



Lake County Resource Conservation District
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Harry Lyons
President

MINUTES
10AM April 10, 2018
3865 Main St. Kelseyville CA 95451

CALL MEETING TO ORDER: President Harry Lyons called the meeting to order at 10:02AM.

Directors present: Victoria Brandon, Jim Bridges, Charlotte Griswold, Bill Lincoln, Harry Lyons, Merry Jo Velasquez, Ron Yoder

Others present: Linda Juntunen, Greg Dills, Laurie Hutchison, Korinn Woodard

1. INTRODUCTIONS: none needed

2. PUBLIC INPUT: none

3. SAFETY MEETING

“Respect for People” conducted by Lyons

4. APPROVAL of MINUTES OF March 13, 2018 MEETING

Approval of February 13, 2018 minutes tabled until the next meeting

Motion: Velasquez moved and Lincoln seconded to **approve the minutes of the March 13, 2018 meeting**

Ayes: Brandon, Bridges, Griswold, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: none

Abstained: none

5. FINANCIAL REPORT

5.1 Monthly Report tabled until the next meeting

5.2 Discuss change in auditor’s check processing process

The Auditors office is implementing a schedule whereby Special District checks presented for signature during any given week would not be available for pickup until Thursday of the following week, but has sent a followup message indicating that they may be able to offer an expedited process to Districts with employees.

5.3 Discuss draft budget. Revisions were suggested to the draft 2018-2019 proposed budget. The revised version will be presented for approval at the May 8 meeting.

5.4 Authorize preparation of annual audit. Lyons will contact Zach Pehling to find out the status of our 2016-17 audit.

Motion: Velasquez moved and Lincoln seconded to **authorize the preparation of the 2017-18 audit**

Ayes: Brandon, Bridges, Griswold, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: none

Abstained: none

6. APPROVE & PAY BILLS

Motion: Brandon moved and Velasquez seconded to **approve and pay current bills**

Ayes: Brandon, Bridges, Griswold, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: none

Abstained: none

7. CORRESPONDENCE: none needing attention

8. OLD BUSINESS

8.1 Recruiting of Directors and Associate Directors

Recruitment of a new District 2 Director has not yet been successful.

The terms of three Directors (Brandon, Bridges and Velasquez) will expire on July 1; all indicated willingness to serve another term, but we have to get the appointments on the BOS agenda before the end of June.

8.2 Meisenbach Scholarship. Lyons has contacted teachers and reached out to various other organizations to find out how intern programs work. Our past interns have received a stipend of \$500. He will check with Dan Desmond to find out details.

8.3 Invasive Weed Tour: nothing to report

8.4 Field Days in the Creek. Woodard has received verbal assurance from Mike Browning that the new Diamond D owners will be glad to host us after they see proof of insurance. The event is usually held in the third week in May. Lincoln will check in with the property owners and the teachers, and confirm a date. Juntunen suggests contacting the South Lake Fire District to see if they want to participate. Brandon will contact the rest of the presenters once we have a date.

8.5 Kids in the Creek. Terrace School has scheduling problems so the event will not occur this year.

9. REPORTS/UPDATES

9.1 Lake County Fire Safe Council Report - Laurie Hutchison: participated in monthly agency meetings, preparing for possible participation in April 21 Earth Fest event in Upper Lake, discussing grants and projects with various agencies and assisting with evaluation & determination of future projects and the creation of new Firewise Communities. Dr Jana Carp from the Fire Learning Network will discuss community engagement at 10-11:30 April 12, at Umpqua Bank in Lakeport, and all directors are invited. The Fire Safe Council needs a fiscal sponsor for a grant: we will agendaize at the May meeting.

9.2 NRCS Report - Korinn Woodard. Will soon receive approval for a \$45,000 extension to Tom Bendure's contract; it's nearly time to submit quarterly billing. A second round of EQIP projects closed on Friday: about half are still fire related. The Winegrape Commission is going to apply for a CDFA Healthy Soils grant to investigate the results of various cover crops, and may need a support letter. Many other RCDs in the area are participating in this project and we should too. Lincoln expressed interest in becoming involved.

