



Minutes of September 17, 2026 Board Meeting

CALL MEETING TO ORDER

Randy Krag of the LCRCD Board of Directors, called the meeting to order at 1:12 p.m. Jing Wang will take the Minutes.

Directors Present: Randy Krag, Kate Schmidt-Hopper (Virtually), Shula Shoup, Joseph Sullivan, Merry Jo Velasquez, Harry Lyons, Tony Blyleven (Associate Director)

Directors Absent: Joseph Sullivan.

Others Present:

In Person: Jing Wang (Bookkeeper), Julia Sullivan (Executive Director), Erica Lundquist (NRCS District Conservationist), Marlene Quilala (Communications & Outreach Specialist), Margaux Kambara (Board of Directors Candidate), Wesley Baker (Board of Directors Candidate), Roberta MacIntyre (Board of Directors Candidate), Matthew Barnes (Area Director for UCCE)

Others Virtually: Megan McCluer Lopez (Finance Manager),

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

- The newly onboarded LCRCD Communications and Outreach Specialist, Marlene Quilala, gave a self-introduction. Marlene is a Lake County local, and is working half-time with the LCRCD and half-time with the Lake County Land Trust.
- This Board meeting was also attended by Matthew Barnes, Area Director for UC Cooperative Extension, and Roberta MacIntyre, candidate for the vacant at-large Board seat, who each introduced themselves.

2. PUBLIC INPUT

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

- Board of Directors Candidate Margaux Kambara provided public input regarding the recent Clear Lake co-management agreement signing, which took place on September 11th, 2026 at 8:30 a.m. She described the event as a momentous and historic occasion for Lake County, and thanked the LCRCD for its involvement in supporting the effort and for helping extend the spirit of continued collaboration with tribal leaders.
- Associate Director Tony Blyleven provided an update on the Trout in the Classroom project. He reported that the California Department of Fish and Wildlife is again allowing use of Kelsey Creek and that Putah Creek had also been restored to the program, returning the program to Kelsey Creek, Putah Creek, and Upper Blue Lakes.

3. BOARD REVIEW AND UPDATES

3.1 UPDATE on staff activities - Julia Sullivan, Executive Director

- Julia reported that she and Marlene attended the Clear Lake co-management agreement signing event on behalf of the LCRCD and the Clear Lake Oaks Revitalization Initiative project, describing the event as momentous and noted that it included participation from seven Tribes, four local governments, and twelve state agencies.

- Julia also reported on a Thursday (9/10/26) evening dinner & listening session with Elem Indian Colony related to the Clear Lake Oaks Revitalization Initiative project, which was attended by approximately 20 Tribal members. LCRCDD staff and project partners shared on project background, preliminary conceptual designs, information collected to date, and invited discussion regarding Tribal hopes for the project. Dialogue also included potential restoration goals, Tribal access, and design considerations.
 - Julia and the Board also discussed Tribal data sovereignty and the RCD's limitations as a public agency subject to the California Public Records Act.

3.2 UPDATE on NRCS activities - Erica Lundquist, NRCS District Conservationist

- Erica provided an update on NRCS activities.
- Erica stated that she has been working with the LCRCDD Forest Health Program staff to codify and standardize the workflow for forestry planning and information submitted to NRCS.
- Erica noted that she is retiring and is in the process of organizing NRCS workflow(s) to account for her departure.

3.3 UPDATE from President and Directors

- Randy Krag – No update.
- Harry Lyons – No update.
- Kate Schmidt-Hopper – No update.
- Shula Shoup – No update.
- Merry Jo Velasquez – No update.
- Joseph Sullivan – Absent

4. ACTION

Consent agenda items:

- 4.1 Approval of August 2026 meeting minutes
- 4.2 Acceptance of July 2026 financial report

- Board President Randy Krag introduced the consent agenda process and explained that the Board would consider approving the meeting minutes and financial report together unless an item was pulled for separate discussion.
- The July 2026 financial report was pulled from the consent agenda for discussion.
 - The Board and Finance Manager Megan McCluer Lopez discussed the Budget vs. Actual report for the first month of the fiscal year.
 - Megan and the Board discussed how Board members may ask questions about financial reports before monthly Board meetings, including the need to avoid email communications or follow-up discussions that could raise Brown Act concerns.

Motion to Approve July 2026 financial report: Merry Jo Velasquez

Seconded: Kate Schmidt-Hopper

Ayes: Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Nays: None.

Absent: Joseph Sullivan

Abstained: None.

