



Minutes of March 19, 2026 LCRCRD Board Meeting

CALL MEETING TO ORDER

Randy Krag of the LCRCRD Board of Directors, called the meeting to order at 1:00 p.m, Jing Wang will take the Minutes.

Directors Present: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan, Tony Blyleven (Associate Director)

Directors Absent: Merry Jo Velasquez, Harry Lyons

Others Present:

In Person: Jing Wang (Bookkeeper), Erica Lundquist (NRCS District Conservationist), Julia Sullivan (Executive Director), Nicole Lau (Community Forester)

Virtually: Megan McCluer Lopez (Finance Manager), a Member of Public

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

- Board President Randy Krag announced the resignation of Board Director Steve Campbell, effective March 16, 2026, due to health concerns following a serious accident. In his resignation letter, Mr. Campbell expressed appreciation for the Board and staff's dedication to the RCD's purpose statement.
- Randy suggested that the Board should discuss initiating a recruitment process to fill the vacant seat, to be agendaized for the next meeting.

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

- Randy noted that a member of the public was present virtually, who did not make a comment.
- Board Director Kate Schmidt-Hopper gave an informational update on the Lake County General Plan "Project 2050", and recommended Board members to read and study the environmental impact report available on the County website.
 - Board Director Joseph (Joe) Sullivan noted that the plan includes updates to zoning, land use, and development regulations, which could significantly impact property owners and future land use decisions across the county.

3. BOARD REVIEW AND UPDATES

3.1 UPDATE on staff activities – Julia Sullivan, Executive Director

- Julia highlighted an annual presentation she and John Vandervort (RCD Conservation Program Manager) made to the Lake County Board of Supervisors on March 17th, 2026.
 - Julia presented an overview of the past year's RCD activities, while John presented for the Lake County FSC (Fire Safe Council) and RRA (Risk Reduction Authority).
 - [A recording of the presentation](#) can be found on the County of Lake CA youtube channel.
- A large site visit for the Clearlake Oaks Revitalization Initiative project was held on March 18th, 2026, which was attended by County supervisors, project team members including engineers,

biologists, USGS staff and Tribal representatives, and various partner organizations such as Caltrans and the County Water Resources department.

- Julia gave an update on the Watershed Program Manager hiring progress.
- The Board gave feedback on the current Staff Report format, including formatting suggestions and a suggestion by Kate to attach a list of current acronyms to the staff report.

3.2 ROLL CALL on ongoing projects with Board Hosts

- Randy Krag – No update.
- Harry Lyons – Absent.
- Kate Schmidt-Hopper – No update.
- Shula Shoup – No update.
- Merry Jo Velasquez – Absent.
- Joseph Sullivan – No update.
- Tony Blyleven
 - Associate Director Tony Blyleven gave an update on the Trout in the Classroom program
 - Tony reported a strong program outlook for the year, that a recent trip to pick up trout eggs was a success.
 - The program is still facing uncertainty on release location and timing due to difficulty getting final approval from California Department of Fish and Wildlife (CDFW).
 - Tony and the Board discussed project timing and long term regional implications. The Board Directors stated their general appreciation for Tony’s persistence and recognition that this is a high-value educational program for kids.

3.3 UPDATE on NRCS activities – Erica Lundquist

- Erica reported that the NRCS ranking deadline has been extended from March 27th to April 10th due to computer system/server issues. NRCS and RCD staff have been working intensively to prepare materials ahead of the deadline.

3.4 UPDATE from President and Directors

- Randy Krag – No update.
- Harry Lyons – Absent.
- Kate Schmidt-Hopper –
 - Kate shared her impressions of attending the Lake County Board of Supervisors (BOS) meeting where Julia and John presented. Kate observed that Julia did a “brilliant job” with the presentation. She noted that the presentation was very well received, with visible engagement and positive reactions from the supervisors. Kate also commented on the successful expansion of the RCD’s agricultural program.
- Shula Shoup – No update.
- Merry Jo Velasquez – Absent.
- Joseph Sullivan – – No update.

