

**Minutes for  
MEETING OF THE BOARD**

1:00 PM January 16th, 2025  
Conference Room – Ag Center  
889 Lakeport Blvd. Lakeport CA 95453

**CALL MEETING TO ORDER**

Kate Schmidt-Hopper of the LCRCDD Board of Directors, called the meeting to order at 1:02 p.m., Jing Wang will take the Minutes.

Directors Present: Randy Krag (Virtually), Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Directors Absent: None

Others Present:

- In Person: Jing Wang (Bookkeeper), Julia Sullivan (Executive Director)
- Virtually: Megan McCluer-Lopez (Finance Manager), Kao Choua Vue (Finance Team Contractor)

**1. INTRODUCTIONS** and consideration of extra items not appearing on the posted agenda.

- Board Director Harry Lyons stated that the Board of Supervisors has appointed two new Directors to the LCRCDD Board
- The Board states that: 5.5 General discussion amended to include discussion of new Board Directors joining the RCD Board.

**2. PUBLIC INPUT** - Anyone may speak for three minutes on a subject not on the agenda; no action will be taken by the Board.

- No input

**3. BOARD REVIEW AND UPDATES**

3.1 UPDATE on staff activities by Executive Director - Julia Sullivan

- Julia stated that the December-January staff report has been uploaded to the RCD shared drive.
- Julia gives an update on staff activities:

- The volume of grant writing and proposal development has been tremendous.
- Many funding opportunities were brought about by partners including Napa-RCD, Napa-Firewise, Mendocino-RCD.
- Forestry staff conducted many site visits, processing application materials.
  - Nicole is showing great initiative and has done a great job organizing.
- Board Director Merry Jo Velasquez inquired about the status of the Kuulanapo permits. Julia replied that she will have the time to go over the draft applications in the near future.
- Board Director Kate Schmidt-Hopper inquired about the specifics of the Field Protocol.
  - Julia: Nicole is developing a Field Protocol (includes for example, how to conduct an inventory specific to forestry work) and a Field Safety Protocol.

### 3.2 ROLL CALL on ongoing projects with Board Hosts

- Kate Schmidt-Hopper: Along with Harry Lyons and Shula Shoup are Board hosts for Field Day at the Creek
  - Kate reached out to the Unified Middletown School Districts to inquire about a start date for Field Day at the Creek
- Harry Lyons: Has not yet heard anything from Tony Blyleven regarding Trout in the Classroom.
- Merry Jo Velasquez: Inquired about a start date for the Forestry Service's Kids in the Creek event.
- Shula Shoup: Stated that she did not have anything assigned to her regarding Field Day at the Creek and has nothing to report.

### 3.3 UPDATE on NRCS Activities - Erica Lundquist

- N/A (\*Erica not present)

### 3.4 UPDATE on monthly finances and financial transition - Megan McCluer Lopez, Jing Wang

- Megan invited Board members to make inquiries regarding the financial reports, and pointed them to the Financial Report writeup/notes.
- The Board then made inquiries which the Finance Team answered/explained:
  - Merry Jo Velasquez inquired about the difference between "Amount" and "Open Balance" in the A/R Aging Report

- Kate Schmidt-Hopper inquired about the functionality and inclusion of “General Operations” as a Project in the RCD Project Profitability Summary.
  - Megan: It’s a way for us to track our GO expenses, and make better projections on operating expenses going forward.
  
- Harry Lyons inquired about Carlos Soler (CPA Accountant-Consultant)’s contract
  - Megan: It is under negotiation.

### 3.5 UPDATE from President and Directors

- Randy: Nothing to Report.
  
- Merry Jo Velasquez gave an update on CARCD-Kuulanapo
  - Native plant planting in the CARCD grant has been completed at no cost to the RCD.
  - The California Conservation Corps transplanted tules at suitable elevations. 13 acres of wetlands has been planted for free, the land trust is paying for a native monitor at no cost to the RCD. More than 800 tules have been planted, and the County will pay for watering.
  