9.3 Eightmile Valley Project - Greg Dills. Participated in conference call with the Water Board, Department of Financial Assistance, BLM, Harry Lyons, and Larry Ray to discuss contract details, deadlines, and permits for the project, make recommendations for final edits, etc. BLM will prepare the 401 and 404 permits, and hopefully all will come through in time for construction in 2018. The March rain provided an excellent opportunity for water quality samples. Larry Ray was able to take samples at the peak flow in the project area and will do wetland delineation next week. Dills expects to have a contract for signature any day.

- 9.4 Goats Rue Project: nothing going on yet. The original project proposal included a public tour of the area and it would be excellent to arrange this collaboratively with the Sierra Club as was suggested after Larry's March 22 presentation.
- 9.5 Reforestation Project. All our customers have finished collecting their seedlings except Adidam, who have been told that they have to get them out of storage no later than April 13. We should collect our few remaining boxes of Doug Fir at the same time. Jim Harvey is already out; Juntunen will find out when Jim Wright and CalFire expect to vacate. The first invoice has been sent to CalFire for their share of the storage bill.
- 9.6 DOC grant. Velasquez: Allison Handler wanted the committee to conduct a survey to find out what kinds of plants people want before purchasing or propagating, so she consulted with the Master Gardeners about doing this at farmers markets this summer, but waiting that long would make us miss the spring sale season. So we'll get some propagated and sold this spring (including Toyon from the Indian Valley project) and do a survey at the same time to better inform later purchases. We're also going to buy some wholesale plants from CalFlora, which Carolyn Ruttan has offered to care for and repot over the summer which will make them eligible to sell at farmers markets. A student intern might be of assistance. We expect to offer home-propagated plants for sale at May 12 & 19 markets, and offer them and some from CalFlora at the Finley barn sale on May 6. The Olive Festival is unfortunately too soon. We'll also participate in the Pear Festival and Harvest Festival in the fall.
- 9.7 President/Director Reports
- Lyons: talking to Deidre Davis at Harbin about partnering with CalFire on a forest health grant. Same with Paul Zellman on CDFA grant. He submitted our SDRMA renewal questionnaire, and has been meeting with county officials in connection with the Middle Creek project.
 - Brandon: a brief but intense hitch run ended about a week ago, with sitings in Kelsey, Adobe, Middle, Clover, and Seigler creeks.
 - Yoder: Healthy Soils would be a good connection with the Sacramento Valley collaboration group he is involved with

10. NEW BUSINESS

- 10.1 Approve letter of support for SB 929: CSDA has asked us to support this legislation, but it turns out that while Special Districts are allowed to lobby, RCDs are not, so we must decline.
- 10.2 Approve purchase of thumb drives for financial records backup.
Motion: Yoder moved and Velasquez seconded to **approve the purchase of two thumb drives** in order to keep our financial records updated on the office computer.
Ayes: Brandon, Bridges, Lincoln, Lyons, Velasquez, Yoder
Noes: none
Absent: Griswold
Abstained: none

10.3 Approve purchase of shade shelter for tabling

Motion: Velasquez moved and Brandon seconded to **approve the purchase of a ten foot shade shelter** for use in selling native plants.

Ayes: Brandon, Bridges, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: Griswold

Abstained: none

Velasquez will buy it and Brandon will design and purchase an LCRCB banner (approved at the last meeting) from Vista Print

10.4 Approve purchase of a field camera for use on the Eightmile Valley project: funding is built into the grant.

Motion: Lincoln moved and Velasquez seconded to **approve the purchase of a Canon Sure Shot camera**

Ayes: Brandon, Bridges, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: Griswold

Abstained: none

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

Yoder: we depend too much on institutional knowledge and are vulnerable to the loss of the individuals who know how things are done. Processes should be written down, and a handbook made available for distribution to new Directors. It would also be helpful to have a simplified brochure to offer prospective Directors and other interested individuals. Consensus agreement: we will agendaize at the next meeting and Lyons will work with Yoder to bring it about.

12. ADJOURN

Motion: Brandon moved and Yoder seconded to **adjourn the meeting** at 11:54AM

Ayes: Brandon, Bridges, Lincoln, Lyons, Velasquez, Yoder

Noes: none

Absent: Griswold

Abstained: none