4. ACTION – Includes discussion.

4.1 VOTE on approval of February 2026 meeting minutes

Discussion: None.

Motion to Approve: Joseph Sullivan

Seconded: Kate Schmidt-Hopper

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

4.2 VOTE on acceptance of January 2026 financial report

Discussion:

- Finance Manager Megan McCluer reported that:
 - The RCD is leveraging \$30,000 of unrestricted reserves to cover cash flow.
 - RCD management is considering not renewing its Line of Credit from WestAmerica bank in 2026.
- The Board and RCD financial staff discussed specifics relating to A/R (accounts receivable) and payment timing.
- Megan presented a separate report on the RCD's General Operations spending for fiscal year 25-26 through December 2025.
- Julia stated that the Regional Forest and Fire Capacity Program (RFFC) capacity building grant from the CA Department of Conservation is currently shouldering some administrative costs, and that General Operations spending is expected to increase when that grant ends.

Motion to Approve: Kate Schmidt-Hopper

Seconded: Joseph Sullivan

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

4.3 VOTE on updates to Personnel Manual -Anti-Harassment, Anti-Discrimination, and Anti-Retaliation-Workplace Logistics

Discussion:

- Julia explained that relevant sections of the Personnel Manual were updated after an insurance application process highlighted gaps in the RCD's written policies related to confidential reporting procedures and anti-retaliation protections.
 - Draft revisions were prepared in consultation with the RCD's legal counsel to ensure compliance. The updates included clearer procedures for reporting concerns, including options for reporting to a supervisor, the Executive Director, or the Board's personnel committee, particularly in situations involving supervisory staff.
 - The Board discussed the language and suggested minor revisions for clarity and consistency.
- Julia explained that, as a California public agency, the RCD's overtime rules are governed by the federal Fair Labor Standards Act (FLSA), which defines overtime as hours worked more than 40 in a workweek. As such, the RCD is exempt from California's labor laws, where daily overtime is defined as more than 8 hours in a single day.
 - She recommended updating the RCD's overtime policy to reflect the federal standard, defining overtime only as hours worked beyond 40 in a workweek.

- o Julia also noted that this change would better align with the realities of fieldwork, which often involves longer workdays, and would help reduce frequent timesheet corrections and billing complications.
- The Board discussed related considerations, including the potential for flexible schedules and how travel time is accounted for.

Motion to Approve: Kate Schmidt-Hopper

Seconded: Joseph Sullivan

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

4.4 VOTE on Resolution 2026-02 authorizing Executive Director to sign on behalf of the District

Discussion:

- Julia introduced Resolution 2026-02, explaining that its purpose is to formally authorize the Executive Director to sign certain documents on behalf of the District, streamlining routine administrative processes as the organization continues to grow.
 - o She noted that the District frequently receives requests to sign letters of support and other non-binding documents, and that this resolution would reduce the need for repeated Board approvals for routine matters.
- It was emphasized that the resolution does not authorize the Executive Director to enter into binding financial obligations or legal liabilities without prior Board approval, particularly for larger or higher-risk commitments.

Motion to Approve: Joseph Sullivan

Seconded: Kate Schmidt-Hopper

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

4.5 VOTE on approval of CAL FIRE Forest Health Grant application in partnership with Napa RCD: “Lower Lake-Hidden Valley Hazardous Fuels Removal Project”

Discussion:

- Julia introduced the CAL FIRE Forest Health Grant application, noting that the proposal is led by Napa RCD and structured as a five-year grant.
- The project focuses on hazardous fuels reduction at Six Sigma Ranch and Winery and surrounding private parcels in Lower Lake.
- Of the full proposal, LCRCD is requesting approximately \$3 million in grant funding. \$98,000 in matching funds has already been secured through PG&E.
- RCD Community Forester Nicole Lau delivered a detailed presentation to the Board outlining the project, supported by maps and visual materials. She described planned activities, including fuels reduction treatments across priority areas.

