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Harry Lyons  
President

**BOARD MEETING MINUTES** for  
August 13, 2024  
Conference Room – Ag Center  
883 Lakeport Blvd. Lakeport CA 95451

**CALL MEETING TO ORDER**

**CALL MEETING TO ORDER** [Harry] of the LC RCD Board of Directors, calls the meeting to order at 9:07 a.m. Jing Wang will take the Minutes.

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

**Directors Absent:** Jim Bridges [Retiring]

**Others Present:** Jing Wang, Erica Lundquist (NRCS), Julia Sullivan, Megan McCluer-Lopez , Kristin Murphy (JAIDE), and Ken Ling

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

-n/a

**2. PUBLIC INPUT & BUDGET HEARING** - Anyone may speak for 3 minutes on a subject not on the agenda; no action will be taken by the Board. Input can include comments and suggestions based on our Adopted Budget as published on July 31<sup>st</sup>, 2024 on our website and our bulletin boards.

**3. BOARD REVIEW AND UPDATES**

3.1 ROLL CALL on Written Project Reports by Staff

- Wren's report present. All other staff reports are missing. The board expects all Employee Reports to be available 3-4 days before the Board Meeting.

### 3.2 ROLL CALL on Ongoing Projects with Board Hosts

Harry Lyons - Present

Jim Bridges - [Retiring]

Randy Krag - Present

Kate Schmidt-Hopper - Present

Shula Shoup - Present

Merry Jo Velasquez - Present

### 3.3 UPDATE on Financial Transition – Megan McCluer Lopez

- Megan McCluer Lopez led a presentation on the general status of the current financial transition process.

### 3.4 UPDATE on NRCS Activities - Erica Lundquist

- Erica gave an update on NRCS Activities. She stated that even with Tom and Wren helping, she is currently the only person (and another contracted individual doing part time) working on her projects. She expressed the need to find more applicants for projects, especially for county water resources. Kate made some suggestions to Erica about how she might tap into some resources to achieve this, and Shula chimed in about the Judge's Breakfast in Clearlake, of which Julia expressed interest.

### 3.5 UPDATE on Hiring and Onboarding – Kristen Murphy (via Zoom)

- Kristen gave updates on ongoing hiring and onboarding. In July, Megan McCluer Lopez (Financial Manager) and Jing Wang (Bookkeeping/Office Manager) were brought on board. A new Soil and Water Specialist, Noah Cornell, who will also offer half-time support for NRCS, has accepted his offer letter and will start in September. The hiring process for a Program Manager position is currently underway, 17 good applications are currently being reviewed.

- Kristen also answered questions regarding JAIDE. Merry Jo asked why the section concerning the CA RCD grant for work on Kuulanapo mentioned working with LACO Associates on 2 grant proposals because she only knew of one. Megan explained that the second proposal will be capacity building for the LC RCD and unrelated to Kuulanapo. Megan's projects associated with JAIDE will transition into Internal RCD work and no longer be associated with JAIDE. The board expressed a need for a Zoom account for the RCD, and perhaps personnel training for the various functions of the conference room.

### 3.6 UPDATE by Executive Director – Julia Sullivan (via Zoom)

- Julia gave an update on the general current situation of the LC RCD and what she is currently working on. Julia just started her full-time position as the Executive Director of the LC RCD, and July was her last month working in a part-time capacity. In July, the RCD rolled out a new staff email system, introduced QuickBooks Online, and a new QuickBooks Payroll system. She is also currently working on getting updates and reports from staff, as well as bringing new staff onboard. Julia also helped North Coast RCD interview some candidates.

- Julia is currently in the process of doing a budget deep dive, and will be in person next month during the week of the next board meeting, as well as being available in the office during that week.

### 3.7 UPDATE from President and Directors – Report on Jim Bridges

**Harry Lyons** - Spent the past month working on the transition. Harry visited Jim Bridges with Megan at a recovering center. Jim is doing well and eager to be discharged. Harry will present Jim with a President's Award plaque to thank him, which was contributed by Megan.

**Jim Bridges** - [Retiring]

**Randy Krag** – Announced that public comment for the SALC Program Workshop is now open and scheduled for an August 28<sup>th</sup> virtual meeting. He also announced that the NRCS is offering training opportunities for urban farming. Randy also led a discussion with other board members

about the insurance crisis in California, with input from Kristen about the RCD working at the State and Federal level.

**Kate Schmidt-Hopper** – Nothing to Report. But expressed excitement about the hiring of the new Soil Specialist.

**Shula Shoup** – Nothing to Report

**Merry Jo Velasquez** – Nothing to Report

**4. SAFETY MEETINGS** – Skidding (June) & Trenching and Shoring (July)

- Harry made sure everyone has read the safety documents found in the August 13th board meeting folder.

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

5.1 Priorities for Policy Adoption

- Julia is currently working with Megan to establish general policy, financial policy, as well as revising the policy handbook.

5.2 General Discussion

-none

**6. ACTION** – Includes discussion.

6.1 VOTE on Approval of July 9<sup>th</sup>, 2024 Minutes

**Motion to Approve Minutes of the [July 9<sup>th</sup>, 2024], Board Meeting:** Merry Jo Velasquez

**Seconded:** Randy Krag

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

6.2 VOTE on Acceptance of Financial Report - Reports from Klein for June **N/A**

(Next month will be LC RCD Internal Financial reports)

~~**Motion to Accept Financial Reports:**~~

~~**Seconded**~~

~~**Aye:**~~

~~**Nays:**~~

~~**Absent:**~~

~~**Abstained:**~~

~~6.3 VOTE on Approval and Payment of Bills- N/A~~

**6.3 VOTE on Approval of Adopted Budget**

**Motion for Approval of Adopted Budget:** Kate Schmidt-Hopper

**Seconded:** Randy Krag

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

6.4 VOTE on Banking Signature Cards as detailed in Excel Sheet presented by Harry Lyons.

**Motion on Banking Signature Cards:** Kate Schmidt-Hopper

**Seconded:** Merry Jo Velasquez

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

6.5 VOTE on New Forestry Contract n/a

- Vote not Required. JAIDE \$10,000 contract already approved by the Board. Julia will make decisions.

~~**Motion on New Forestry Contract:**~~

~~**Seconded:**~~

**Aye:**

**Nays:**

**Absent:**

**Abstained:**

6.6 VOTE on Election of Board Officers

6.6.1 VOTE on Election of Board President

**Motion on Election of *Randy Krag* as Board President:** Merry Jo Velasquez

**Seconded:** Shula Shoup

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

6.6.2 VOTE on Election of Board Vice President

**Motion on Election of as *Kate Schmidt-Hopper* as Board Vice President:** Merry Jo Velasquez

**Seconded:** Randy Krag

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

6.6.3 VOTE on Election of Board Secretary

**Motion on Election of *Merry Jo Velasquez* as Board Secretary:** Shula Shoup

**Seconded:** Kate Schmidt-Hopper

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

**7. NEW BUSINESS - Next month - formal Resolution on Financial authorities.**

- Kate thanked Ken Ling for participating. Ken gave the Board a quick biography and agreed to have Randy ( new Chair) send him the LCRCB Board application paperwork to look over.

**8. CLOSED SESSION**

- none

**9. ADJOURN**

**Motion to Adjourn:** Merry Jo Velasquez

**Seconded:** Harry Lyons

**Aye:** Unanimous

**Nays:** None

**Absent:** Jim Bridges [Retiring]

**Abstained:** None

**The meeting was adjourned at 11:13 a.m.**