
- Inquire about safety concerns from fellow employees and present them at the safety committee meeting.
- Mentor and coach new employees on the importance of safety.
- Assist in training employees on the organization's safety policies and procedures.
- Identify unsafe conditions and recommend corrective measures.
- Maintain a focus on the continual improvement of the organization's safety culture.



Responsibilities

Members must:

- Attend and actively participate in safety committee meetings.
- Elicit employee involvement and input from the area you are representing before each meeting in the form of safety-related suggestions and hazard reports.
- Participate in regular workplace safety inspections with other safety committee members, and conduct a survey of your department prior to each safety committee meeting.
- Review all incidents and near misses to:
 - Help establish root causes.
 - Develop corrective actions to prevent more serious accidents or similar incidents.
- Assist with implementing the identified corrective actions.
- Actively participate in all safety training, including both regular training and training specific to the safety committee.
- As a part of the safety committee, review the organization's Safety and Health Program and continually make recommendations for improvement.

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

IV. PURCHASING & CASH DISBURSEMENTS

A. Purchase Authorization and Process

The Board of Directors delegates authority to the District Manager, Project Manager, Project Coordinator, and Administrative Assistant to make purchases of materials, supplies, and labor in accordance with the annual budget of the District, as follows:

1. All purchases costing \$1000 or more must have advance approval from the Board of Directors or Chair of the Finance Committee.
 2. All requests for reimbursement must be submitted to the Administrative Assistant within 60 days of incurring the expense.
 3. Before making purchases of \$3000 or more for goods (including equipment) or services, the District Manager, Project Manager, and/or Project Coordinator shall secure at least three competitive bids or price quotes. Staff shall purchase goods or services from the lowest qualified bidder, or provide written justification why acceptance of a higher bid is in the best interest of the District. District Secretary or Administrative Assistant shall maintain documentation of the competitive bid process used. This competitive bid requirement may be waived upon certification that, due to the unique nature of the goods or services, a sole source purchase is justified. Justification may be in the form of a letter explaining the circumstances involved in the process of acquisition. Failure to comply with the competitive bid process may result in the Board of Directors disallowing reimbursement of some or all of the related costs.
 4. It is the preference of the Board to make purchases locally.
 5. Invoices are forwarded to the Bookkeeper for reconciliation and check preparation.
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