



Lake County Resource Conservation District
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Harry Lyons
President

UNE 11, 2024
BOARD MEETING MINUTES

CALL MEETING TO ORDER

CALL MEETING TO ORDER – President Harry Lyons calls the meeting to order at 9:04 a.m. Alma de Paredes will take the Minutes.

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

Directors Absent: Jim Bridges

Others Present: Alma de Paredes, Laurie Hutchison, Erica Lundquist (NRCS), Megan McCluer (JAIDE); Kristen Murphy (JAIDE).

1. **INTRODUCTIONS** and Consideration of extra items not appearing on the posted agenda – Closed Section Discussion.
2. **PUBLIC INPUT** - Anyone may speak for 3 minutes on a subject not on the agenda; no action will be taken by the Board – None.

3. BOARD REVIEW AND UPDATES

3.1 ROLL CALL on Written Project Reports by Staff – Laurie Hutchison reported that 1) she will be meeting with PG&E representatives to discuss the Pillsbury Evacuation project and strategy. 2) She will also be turning her attention to the correct ordering and reimbursement procedures to follow and will discuss with Megan McCluer of JAIDE. 3) Investigating alternate storage needs for LCFSC supplies.

3.2 ROLL CALL on Ongoing Projects with Board Hosts – Projects completed for the year.

3.3 UPDATE on Financial Transition – Megan McCluer – Ongoing.

3.4 UPDATE on NRCS Activities - Office Space Quest & Local Work Group Meetings – Erica Lundquist – Advised that she has a new NRCS Pathways intern, Josh Green, who will be collaborating with her for the next eight weeks. That the recruiting efforts for a forester and soil/water specialist. Discussed the possibility of the RCD hosting local group meetings to receive informal community input so as to better serve the needs of the county.

3.5 UPDATE on Hiring and Onboarding – Kristen Murphy – Both Harry Lyons and Randy Krag are active in interviewing for the Financial Manager, bookkeeping positions and have identified well-qualified candidates. The forester position has been slower to identify a suitable local candidate to support the grants here in the county.

3.6 UPDATE by President and Directors – Nothing to report

4. **SAFETY MEETING** – Skidding – All have read.

5. **DISCUSSION** – Does not include action.

5.1 Training Session on Board Operations – Megan McCluer – The suggested date for the board training is tentative scheduled for June 22, 2024, and an email invite will be sent. It was also suggested that the training be a self-facilitated with the attendees reviewing the discussion materials prior to the session.

5.2 Land Acknowledgement – Kate Schmidt-Hopper – Ongoing. Will be discussed at the July 9, 2024, Board Meeting.

5.3 General Discussion - None

6. **ACTION** – Includes discussion

6.1 VOTE on Approval of April 14, 2024

Motion to Approve Minutes of the April 14, 2024, Board Meeting: Randy Krag;

Seconded: Merry Jo Velasquez

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.2 VOTE on Acceptance of Financial Report

Motion to Reject Financial Reports: Randy Krag; **Seconded:** Kate Schmidt-Hopper

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.3 VOTE on Approval and Payment of Bills

Motion to Approve and Pay Bills: Randy Krag; **Seconded:** Shula Shoup

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.4 VOTE on Full Authority for Executive Director until fully employed while Contractor

Motion to Grant Full Authority for ED While Contractor Until Fully Employed:

Kate Schmidt-Hopper; **Seconded:** Randy Krag

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.4 VOTE on Authorization to Open a second, payroll-dedicated checking account at Westamerica Bank

Motion to Authorization to Open a Payroll Dedicated Checking Account & Initial Deposit:

Kate Schmidt-Hopper; **Seconded:** Randy Krag

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.6 VOTE on Approval of Recommended Budget 2024-2025 to be Followed by an “Adopted Budget” by August 23, 2024

Motion to Approve the Recommended Budget for FY 2024-2025 to be Followed by an

“Adopted Budget” by August 23, 2024: Kate Schmidt-Hopper;

Seconded: Merry Jo Velasquez

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

6.7 VOTE on Recruitment of Program Manager – No vote was taken. – A question came up regarding the differences between the roles and responsibilities of the Executive Director and Project Manager. Kristen Murphy, JAIDE, explained that the difference is that the E.D. searches for grant opportunities, facilitates outreach with the agencies, and coordinates the writing of the

application(s). While the Project Manager is responsible for the day-to-day tracking and coordinating of the expenditures and deliverables of existing projects that the grants fund.

6.8 SIGN Annual LCRCO Budget Authorization Signature Page for County of Lake - Done

7. NEW BUSINESS - None

10. CLOSED SESSION – There was a decision by the Board to shift the management of the Wright Project from internal RCD personnel to an external contractor. It was unanimously approved by the Directors present.

11. ADJOURN

Motion to Adjourn: Merry Jo Velasquez Seconded: Kate Schmidt Hopper

Aye: Unanimous

Nays: None

Absent: Jim Bridges

Abstained: None

The meeting was adjourned at 11:55 a.m.