- Board members expressed support for the project’s focus on high-priority fuels reduction and cross-boundary collaboration, while acknowledging the complexity of implementing work across multiple private parcels.

Motion to Approve: Shula Shoup

Seconded: Joseph Sullivan

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

4.6 VOTE on approval of CAL FIRE Forest Health Grant application: “Mendocino National Forest Habitat Enhancement & Hazardous Fuels Reduction Project”

Discussion:

- Julia noted that this is an RCD-led project developed with support from State Coastal Conservancy (SCC) funding through the North Coast Durable Collaborative, in coordination with the Upper Lake Ranger District of the Mendocino National Forest (US Forest Service).
- The total proposed project budget is approximately \$6.2 million, with a landownership distribution of roughly 85% public and 15% private lands, and includes significant matching funds contributed by project partners.
- Nicole delivered a detailed presentation to the Board, including maps of the project area and a comprehensive overview of the project’s scope and treatment units. She described planned activities, which were aimed towards reducing hazardous fuels and enhancing northern spotted owl habitat quality.
- The presentation also addressed sensitive habitat considerations, including the presence of northern spotted owl habitat.
- The Board discussed the proposal following the presentation, including questions and comments related to project scope, partnerships, and potential conflicts. Discussion included consideration of landownership complexities.

Motion to Approve: Kate Schmidt-Hopper

Seconded: Shula Shoup

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

Result: Passed

5. DISCUSSION – Does not include action.

5.1 Transportation needs for Field Day in the Creek, Kids in the Creek, and Trout in the Classroom

- Kate provided an update on coordination efforts, noting that she is still waiting to hear back from Coyote Valley Elementary regarding transportation arrangements.
- The Board discussed timing and coordination for the events, noting that the Kids in the Creek event is scheduled to take place approximately one week prior to the Field Day in the Creek event, and that Field Day in the Creek is scheduled for April 30.

5.2 Required committees and upcoming ad hoc committee formation

- Julia stated that she has previously shared the current policy language from the Board Manual related to committee structure, roles, and requirements, noting that some elements may need to be updated to reflect current operations and needs.
- She proposed bringing this topic back for a more comprehensive discussion with the full Board at the next meeting, to allow for thoughtful consideration of committee needs and structure.

5.3 Initiating Board development curriculum and upcoming self-appraisal

- Julia shared that Amy will provide supporting materials and guidance, with the process beginning with a Board self-appraisal to be completed prior to the next meeting.
 - The Board discussed logistics for the self-appraisal, including distribution and accessibility of materials.
 - Board Director Shula Shoup requested that the survey be mailed to her, rather than distributed electronically.
- Randy and Julia noted the need to follow up on Steve's resignation, including coordination with the County regarding next steps and any required processes.

7. AGENDA ITEM REQUESTS

- Randy suggested that the Board should discuss initiating a recruitment process to fill the vacant seat, to be agendaized for the next meeting.
- Julia noted the need to revisit committee structure and formation (Item 5.2) at the next Board meeting, including a more comprehensive discussion with the full Board.
- Joe requested consideration of a preliminary study or draft document identifying key work areas across the county, with the goal of helping prioritize projects and guide strategic planning.
- Kate requested exploration of the feasibility of the Fire Safe Council (FSC) developing a map to support a Community Wildfire Protection Plan (CWPP).

8. ADJOURNMENT

Motion to Adjourn: Joseph Sullivan

Seconded: Shula Shoup

Ayes: Randy Krag, Kate Schmidt-Hopper, Shula Shoup, Joseph Sullivan

Absent: Harry Lyons, Merry Jo Velasquez, Steve Campbell

Abstained: None.

The meeting was adjourned at 3:45 p.m.