- Merry Jo Velasquez also gave an update relating to problems with Hitch migration in three water conduits underneath the Bell Hill underpass, and the status of Hitch getting listed as an ‘endangered’ species by the federal government, which will open up an additional potential grant application source for LACO to submit to complete the levee breach project.

## 4. ACTION – Includes discussion.

### 4.1 VOTE on approval of December 19th, 2024 minutes

Motion to Approve: Merry Jo Velasquez

Seconded: Harry Lyons

Aye: Unanimous

Nays: none

Absent: none

Abstained: none

Result: Passed

### 4.2 VOTE on acceptance of monthly financial report - Megan McCluer Lopez, Jing Wang

Motion to Approve: Harry Lyons

Seconded: Merry Jo Velasquez

Aye: Unanimous

Nays: none

Absent: none

Abstained: none

Result: Passed

- Financial Manager Megan McCluer inquired if “3.4 Financial Transition” should be removed now that the financial transition has completed, and discussion on the financial report can be had prior to the Vote on acceptance.
  - The Board concurred with this inquiry.

## 5. DISCUSSION – Does not include action.

### 5.1 Mid-year financial review and consideration of budget amendment

- Julia states that regarding the budget amendment, no major changes are anticipated, but due to the financial transition, structural changes to the budget are needed.
- Megan states that significant changes warranting budget approval are expected for the structural accounting of the budget.
  - 6 months of Actuals in FY24-25 will help in adjusting the budget.
  - A budget amendment proposal will be presented at the February 2025 Board Meeting, detailed information will be available to the Board a week prior to the February Board Meeting.

### 5.2 Consideration of whether to seek to post LCRCRD agendas, meeting minutes, etc. on County [website](#) in addition to LCRCRD website

- The Board President Randy Krag asked, and the Board discussed, if the LCRCRD should post the Board Meeting Agenda on the County website.
  - The Board and Executive Director tasked Bookkeeper Jing Wang with getting the RCD’s Agenda and Minutes onto the County’s website.

### 5.3 Update on SALC progress and pre-proposal development, next steps, etc. (due January 31st)

- \*Already included on the Executive Director report.
- Julia stated that the Lake County Community Development Department will lead.
- The Board requested RCD Soils Specialist Noah Cornel make a presentation regarding the Ag Committee meeting for the Project 2050 General Plan at the February Board meeting.

### 5.4 Update on Meisenbach scholarship status and discussion of program continuation

- Board Director Harry Lyons thanked Kao Choua Vue for the great work she has done.
- Kao Choua gave a presentation on the Meisenbach scholarship:
  - Google Form is ready to be given to students in 3 schools
  - A month will be allocated to review applications.

- Is it feasible to continue the Meisenbach scholarship on an annual basis, perhaps with expanded eligibility?
- The Google Form will be hosted on the RCD website, and the RCD Board members will handle communications with the School Counselors.

### 5.5 General discussion

- Board Director Harry Lyons stated that the Lake County Board of Supervisors has appointed 2 new directors to the RCD Board without prior consultation of the RCD's Board of Directors.
- Julia asked, and Harry Lyons confirmed that historically, potential RCD Board candidates attended 3 Board meetings, then the RCD Board recommended the Board candidates to the County Board of Supervisors. The new Board members are then sworn in.
- Kate Schmidt-Hopper, Vice President of the LCRCRD Board of Directors, stated that she is 'Perfectly comfortable being an Associate Director, as long as she continues to receive relevant information, which is entitled to the public, she will continue to support the RCD regardless of the decision of the Board of Supervisors.'

## 6. FUTURE AGENDA ITEM REQUESTS

- None

## 7. ADJOURNMENT

Motion to Adjourn: Merry Jo Velasquez

Seconded: Shula Shoup

Aye: Unanimous

Nays: none

Absent: none

Abstained: none

Result: Meeting adjourned

**The meeting was adjourned at 2:40 p.m.**