Result: Approved

For the rest of the consent agenda:

Motion to Approve: Merry Jo Velasquez

Seconded: Harry Lyons

Ayes: Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Nays: None.

Absent: Joseph Sullivan

Abstained: None.

Result: Approved

Includes discussion:

4.3 VOTE on acceptance of revised Operations Manual (financial policies)

Discussion:

- Julia introduced the item and explained that the proposed edits and additions came from auditor feedback following a clean audit. Revisions aim to strengthen and refine existing financial policies.
- The Board discussed the updated Conflict of Interest section, including mandatory recusal language and references to Section 1090 financial interest restrictions.
 - Board Director Kate Schmidt-Hopper expressed that the language could benefit from additional clarity, particularly for Board Directors who are working farmers or may enroll in conservation programs.
- Julia and the Board discussed informal bid processes.

Motion to Approve: Merry Jo Velasquez

Seconded: Kate Schmidt-Hopper

Ayes: Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Nays: None.

Absent: Joseph Sullivan

Abstained: None.

Result: Approved. (with direction that staff add clarifying language)

4.4 VOTE on acceptance of revised Personnel Manual (Employee Handbook)

Discussion:

- Julia described the proposed personnel manual revisions, including the addition of a phone stipend.
- Julia also discussed a premium-only flexible benefits/opt-out health insurance compensation options, mentioning that it is still being worked through with legal counsel and that additional language would be brought back for Board consideration at a future meeting.
- Julia further described clarifying language noting that full-time staff may work below their required hours threshold twice per year.

Motion to Approve: Harry Lyons

Seconded: Kate Schmidt-Hopper

Ayes: Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Nays: None.

Absent: Joseph Sullivan

Abstained: None.

Result: Approved.

4.5 VOTE on ad hoc committee(s) formation
Investment Committee
Scholarship Committee

Discussion:

- The Board considered formation of an ad hoc committee(s), including scholarship and investment committees. Committee assignments are as follows:
 - Investment committee
 - Joseph Sullivan
 - Harry Lyons
 - Scholarship committee
 - Randy Krag
 - Kate Schmidt-Hopper

Motion to Approve: Merry Jo Velasquez

Seconded: Shula Shoup

Ayes: Randy Krag, Harry Lyons, Kate Schmidt-Hopper, Shula Shoup, Merry Jo Velasquez.

Nays: None.

Absent: Joseph Sullivan

Abstained: None.

Result: Approved

4.6 VOTE on recommended At-Large Director and/or Associate Director appointment(s)

Discussion:

- The Board considered a recommendation for the vacant at-large Director seat and possible Associate Director appointments. Randy provided an overview of the Board appointment process, explaining that the LCRCDD Board makes a recommendation to the County Board of Supervisors, which is responsible for appointing LCRCDD Board members.
- The Board discussed the candidates and noted that all three applicants were strong candidates with valuable qualifications and potential contributions to the RCD.
 - The Board then made a formal motion to recommend Roberta MacIntyre to the Lake County Board of Supervisors for appointment to the LCRCDD's vacant at-large Director seat.
- Julia noted that staff would communicate the Board's recommendation to the County, and added that possible Associate Director appointments could be considered after the Board of Supervisors acts on the Director appointment.

Motion to Approve: Harry Lyons

Seconded: Merry Jo Velasquez

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

Nays: Kate Schmidt-Hopper

Absent: Joseph Sullivan

Abstained: None.

Result: Approved

5. DISCUSSION

Does not include action.

5.1 Discuss typical committee structure and formation of standing Personnel Committee

- Julia introduced the item regarding typical committee structure and possible formation of a standing Personnel Committee. Julia noted that staff have been working on delegation, supervisory structure, leadership team development, and organizational structure, and that a committee could help address these topics more efficiently.
- The Board discussed possible structure and frequency for a future Personnel Committee, including the possibility of rotating Board members and bringing in members based on topic.

6. AGENDA ITEM REQUESTS

- Board and Staff identified the following items for the next agenda:
 - Consider formation of a standing Personnel Committee.
 - Bring back the Operations Manual with added clarifying language related to the Conflict of Interest section.
 - Bring back the premium-only flexible benefits plan / opt-out health insurance compensation language.
 - Consider appointment of Associate Directors, pending communication from the County and any Board of Supervisors action on the at-large Director appointment.

7. CLOSED SESSION

Personnel

- Start: 3:42 PM
- Finished: 3:55 PM
 - Executive Director Julia Sullivan was invited to attend. No action was taken.

8. ADJOURNMENT

The meeting was adjourned at 3:55 p.m. in the closed session.